



**COORDINATING SUPERVISOR AND HEAD OF SCHOOL/GRADUATE RESEARCH COORDINATOR APPROVAL AND SUPPORTING REASONS**

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

Funding (if applicable):

If this scholarship is fully-funded 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: \_\_\_\_\_

Coordinating Supervisor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinating Supervisors(s) Name: (please print):**

Head of School/Graduate Research Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of School/Graduate Research Coordinator Name: (please print):**

**Maximum periods of candidature:**

**PhD.** For candidates enrolled prior to October 2000: **5 years full-time** and up to **8 years** if the enrolment is **part-time** or pro rata where candidature is a mixture of full- and part-time. For candidates enrolled after October 2000: **4 years full-time**, up to **8 years** if the enrolment is **part-time** or pro rata where candidature is a mixture of full- and part-time.

**Masters.** For candidates enrolled prior to October 2000, the terms of candidature under which a student first enrolled will apply ( www.postgraduate.uwa.edu.au). For candidates enrolled after October 2000: **2 years full time** and up to **4 years** if the enrolment is **part-time** or pro rata where candidature is a mixture of full- and part-time.

**Office Use Only**

Approved  Not Approved

\_\_\_\_\_ Date \_\_\_\_\_  
 Pro Vice-Chancellor (Research and Research Training),  
 Graduate Research School

Actioned By: \_\_\_\_\_ Date: \_\_\_\_\_  
*(insert name of authorising officer)*

HIDEGS updated  Date: \_\_\_\_\_  
 Scholarship Extended  Date: \_\_\_\_\_  
 Scholarships Finance Officer checked  Date: \_\_\_\_\_

# THE COMPLETION PLAN

The Graduate Research School routinely requests that candidates submit Completion Plans with applications for extension or for a Completion Scholarship. The Completion Plan is a detailed timeline for completion of the tasks that remain for finalisation of 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 candidate and their supervisor/s, 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 candidate 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 candidate 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.)
- The Completion Plan must be set out as realistically as possible and then reviewed and revised in light of experience.

## 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*

Chapters 1-5 final drafts complete  
Chapter 6 first draft complete  
Chapter 7 draft outline complete  
References in Endnote up to date

### *Tasks Remaining*

Revise Chapter 6  
Draft and revise Chapter 7  
Write Abstract, Preface, Acknowledgments  
Submit Nomination of Examiners Form  
Compile and check reference list (Endnote)  
Compile and check complete thesis  
Print thesis, obtain signatures and submit

### *Timeline*

Task	Date for candidate 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 ..... (candidate) .....(supervisor)