

Extension

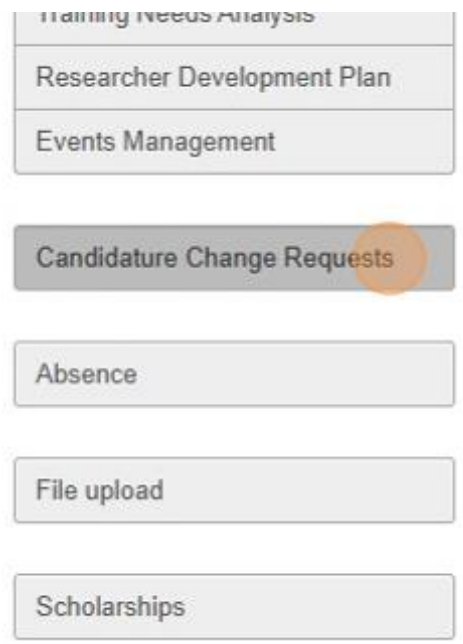
This process is to be initiated by the research candidate

Before starting your **extension** request, ensure you are signed in to **Panoho** using your **student account**. Using any other login will prevent you from being able to access **Panoho**.

1. Click **My thesis**



2. Click **Candidature Change Requests**



3. Click **Start a new application**

Use the below button to view all the forms needed to keep your candidature up to date:

i.e. Extensions, Change between Full-time and Half-time, Suspensions, and Course code changes

If you are a supervisor, please use the below button to change the Supervisory Team.

[Start a new application](#)

Application	Date	Status
	29 Oct 2025	Waiting for application to be submitted

4. Click **Extension**

Waka

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

i.e. Extensions, Change between Full-time and Half-time, Suspensions, and Course code changes

If you are a supervisor, please use the below button to change the Supervisory Team.

☒ **Extension**

A period of additional time under supervision during which you will be required to pay fees.

☐ **Deferral of a deadline**

Use to defer: Master's Progress Report, Doctoral Progress Report, or Application to Move to Full Registration.

☐ **Change Between Full-time and Half-time**

Changing between full-time and half-time enrolment.

5. Click **Start request**

If you wish to discuss your candidature before submitting this request, contact a Postgraduate Student Adviser at fgr-postgrads@vuw.ac.nz.

Would you like to complete and submit the request form?

[Cancel](#)

[Start request](#)

6. Review the guidance below before continuing.

- Te Herenga

Please review the guidance below before continuing.

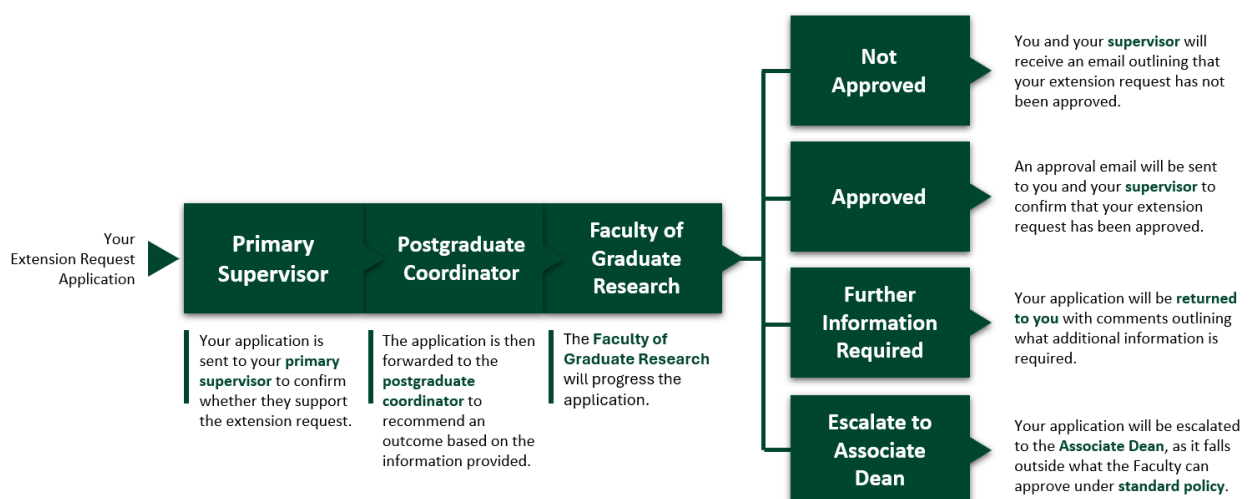
If you wish to discuss your candidature before submitting this request, contact your Postgraduate Student Adviser at fgr-postgrads@vuw.ac.nz.

Please note:

- For a PhD programme, the maximum registration period is four years (equivalent).
- For a Master's programme, the maximum registration period is one year (equivalent).

Follow the on-screen instructions and complete each section carefully to begin your extension submission process.

After You've Submitted Your Request, What Happens Next?



- The application is sent to your **primary supervisor** to confirm whether they support the extension request.
- It is then forwarded to the **postgraduate coordinator**, who will review your application and **recommend an outcome** based on the information you've provided.
- Next, the application is passed on to the **Faculty of Graduate Research (FGR)** team, who can **approve**, **not approve**, or **request further information** based on the supervisor's

support and the postgraduate coordinator's recommendation.

- **Approved:** You and your supervisor will receive an email confirming that your extension request has been approved.
- **Not approved:** You and your supervisor will receive an email outlining that your extension request has not been approved.
- **Further information required:** The application will be **returned to you** with comments explaining what additional details are needed.