

Thesis/ Research Project Registration & Extension Policy

Based on the original registration of any thesis or research project, all MA students will have one calendar year* in which to research, write, submit, defend, and submit a bound final copy of the project to the AUP library in order to be awarded a final grade. Within the administrative envelope of this year the actual dates of submission and timeframes for marking and thesis defense are set by the graduate program directors in consultation with thesis supervisors. At the original registration, MA students will be required to pay tuition for the registration of the thesis or research project, at the current per credit tuition rate for the number of credits corresponding to the thesis/research project for their MA program. For the subsequent two semesters there will be no administrative charges apart from the mandatory health insurance fees; students will, however, have a zero-credit extension registration for these two semesters.¹

After the year is up:

If no final grade has been awarded by the grade submission date** the student must request a one semester extension by:

1. Submitting a [thesis and research project extension request webform](#) detailing the satisfactory academic progress*** that has been made on the thesis/research project along with a detailed timeline for completion of the thesis/research project.****
2. Paying the administrative fee of 1000€ for the semester.

In addition, any student who is living in France will be:

3. Required to pay the minimum required health insurance fees through AUP.

A student not living in France must submit the signed [Residency Statement Form](#).

Failure to submit these forms will result in the student being administratively withdrawn from the thesis/research project registration. (see details below)

After the paid extension semester is up:

If no final grade has been awarded by the grade submission date** for the paid extension semester the student will be administratively withdrawn from the thesis/research project registration.

Any student who has been administratively withdrawn and wishes to return and finish their MA degree will be obliged to re-register the thesis/research project (and any outstanding course work) and pay the current per-credit hour tuition rate for all outstanding requirements.

Leave of Absence / Intermittence policy

At any moment during the thesis process (during the first calendar year, or during a paid extension semester if it has been taken) a student may request a leave of absence in order to stop the clock on their thesis. A leave of absence is only granted for serious personal or health reasons. To apply for a leave of absence a student must submit a written request to the graduate program director containing a detailed petition stating the reasons for the leave and a copy of the work to date that has been signed by the supervisor. A student may request a leave of absence for a maximum of 6 months.

When the student is ready to return and complete the thesis/research project the student must contact: the director of the MA program, the graduate program administration, and the office of the registrar in order to re-register the thesis. There is a fee of €1000 for this re-registration.

* comprised of three semesters: fall, spring and summer.

**this date is the deadline for all semester course grades submission - published in the Academic Calendar.

*** a 3,000 word draft of the thesis

****at any time during the thesis/research project extension period this form will be required by the *prefecture de police* if the student must renew his/her *titre de séjour*. Please refer to the [Health Office](#) for more details concerning health insurance costs and coverage.

¹ The official graduation date will be the date of the last registration- all zero-credit extension semesters included.

For information on 0-credit internships during a thesis extension see [here](#).