

## Application for Extension of Scholarship/Award and/or Candidature (EXT)

This form is to be used for **EXTENSION** of research higher degree **CANDIDATURE** or **SCHOLARSHIPS**.

Please forward to the Graduate Research School – email: [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au)

### 1. Student Details

Name: \_\_\_\_\_ Student number: \_\_\_\_\_  
 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 tenure and additional funding.

The tenure of a full-time PhD or doctoral scholarship is normally 3 years with a possible extension of up to 6 months for 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.

If you are applying for a scholarship extension at the end of 3 years of PhD enrolment, you must also submit your Annual Progress Report at the same time as your extension application. If your full or top-up scholarship is funded externally, written authorisation from the funding body is required before an extension can be approved.

From:

To:

#### Temporary Extension Provisions due to the impact of COVID-19

Current RTP/UPA and some other UWA scholarship holders whose research activities have been materially adversely impacted by COVID-19 restrictions may apply for an extra extension at the end of the first 6 month extension. Students who were enrolled as at 1 March 2020 may apply for an extension of the RTP/UPA of up to 6 months, by applying for 3 months only at one time, providing that the grounds for the extension in each period are directly related to the impact of COVID-19.

Details of the impact of COVID19 and contingency plans for the continuation of the research during the pandemic must be provided, in consultation with supervisors and the graduate research coordinator. Extensions under this provision will be considered only if the adverse impact of the COVID-19 restrictions were documented in Annual and/or Interim Progress Reports at the time.

A second 3 month extension under this provision will only be approved if the progress of the research is continuing to be impacted by COVID-19 restrictions.

The maximum duration of an RTP/UPA or other centrally-funded UWA Scholarship under the temporary COVID-19 extension provisions is 4 years for a full-time doctoral student, and up to 2 years and 6 months for a full-time masters student.

From:

To:

#### 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.

From:

To:

**3. Reasons for the request (To be completed by student)**

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**4. Signature of Student**

Signature:

Date:

**International Students Only:** I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries (Please sign and date below)

Signature:

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.

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**6. Funding for Scholarship Extension (if applicable):**

If this scholarship is fully or partially-funded by the School or an external funding body, does the School authorise a continuation of funding? YES  NO

Please confirm the account to be used for payment of this scholarship and attach confirmation of the extension from the funding body (if the scholarship is externally-funded):

BU: \_\_\_\_\_ PG: \_\_\_\_\_ SDC Finance Manager (or authorised delegate): \_\_\_\_\_

**7. Coordinating Supervisor or Principal & Coordinating 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 USE ONLY**

Approved

Not approved

Associate Director, Candidature Manager, Scholarships Manager or delegate, Graduate Research School Signature

Date:

Candidature Officer Signature:

Date:

Scholarships Officer Signature:

Date:

*Action Required:*

## 10. The Completion Plan

The Graduate Research School routinely requests that students submit completion plans with applications for extension. 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 a template – please do not sign and return it.**

**Please construct your own plan and sign it.**

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

### Timeline (example)

<b>Task</b>	<b>Date for student to complete</b>	<b>Due date for supervisor's feedback</b>
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)