

Request for Extension of Time to Submit/Resubmit Thesis

Higher Degree by Research Students



For Students who require more time to submit their thesis for examination:

- In accordance with [Rule 10: Enrolment Degree of Doctor by Research](#) and [Rule 11: Enrolment: Degree of Master by Research](#), a student who does not submit their thesis for examination within the prescribed time limits. Students will provided a further six month 'grace period' of equivalent full-time enrolment to submit the thesis by their new Expected Work Submission (EWS) date. If students are not ready to submit by their EWS, they **must complete PART A** of this form.

For Students who are required to amend and resubmit their thesis for re-examination:

- Students who have been provided with an examination outcome to amend or resubmit their thesis have 12 months from the outcome to resubmit their thesis. If the student requires an extension to this 12 months they **must complete PART B** of this form.

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/>

Once completed please return the form to ROC.GRS@curtin.edu.au

Student Details

STUDENT ID

SURNAME

GIVEN NAME/S

ENROLLING SCHOOL

CONTACT NUMBER

COURSE CODE/TITLE

I am requesting additional time to:

Submit my thesis for examination Complete Part A

OR

Make amendments as requested by my examiners feedback and resubmit my thesis Complete Part B

PART A – Extension of time to submit thesis

Study Load: PART-TIME FULL-TIME

When was your Fully EFTSL Consumed (FEC) Date?

When did your grace period to submit expire?

(This date will be 6 months from your FEC date for full time or 12 months for part time equivalent)

What date do you require an extension to/when do you plan on submitting your thesis?

PART B – Extension of time to resubmit thesis after examination

DATE EXAMINATION REPORT WAS RECEIVED

AMENDMENT PERIOD DUE DATE

(12 months from the date the examination report was received)

EXTENSION REQUEST DATE

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

Student Declaration

- I confirm that the information provided on this form is true and correct to the best of my knowledge.
- I have attached any supporting documents to support my request for an extension where applicable.
- I understand that if my request for an extension is unsuccessful I have the right to appeal, if my appeal is unsuccessful my enrolment may be terminated in accordance with [Rule 10: Enrolment Degree of Doctor by Research](#) and [Rule 11: Enrolment: Degree of Master by Research](#).

Student Name

SIGNATURE

DATE

Endorsement

PRIMARY SUPERVISOR

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above. (Where the student is submitting for the first time, please provide any conditions required by the student and their due dates to ensure the submission/resubmission is completed timely):

- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to termination (please provide details for rejection of application):

Primary Supervisor name

SIGNATURE

DATE

SCHOOL DIRECTOR OF GRADUATE RESEARCH

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above. (Where the student is submitting for the first time, please provide any conditions required by the student and their due dates to ensure the submission/resubmission is completed timely):

- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to termination (please provide details for rejection of application):

DGR Name

SIGNATURE

DATE

Please return the endorsed form to ROC.GRS@curtin.edu.au who will forward it on for approval.

Approval

ADVCRE (or delegate)

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above.
- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to termination (please provide details for rejection of application):

ADVCRE (or delegate) Name

SIGNATURE

DATE