

OFFICE FOR RESEARCHER TRAINING, QUALITY AND INTEGRITY

Application for Extension Form

This form must be completed to obtain approval for a Pre-Extension to Candidature/Late Submission Date or Extension to Submit Amended Thesis/Extension to submit an amended thesis for classification to gradresearch@vu.edu.au **NOTE: ORTQI will arrange Institute Deputy Director approval.**

1. Candidate Details

Title:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>	Student ID:	<input type="text"/>
Degree:	<input type="text"/>		
Institute:	<input type="text"/>		

2. Type of Request

Pre-Candidature Extension

Late Submission Date*

**All candidates who are within 2 months of reaching their maximum duration of candidature date must request a late submission date.*

Extension to Submit Amended Thesis for Thesis Classification**

Extension to Submit for Re-Examination**

*** Applications to be submitted 2 weeks prior to the expiry date. Normally no more than 3 additional months will be granted.*

3. Current Enrolment Status

Please tick your current status and Study Mode

Local candidate

International candidate

Full Time

Part Time

Please note: International candidates applying to extend their candidature may need to apply for an extension to their [Confirmation of Enrolment](#) (eCoE). For further information contact VU Enrolments Department via askvu.vu.edu.au

4. Supporting Documentation

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

- A letter outlining in detail the specific circumstances leading to this request
- A Supporting Letter from your Supervisor
- A revised timeline in the form of a Gantt chart, (excludes applicants applying to Submit Amended Thesis for Classification/Re-Examination)

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

5. Approval of Request

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate's Name	Signature of Candidate	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal Supervisor's Name	Signature of Principal Supervisor	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institute Deputy Director's Name	Signature of Deputy Director	Date

(Where the Principal Supervisor is also the Institute Deputy Director, then the Institute Director or their nominee is required to sign)

Signature:	Date:
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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 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.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731