

**Examination Office**

West Coast University of Applied Sciences  
- Examination Office -  
Fritz-Thiedemann-Ring 20  
25746 Heide

**Application for Extension  
for the Bachelor or Master thesis**

Surname, First name	Matriculation No.	Course of studies

I hereby apply for an extension for the submission of my thesis.

Previous submission date: \_\_\_\_\_

**Request for extension due to illness**

In the case of applications for extension due to illness, a medical certificate (certificate of incapacity for work, so-called "yellow slip") must be submitted immediately. In addition, the same conditions apply as in the case of withdrawal from examinations in the case of written examinations.

**Request for extension due to other reasons**

The application should be submitted no later than 4 weeks before the deadline for submission of the thesis (Faculty of Business Studies) or immediately after becoming aware of the delay (Faculty of Technology).

Reason:

Date	Signature student

**Statement of the first examiner** (not applicable when a medical certificate is present)

<input type="checkbox"/>	The reason is acceptable. An extension of _____ is necessary.
<input type="checkbox"/>	The reason is not acceptable/sufficient. An extension is not necessary.

Date	Signature first examiner

***To be completed by the Examinations Office!***

New submission date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the chairperson of the Examinations Board: \_\_\_\_\_

Registered on: \_\_\_\_\_ Student informed on: \_\_\_\_\_