Graduate Research and Scholarships Office
APPLICATION FOR EXTENSION
OF SCHOLARSHIP/AWARD AND/OR CANDIDATURE

This form is to be used for application for EXTENSION of research higher degree CANDIDATURE or SCHOLARSHIP. Please note that applications for extension must be made in advance. Approval will not be granted retrospectively except in exceptional circumstances. Please forward to the Graduate Research and Scholarships Office, Hackett Hall (M358).

1. STUDENT DETAILS

FAMILY NAME: STUDENT ID:
GIVEN NAMES: TITLE: Mr, Ms, Mrs, Dr, etc
SCHOOL: TELEPHONE NO:
DEGREE:

☐ Domestic Student  ☐ International Student - Student Visa expiry date: __/__/___

If you have held a scholarship in the past 12 months please complete the following:
Name of scholarship: Expiry date of scholarship:
1.
2.
3.

2. REQUEST

Extension of Scholarship – extension of award tenure and additional funding. The maximum duration of a Scholarship for a PhD is normally three years with a possible extension of up to six months. An extension to a scholarship for PhD candidature will only normally be approved where research has been delayed by circumstances beyond the student's control. Factors that may be considered relevant to such a request would include equipment breakdown, change in research direction, change in supervision etc. The maximum duration of a Scholarship for Masters by Research (by thesis) candidature is 2 years. No extensions of scholarships for Masters by Research (by thesis) are available.

Please attach a Completion Plan (see sample on last page). If your scholarship is funded externally, authorisation will need to be secured in writing from the funding body before an extension can be approved. Please allow 4-6 weeks for any extension to be approved and processed.

Extension of Candidature - Students may, in exceptional circumstances apply for an extension to the maximum period of candidature not exceeding 12 months. Employment commitments will not normally be accepted as a reason for extension. Please attach Completion Plan (see sample on last page).

Please attach a Completion Plan (see sample on last page).

3. REASONS FOR THE REQUEST (To be completed by student)

4. SIGNATURE OF STUDENT

Signature: Date:

http://www.postgraduate.uwa.edu.au/forms 1
Last updated: February 2013
CRICOS Provider No. 00126G
5. COORDINATING SUPERVISOR OR PRINCIPAL AND COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL AND COMMENT

To be completed by Coordinating Supervisor – please comment on the reasons for this request, indicating approval or otherwise.

6. FUNDING FOR SCHOLARSHIP EXTENSION (if applicable):

Note: all APA-Industry extension requests **must** include written approval from **all** industry partners and **all** named investigators from the linkage project.

If this scholarship is fully or partially-funded by the School, does the School authorise a continuation of funding?

YES ☐ NO ☐

Please confirm the account to be used for payment of this scholarship:

BU: _____________________  PG: ____________________ School Manager: _____________________

7. COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR SIGNATURES

Coordinating Supervisor signature: ____________________________ Date: ______________

Coordinating Supervisor name (please print): ____________________________

Graduate Research Coordinator signature: ____________________________ Date: ______________

Graduate Research Coordinator name (please print): ____________________________

8. JOINT SCHOOL (if applicable):

Coordinating Supervisor signature: ____________________________ Date: ______________

Coordinating Supervisor name (please print): ____________________________

Graduate Research Coordinator signature: ____________________________ Date: ______________

Graduate Research Coordinator name (please print): ____________________________

9. GRADUATE RESEARCH AND SCHOLARSHIPS OFFICE USE ONLY

☐ Approved ☐ Not approved

_________________________________________________________ Date ____________________

Associate Director, Graduate Research & Scholarships, OR Manager, Graduate Research Candidature
10. THE COMPLETION PLAN

The Graduate Research School routinely requests that students submit completion plans with applications for extension or for a Completion Scholarship. The Completion Plan is a detailed timeline for the completion of tasks that remain in order to finalise the thesis. It should include a brief description of any strategies that will be employed to overcome logistical or other barriers. The Completion Plan is negotiated between the student and their supervisor/s and detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion Plan is essentially an agreement between the student and the supervisor/s. It is lodged with the Graduate Research School as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

Key points to note when compiling an effective Completion Plan:

- The Completion Plan must be negotiated between the student and the supervisor/s.
- The Completion Plan must take realistic account of any factors that might influence progress (e.g. one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources, etc.)

SAMPLE EXTRACT FROM A COMPLETION PLAN

*Please note that this is a sample only, not a form or template - please do not sign and return it. Please construct your own plan and sign that.

<table>
<thead>
<tr>
<th>Tasks Completed</th>
<th>Tasks Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapters 1-5 final drafts complete</td>
<td>Revise Chapter 6</td>
</tr>
<tr>
<td>Chapter 6 first draft complete</td>
<td>Draft and revise Chapter 7</td>
</tr>
<tr>
<td>Chapter 7 draft outline complete</td>
<td>Write Abstract, Preface, Acknowledgments</td>
</tr>
<tr>
<td>References in Endnote up to date</td>
<td>Submit Nomination of Examiners Form</td>
</tr>
</tbody>
</table>

Timeline (example)

<table>
<thead>
<tr>
<th>Task</th>
<th>Date for student to complete</th>
<th>Due date for supervisor's feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 6 revisions</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Chapter 7 final outline</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Section 7. A draft</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Section 7. B draft</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Section 7. C draft</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Section 7. D draft</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Chapter 7 complete first draft</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Chapter 7 revisions</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Abstract, Preface and Acknowledgments</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Submit Nomination of Examiners Form</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>References</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Complete thesis</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td>Submit thesis</td>
<td>&lt;date&gt;</td>
<td>&lt;date&gt;</td>
</tr>
</tbody>
</table>
NB: supervisor will be away from ...... to ......, and has agreed to provide feedback on Chapter 6 revisions via email during that time.

Signed    ......................................... (student)    ...........................................(supervisor)