



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

Higher Degree by Research Students

Only research students whose thesis amendment period end date is nearing the end of this twelve month period are required to complete this form. Should an extension not be considered necessary, or not be granted by the Faculty 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: Students 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 Names

Address for Correspondence

Title of Course Course Code

Enrolling Area Faculty

Home Phone Work Phone

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 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 end date.*

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.CurrentStudents@curtin.edu.au*

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 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)

Return of documentation from UGSC:

Date
(DD/MM/YY)

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

In the case of (i) above,

Process of Extension:

Date
(DD/MM/YY)

In the case of (ii) above,

Letter to student regarding Termination of Enrolment:

Date
(DD/MM/YY)

Name
Please print

Position

Signature

Date
(DD/MM/YY)

Part 5: University must complete this section

Chair, UGSC Executive Approval:

Date
(DD/MM/YY)

UGSC Meeting Approval/Ratification:

Date
(DD/MM/YY)

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

Recommendation returned to FGSC:

Date
(DD/MM/YY)

Name

Please print

Position

Signature

Date

(DD/MM/YY)

Comments

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.