



**4. SIGNATURE OF STUDENT**

Signature:	Date:
<input type="checkbox"/> <b>International Students Only:</b> I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Immigration and Border Protection (DIBP) for visa related enquiries (Please tick and sign below)	
_____	_____
(International Student signature)	(Print name)
_____	_____
	Date

**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:
<b>Coordinating Supervisor name (please print):</b>	
Graduate Research Coordinator signature:	Date:
<b>Graduate Research Coordinator name (please print):</b>	

**8. JOINT SCHOOL (if applicable):**

Coordinating Supervisor signature:	Date:
<b>Coordinating Supervisor name (please print):</b>	
Graduate Research Coordinator signature:	Date:
<b>Graduate Research Coordinator name (please print):</b>	

**9. GRADUATE RESEARCH SCHOOL OFFICE USE ONLY**

Approved  Not approved

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Associate Director, Graduate Research School, OR Date  
 Manager, Graduate Research Candidature

Candidature Office  Init: \_\_\_\_\_ Date: \_\_\_\_\_  
 Scholarships Office  Init: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Office  Init: \_\_\_\_\_ Date: \_\_\_\_\_  
 International Centre  Init: \_\_\_\_\_ Date: \_\_\_\_\_  
 (notified if required)

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.*

<p><b>Tasks Completed</b></p> <ul style="list-style-type: none"> <li>• Chapters 1-5 final drafts complete</li> <li>• Chapter 6 first draft complete</li> <li>• Chapter 7 draft outline complete</li> <li>• References in Endnote up to date</li> </ul>	<p><b>Tasks Remaining</b></p> <ul style="list-style-type: none"> <li>• Revise Chapter 6</li> <li>• Draft and revise Chapter 7</li> <li>• Write Abstract, Preface, Acknowledgments</li> <li>• Submit Nomination of Examiners Form</li> <li>• Compile and check reference list (Endnote)</li> <li>• Compile and check complete thesis</li> <li>• Print thesis, obtain signatures and submit</li> </ul>
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**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)