

Graduate Research School

APPLICATION FOR EXTENSION OF SCHOLARSHIP/AWARD AND/OR CANDIDATURE

EXT

This form is to be used for application for **EXTENSION** of research higher degree **CANDIDATURE** or **SCHOLARSHIPS**. Please forward to the Graduate Research School, Room G13, 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	
	<p>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 be approved where there have been research related delays beyond the student's control. This includes, but is not limited to equipment breakdown, significant change in research direction and changes to supervision. The maximum duration of a scholarship for a Research Masters is 2 years. No extensions of scholarships for Research Masters are available.</p> <p>Please note that if you are applying for a scholarship extension at the end of three years of PhD enrolment, you must also submit your Annual Progress Report at the same time as your extension application. If your scholarship is funded externally, written authorisation from the funding body will be required before an extension can be approved.</p>
	<p>From:</p> <hr/> <p>To:</p>
	<p>Extension of Candidature (Time Limit) - 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 an updated Completion Plan (see sample on last page) and an Annual Report form.</p>
	<p>From:</p> <hr/> <p>To:</p>

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

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 SCHOOL Office USE ONLY		
Approved	Not approved	
Associate Director, Graduate Research School, OR Manager, Graduate Research Candidature		
Candidature Office Init: Scholarships Office Init: Date: Finance Office Init: International Centre Init: Date: <i>(notified if required)</i> Action Required:		

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.***

Tasks Completed <ul style="list-style-type: none"> • <input type="checkbox"/> Chapters 1-5 final drafts complete • <input type="checkbox"/> Chapter 6 first draft complete • <input type="checkbox"/> Chapter 7 draft outline complete 	Tasks Remaining <ul style="list-style-type: none"> • <input type="checkbox"/> Revise Chapter 6 • <input type="checkbox"/> Draft and revise Chapter 7 • <input type="checkbox"/> Write Abstract, Preface, Acknowledgments
--	--

<ul style="list-style-type: none"> • <input type="checkbox"/> References in Endnote up to date 	<ul style="list-style-type: none"> • <input type="checkbox"/> Submit Nomination of Examiners Form • <input type="checkbox"/> Compile and check reference list (Endnote) • <input type="checkbox"/> Compile and check complete thesis • <input type="checkbox"/> Print thesis, obtain signatures and submit
---	--

Timeline (example)

Task	Date for student to complete	Due date for supervisor's feedback
Chapter 6 revisions	<date>	<date>
Chapter 7 final outline	<date>	<date>
Section 7. A draft	<date>	
Section 7. B draft	<date>	
Section 7. C draft	<date>	
Section 7. D draft	<date>	
Chapter 7 complete first draft	<date>	<date>
Chapter 7 revisions	<date>	<date>
Abstract, Preface and Acknowledgments	<date>	<date>
Submit Nomination of Examiners Form		<date>
References	<date>	
Complete thesis	<date>	<date>
Submit thesis	<date>	

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)