



This form is used to apply for extension of candidature, scholarship, and the temporary extension provisions due to COVID-19. The completed form should be submitted to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au)

SECTION 1 - STUDENT DETAILS

Student Number

Surname

Given Names

Title

School

Degree

My personal details are correct in studentConnect

**Note:** Your semester address, home address, and emergency contact must be kept up to date: [student.sims.uwa.edu.au/connect/webconnect](http://student.sims.uwa.edu.au/connect/webconnect)

Student visa expiry date (if applicable)

If you have held a scholarship in the past 12 months, please complete the following:

Name of scholarship(s)

Scholarship expiry date (dd/mm/yy)

- 1.
- 2.
- 3.

SECTION 2 - REQUEST

Extension of Candidature

Students may, in exceptional circumstances, apply for an extension not exceeding one year to the maximum period of candidature. Employment commitments are not normally accepted as a reason for extension.

From date (dd/mm/yy)

To date (dd/mm/yy)

Extension of Scholarship

Doctoral students may apply for an extension of scholarship tenure of up to 6 months subject to satisfactory progress, provided the grounds for extension are related to their research and are beyond the control of the student. This includes, but is not limited to, equipment breakdown, significant change of research direction, or changes to supervision.

From date (dd/mm/yy)

To date (dd/mm/yy)

Temporary Provisions due to COVID-19

Scholarship holders enrolled as at 1 March 2020 whose research activities have been materially adversely impacted by COVID-19 may be eligible for an additional extension of up to 6 months, by applying for 3 months at a time.

The provision of the second 3-month extension will only be approved if research activities have continued to be materially adversely impacted by COVID-19.

**Note:** Details of the materially adverse impact of COVID-19 must have been documented in progress reports to the Graduate Research School.

From date (dd/mm/yy)

To date (dd/mm/yy)

SECTION 3 - STUDENT'S REPORT ON PROGRESS

3.1 Provide a summary of your research progress specifically addressing the reasons for your request for extension

(Attach additional pages if required)

### 3.2 Issues related to COVID-19

To date, has your research been materially adversely impacted by the COVID-19 pandemic and associated restrictions?

Yes

No

If YES, explain how and the steps you and your supervisors have taken to mitigate these problems.

**Note:** If you or your supervisors are working remotely and have not submitted a Remote Supervision Plan, discuss and submit with this request [postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence](https://postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence)

### 3.3 Exceeding your candidature time

Have you exceeded your maximum thesis submission date or expect to do so?

Yes

No

If YES, explain what steps you have taken to minimise your overrun of time.

## SECTION 4 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)



**Student visa holders only:** I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries

## SECTION 5 - COMPLETION PLAN

The Completion Plan is **negotiated** between the student and supervisors and is submitted to the Graduate Research School as evidence that the parties have discussed and agreed to a set of actions and strategies to be implemented for timely thesis submission.

The Completion Plan is an **agreement** between the student and supervisors and should include a detailed timeline of remaining tasks and actions to be completed by all parties to ensure the thesis is submitted within the specified time.

The Completion Plan should include:

- A. a list of tasks completed
- B. a list of tasks remaining
- C. an agreed and realistic timeline for completing those tasks by specific dates (*dd/mm/yy*)
- D. a brief description of strategies developed to overcome logistical or other barriers (e.g. one or more of the parties being away or having commitments at a particular time, limited availability of facilities or resources, etc), and to mitigate for any other factors that may influence progress.

### Completion Plan (Example)

#### A. Tasks Completed

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

#### B. 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

#### C. Timeline

Task	Date for student to complete	Due date for supervisor's feedback
• Chapter 6 revisions	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 final outline	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 section A draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section B draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section C draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section D draft	( <i>dd/mm/yy</i> )	
• Chapter 7 complete first draft	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 revisions	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Abstract, Preface, and Acknowledgments	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Submit Nomination of Examiners		( <i>dd/mm/yy</i> )
• References	( <i>dd/mm/yy</i> )	
• Complete thesis	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Submit thesis	( <i>dd/mm/yy</i> )	

#### D. Strategies

- Supervisor will be away from (*dd/mm/yy*) to (*dd/mm/yy*) and has agreed to provide feedback on Chapter 6 revisions via email during that time.

**SECTION 6 - FUNDING FOR SCHOLARSHIP EXTENSION (IF APPLICABLE)**

6.1 If this scholarship is fully or partially funded by the School or an external funding body, does the School authorise an extension of funding? Yes  No

6.2 Please confirm the account to be used for payment of this scholarship and attach confirmation of extension of funding from the funding body (if applicable)

**Business Unit**

**Project/Grant**

Signature of SDC Finance Manager (or authorised delegate)

Name

Date (dd/mm/yy)

**SECTION 7 - SUPERVISOR'S REPORT ON PROGRESS**

7.1 I have discussed the student's report on progress with the student and endorse this information Yes  No

7.2 The proposed timeline is agreed and realistic Yes  No

**Comments**

**SECTION 8 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL**

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

**Comments**

**SECTION 9 - JOINT SCHOOL APPROVAL (IF APPLICABLE)**

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

**Comments**

**SECTION 10 - GRS USE ONLY**

Approved

Not approved

**Comments**