

Application for an extension of preparation time for a master thesis

Last name: _____

First name: _____

Study program: _____ Student ID: _____

To the Head of the Examination Committee,
School of Economics and Business Administration

Herewith, I apply for an extension of the preparation time for my master thesis by
_____ days.

(Remark: According to §10(4) of the examination regulations extensions are limited to at
most one month.)

Reason for extension:

Illness (sickness certificate of a doctor enclosed)

Other reason:

Approval of the supervisor (only required in case of 'other reason'): Herewith I approve this
application for an extension of preparation time.

Reason:

Jena, _____

Signature supervisor with stamp

Jena, _____

Signature applicant

Old submission date: _____

New submission date: _____

Decision of the head of examination committee:

The application is accepted / rejected.

Jena, _____

Signature head of examination committee