





How To Request For Additional Time?

Process Steps	Document to be Used
<p>Step 1: In disasters and epidemics, graduate students at the thesis stage are given an additional period of one semester upon their request; and an additional semester if they reapply depending on the stage of the disaster or epidemic, not exceeding two semesters in total.</p>	<p>- Petition</p>
	
<p>Step 2: The student submits a petition and, if any, documents about the excuse to the Institute Secretary.</p>	<p>- Petition</p>
	
<p>Step 3: The Institute Secretary sends the petition with any additional documents to the Institute for discussion in the Institute Administrative Board.</p>	
	
<p>Step 4: The Institute Administrative Board makes its decision after discussion.</p>	
	
<p>Step 5: The decision is sent to the Student Affairs Office for processing by the Institute.</p>	
<p>Note: Additional times received are not counted in the maximum time.</p>	