# Please forward completed form with a Thesis/Exegesis completion plan to the Graduate Research School: [research.degrees@federation.edu.au](mailto:research.degrees@federation.edu.au).

Candidature periods are:

* Three years full-time or equivalent part-time study for doctoral candidates
* 18 months full-time or equivalent part-time study for Masters candidates

Under exceptional circumstances, an extension of up to six months may be available subject to the approval of the Dean, Graduate Research School.

Doctoral candidates may request a further six-month extension of their candidature where their HDR studies have been severely impacted by circumstances beyond their control.

Where your extension request is related to the COVID-19 pandemic, please ensure that you attach all relevant information including your HDR Project Check Up form. In certain circumstances where your project has been directly impacted by COVID-19, you may request an additional period of stipend scholarship support.

Please note: Scholarship extensions must be requested and are not granted automatically.

Fees may become payable where these timelines are exceeded.

For further information see: [Scholarships terms and conditions](https://federation.edu.au/research/study-with-us/scholarships/evaluation-of-applications) and [HDR Candidate Management](http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_candidature_management/hdr_candidature_management/ch01.php#Ch1935Se219660) policy.

|  |  |
| --- | --- |
| Candidate name |  |
| Student ID |  |
| Program |  |
| Full-time / Part-time |  |
| School |  |
| Campus |  |
| Principal Supervisor |  |
| Associate and Co-Supervisors |  |
| Period of extension to candidature requested | |
| Current thesis submission date | From: |
| Extension date | To: |
| Dates of previous extensions |  |
| Are you requesting an extension to stipend scholarship? \* | |
| Stipend scholarship name |  |
| Dates of previous extensions |  |
| International students: Are you requesting an extension to a tuition fee waiver? | |

\*Extensions to stipend are subject to the terms and conditions of your awarded scholarship. Please refer to your letter of offer for further details.

|  |
| --- |
| Please state why you need this extension to your candidature and scholarship, where applicable. |
|  |
| Completion plan \* |
| Dates for each item to be completed for thesis submission included? |

# \*Completion plan must accompany Extension request to be considered.

# Signatures

X X

HDR Candidate Principal Supervisor

Date: Date:

X

Dean/Associate Dean Research/HDR Coordinator

Date:

Please note: The Dean’s signature is required for extensions to School-funded scholarships.

|  |  |
| --- | --- |
| Graduate Research School notes | |
| Domestic / International |  |
| Consumed load |  |
| Full-time / Part-time |  |
| Previous extensions to candidature granted | |
| Extension |  |
| Previous applications attached? |  |
| Progress reports attached? |  |
| Scholarship details | |
| Stipend scholarship name |  |
| Extension available? |  |
| Dates of previous extensions |  |
| International students: Extension to tuition fee waiver requested? | |
| Other Notes | |
|  | |

X

Dean Graduate Research School

Date: