

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: _____ GIVEN NAMES: _____ SCHOOL: _____ DEGREE: _____	STUDENT ID: _____ TITLE: Mr, Ms, Mrs, Dr, etc _____ TELEPHONE NO: _____
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☐ **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.</p> <p><input type="checkbox"/> An extension to a scholarship for PhD candidature will only be approved where the research has been delayed by circumstances beyond the student's control. Factors that may be considered would include equipment breakdown, change in research direction, change in supervision <i>etc.</i> 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>	From: To:
<p>Extension of Candidature (Time Limit) - Students may, in exceptional circumstances apply for an</p> <p><input type="checkbox"/> 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>	From: To:

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

4. SIGNATURE OF STUDENT		
Signature: _____	Date: _____	
<input type="checkbox"/> 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 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):
<p>Note: all APA-Industry extension requests must include written approval from all industry partners and all named investigators from the linkage project.</p> <p>If this scholarship is fully or partially-funded by the School, does the School authorise a continuation of funding?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please confirm the account to be used for payment of this scholarship:</p> <p>BU: _____ PG: _____ School Manager: _____</p>

7. COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR SIGNATURES	
Coordinating Supervisor signature: _____	Date: _____
Coordinating Supervisor name (please print):	
Graduate Research Coordinator signature: _____	Date: _____
Graduate Research Coordinator name (please print):	

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	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
_____ Associate Director, Graduate Research School, OR Manager, Graduate Research Candidature	_____ Date
Candidature Office <input type="checkbox"/> Init: Date: Scholarships Office <input type="checkbox"/> Init: Date: Finance Office <input type="checkbox"/> Init: Date: International Centre <input type="checkbox"/> 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.***

Tasks Completed <ul style="list-style-type: none"> Chapters 1-5 final drafts complete Chapter 6 first draft complete Chapter 7 draft outline complete References in Endnote up to date 	Tasks Remaining <ul style="list-style-type: none"> 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
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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)