

# **APPLICATION FOR EXTENSION**

This form must be completed to obtain approval for all extension requests. Submit completed form to gradresearch@vu.edu.au

1. Candidate Details				
Family Name:			Student ID:	
First Name:				
Institute:				
Initial Enrolment Date				
Expected Completion Date				
Research Degree				
Study Mode	Full Time	Part Ti	ime	
	Local Candidate International Candidate*   Note: International candidates applying to extend their completion date may need to apply for an extension to their <u>Confirmation of Enrolment</u> (eCoE). For further information contact Enrolments Department via <u>askvu.vu.edu.au</u>			

## 2. Type of Extension Request

Pre-Candidature Milestone Review
Mid Candidature Milestone Review
Towards Submission Milestone Review
Late Submission date*
Submit Amended Thesis for Classification**
Submit for Re-Examination**

\*Application due **2** months prior to expected thesis completion date (maximum **6** month extension will be granted).

\*\* Application due 2 weeks prior to expected classification due date (normally no more than a 3 month extension will be granted).

### 3. Supporting Documentation

Please attach the following supporting documentation. Medical certificates may be attached where appropriate.

- Candidate: Detail statement outlining the specific circumstances leading to this request.
- **Candidate:** Revised timeline in the form of a table/Gantt chart, (excludes applicants applying to Submit Amended Thesis for Classification/Re-Examination).

**Principal Supervisor:** Statement confirming delays and supporting the Application for Extension.

Applications **will not** be considered without the above documentation.

### 4. Declaration

Candidate Name	Signature	Date
Principal Supervisor's Name	Signature	Date

#### 5. Research Institute Deputy Director Approval (Candidature team to arrange signatures)

**NOTE**: If the Principal Supervisor is also the Institute Deputy Director, an alternative Deputy Director or nominee is required to sign.

Deputy Director/or Nominee Name	Signature	Date

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy You have a right to access your personal information n held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

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