



## OFFICE FOR RESEARCHER TRAINING, QUALITY AND INTEGRITY

### Application for Extension Form

This form must be completed to obtain approval for an Extension to Candidature/Scholarship/Late Submission Date or Extension to Submit Amended Thesis to [gradresearch@vu.edu.au](mailto:gradresearch@vu.edu.au) NB: 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

Please tick relevant box that applies to this extension request:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Extension to Candidature (Doctoral)</b><br>6 months (EFT)                   | <input type="checkbox"/> <b>Extension to Candidature (Masters by Research)</b><br>3 months (EFT) (1 <sup>st</sup> extension only)                                    |
| <input type="checkbox"/> <b>Extension to Scholarship (Doctoral)</b><br>(1 <sup>st</sup> extension only) | <input type="checkbox"/> <b>Extension to Scholarship (Masters by Research)</b><br><input type="checkbox"/> First extension <input type="checkbox"/> Second extension |

Please note that, if approved, an extension to scholarship automatically grants an extension to your candidature.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Pre-Candidature Extension</b> | <input type="checkbox"/> <b>Late Submission Date</b> |
|---|--|

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

- |   |
|---|
| <input type="checkbox"/> <b>Extension to Submit Amended Thesis for Thesis Classification*</b> |
| <input type="checkbox"/> <b>Extension to Submit for Re-Examination*</b>                       |

\* 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

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> <b>Local candidate</b> | <input type="checkbox"/> <b>International candidate</b> | <input type="checkbox"/> <b>Full Time</b> | <input type="checkbox"/> <b>Part Time</b> |
|---|---|---|---|

**Please note:** International candidates applying to extend their candidature may need to apply to VUI for an extension to eCoE. For further information contact VU International Enrolments [intenrol@vu.edu.au](mailto:intenrol@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 College Dean or their nominee is required to sign)

Office Use Only: Previous Extensions to Candidature/Scholarships:

Updated: January 2019