

Request for Extension of Time for Amendment and/or Re-submission of Thesis

Higher Degree by Research Students

Only HDR students whose thesis amendment period end date is nearing the end of the twelve months maximum time allowable are required to complete this form. Should an extension not be granted by the Faculty Graduate Studies Committee or the University Graduate Studies Committee, the process of terminating a student's enrolment shall commence.

Please read Part 6, "Rules", before completing this form, and print using black or dark blue pen in the spaces provided. The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://rim.curtin.edu.au/privacy/>.

Part 1: Student to complete this section

Student ID Number Title Mr Ms Other _____

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name Given Names

Address for Correspondence

Title of Course

Enrolling Area

Faculty

Mobile

E-Mail Address

1. What is the date you received the Examination Reports from the Chairperson? (DD/MM/YY)

2. What is your thesis amendment period end date? (DD/MM/YY)
(This will be twelve months from the date you received the Examination Reports from the Chairperson)

3. What is your requested thesis amendment period extension end date? (DD/MM/YY)

(This shall be for a period up to a maximum of six months from your thesis amendment period end date)

4. I have attached documentation (e.g. letters/emails) to support my request.

Signature of Student

Date

(DD/MM/YY)

Please give this form to your Supervisor and Head of Enrolling Area.

Part 2: Supervisor and Head of Enrolling Area to complete this section

1. It is recommended that the Application be: Approved Not Approved

Conditions Please list set tasks with deadlines for their completion to ensure thesis submission by the requested end date.

Additional Comments

2. I have attached documentation (e.g. letters/emails) to support my student's request.

Name of Supervisor

Signature of Supervisor

Date

(DD/MM/YY)

Name of Head of Area

Or appropriate alternate

Signature of Head

Or appropriate alternate

Date

(DD/MM/YY)

*Please forward completed form to the Graduate Research School
GRS.ThesisExams@curtin.edu.au*

Part 4: Faculty to complete this section

FGSC Executive Approval:

Date
(DD/MM/YY)

or

FGSC Meeting where recommendation considered:

Date
(DD/MM/YY)

- Outcome:**
- (i) Application for Extension proceeds to University Graduate Studies Committee for approval; or » Forward to UGSC
 - (ii) Application for Extension not approved. **Termination of Enrolment to be processed.** » Return to Enrolling Area to begin Termination of Enrolment process

In the case of (i) above,

Forward of recommendation to UGSC:

Date
(DD/MM/YY)

In the case of (ii) above,

Return of recommendation to Enrolling Area:

Date
(DD/MM/YY)

Name
Please print

Position

Signature

Date
(DD/MM/YY)

Part 5: ADVC-Research Training to complete this section

UGSC Meeting Ratification:

Date
(DD/MM/YY)

- Outcome:**
- (i) Recommendation for Extension approved; or
 - (ii) Recommendation for Extension not approved. **Termination of Enrolment to be processed.** » Return to FGSC to begin Termination of Enrolment process

Name
Please print

Position

Signature

Date
(DD/MM/YY)

Comments

Part 5: Graduate Research School to complete this section

Return of documentation from UGSC:

Date

(DD/MM/YY)

Outcome:

(i) Application for Extension processed; or

(ii) Termination of Enrolment to be process begun.

» Return to Enrolling Area
to begin Termination of
Enrolment process

In the case of (i) above,

Process of Extension and Student Notification:

Date

(DD/MM/YY)

(DD/MM/YY)

Name

Please print

Position

Signature

Date

(DD/MM/YY)

Part 6: Rules

The following Section has been extracted from the Rules.

13 Thesis Examination

- (e) The length of period for an amendment or submission for re-examination of a thesis shall be determined by the Chairperson of the Thesis Committee, but in any case shall not exceed twelve months from the date of notification to the candidate. In exceptional cases, upon the recommendation of the Faculty Graduate Studies Committee, the Associate Deputy Vice-Chancellor, Research Training may approve an extension of a period up to a maximum of six months. Failure by the candidate to resubmit a revised thesis within this time frame may result in the candidate's enrolment being terminated.