



# Request for Extension of Time to Submit Thesis

## Higher Degree by Research Students

Doctoral students shall be enrolled for a maximum period of four years of equivalent full-time study and Master by Research students shall be enrolled for a maximum period of two years of equivalent full-time study. The time limits shall be adjusted for approved periods of Leave of Absence and include any prior enrolment in a research degree. If the thesis has not been submitted for examination within the prescribed time allocation, students are allowed an additional six months of full-time equivalent enrolment in which to submit their thesis. Only research students whose enrolment is nearing the end of this "grace period" of overtime are required to complete this form.

*Please read Part 7, "Definition and Rules", before completing this form.*

*If not completing electronically, please 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 must 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 Name

Address for Correspondence

Title of Course  Course Code

Enrolling Area  Faculty

Home Phone  Work Phone

Mobile

Email Address

- | 1. What is your study load?                             | Part-time | Full-time                       |
|---|-----------|---------------------------------|
| 2. What is your Start date as per your Student Profile? |           | <input type="text"/> (DD/MM/YY) |
| 3. What is your FEC date as per your Student Profile?   |           | <input type="text"/> (DD/MM/YY) |
| 4. What is your current overtime end date (EWS)?        |           | <input type="text"/> (DD/MM/YY) |
| 5. What is your requested extension date?               |           | <input type="text"/> (DD/MM/YY) |

6. I have attached supporting documentation\*

\*e.g. Medical certificates, completion timeline, letter of support

Signature of Student

Date   
(DD/MM/YY)

*Please give this form to your Supervisor*

**Part 2: Supervisor and Head of Enrolling Area must 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 requested work submission date.

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Comments

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

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*

*Building 101, Level 1 or email to [GRS.CurrentStudents@curtin.edu.au](mailto:GRS.CurrentStudents@curtin.edu.au)*

**Part 3: Graduate Studies Officer must complete this section**

Amount of EFTSL Consumed by Student: \_\_\_\_\_ as at \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Academic Status: \_\_\_\_\_

**Part 4: Faculty must complete this section**

Chair, 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 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 must 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 Enrolling Area to begin Termination process

**Name**

*Please print*

**Position**

**Signature**

**Date**   
(DD/MM/YY)

Comments

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## Part 6: Graduate Research School must complete this section

- Outcome:**  (i) Application for Extension processed; or  
 (ii) Termination of Enrolment to be process begun.

In the case of (i) above,

**Process of Extension and Student Notification:**

**Date**   
(DD/MM/YY)

In the case of (ii) above,

**Date returned to Enrolling Area to Commence Termination:**

**Date**   
(DD/MM/YY)

**Name**

*Please print*

**Position**

**Signature**

**Date**

(DD/MM/YY)

## Part 7: Definition and Rules

“**Overtime**” is the term used to identify a candidate who is enrolled but has not submitted a thesis within the prescribed time limits as determined in Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research.

*The following Section has been extracted from the Rules.*

### 4 Enrolment and Duration of Study

- (c) (ii) A candidate failing to submit a thesis for examination within the prescribed time limits shall be identified as Overtime. The candidate shall also be placed on “Conditional status” and will be allowed the equivalent of a further six months of full-time enrolment in which to submit the thesis. Further extensions of enrolment require the written support of the Head of Enrolling Area and, upon the recommendation of the Faculty Graduate Studies Committee, the approval of the University Graduate Studies Committee. If the University Graduate Studies Committee does not approve such an extension the candidate’s enrolment will be terminated. When a candidate identified as Overtime submits a thesis, the candidate’s enrolment status shall be amended to Under Examination.