



**REQUEST FOR EXTENSION OF CANDIDATURE
in a HIGHER DEGREE BY RESEARCH**

UTS: UNIVERSITY GRADUATE SCHOOL

Refer to explanatory notes on page 2 to assist you in completing this form

SECTION 1 - Candidate to complete this section and submit to Principal Supervisor.

GIVEN NAME(S):	FAMILY NAME:	STUDENT ID:
CORRESPONDENCE ADDRESS:		
COURSE:	COURSE CODE:	
FACULTY / INSTITUTE:		
REQUEST FOR EXTENSION: Please attach a statement indicating your reason(s) for seeking an extension to your candidature. The statement should describe the circumstances, beyond your control, which have interrupted your research, as evidenced in your progress reports. Attach any additional supporting documentation as necessary.		
NEW SUBMISSION DATE:	STUDY PATTERN DURING THE EXTENSION OF YOUR CANDIDATURE <input type="checkbox"/> FULL TIME OR <input type="checkbox"/> PART TIME	
ARE YOU ON A SCHOLARSHIP? <input type="checkbox"/> YES OR <input type="checkbox"/> NO	If you are on a scholarship, please indicate type(s) below and refer to page 2. <input type="checkbox"/> APA <input type="checkbox"/> APAI <input type="checkbox"/> UTS Doctoral/R L Werner <input type="checkbox"/> Faculty-Funded <input type="checkbox"/> IPRS <input type="checkbox"/> IRS	
SIGNATURE:	DATE:	

SECTION 2 - Faculty/Institute to complete this section.

PRINCIPAL SUPERVISOR'S NAME:	RAO'S NAME:
Do you support this request for extension of candidature? <input type="checkbox"/> YES or <input type="checkbox"/> NO	Do you recommend this request for extension of candidature? <input type="checkbox"/> YES or <input type="checkbox"/> NO
SUPPORTING STATEMENT: Attach additional information as needed.	COMMENTS:
SIGNATURE and DATE:	SIGNATURE and DATE:

SECTION 3 - University Graduate School to complete this section

Commencement Date:	EWS Date:	FEC Date:
<input type="checkbox"/> APPROVED OR <input type="checkbox"/> NOT APPROVED		
Comments:		
Chair, RSC or nominee:	Date:	
Copy of this form sent to RAO, RA, Principal Supervisor and RSC.	Name:	Date:

Please return to University Graduate School.

EXPLANATORY NOTES

UTS: UNIVERSITY GRADUATE SCHOOL

Period of Candidature

The maximum time to complete a research degree is as follows:

- (1) Doctoral degree :
 - (a) four years for a full-time student; or
 - (b) six years for a part-time student.
- (2) Doctoral degree by publication:
 - (a) one year for a full-time student;
- (3) Masters degree by research:
 - (a) two years for a full-time student; or
 - (b) three years for a part-time student.

Extension of Candidature

Students may request an extension of candidature **if their research has been interrupted by circumstances beyond their control.**

The maximum period of extension shall not normally exceed for a:

- (1) Doctoral degree
 - (a) one year for a full-time student; or
 - (b) one and one-half years for a part-time student.
- (2) Masters degree by research:
 - (a) one half year for both a part-time and a full-time student;

Where an extension of candidature means that a local student will exceed the maximum period for which Commonwealth support is normally provided the student may be liable for course fees for any period of time that is outside the maximum period of time normally covered by such Commonwealth support.

Application forms should be completed by the student, Principal Supervisor and relevant Responsible Academic Officer. Students must state the anticipated submission date, which should be supported by the Principal Supervisor. (If the Principal Supervisor is not available, students should forward the form to the Co-Supervisor or Alternate Supervisor.)

NB: Students who commenced this research degree **prior to 2001** were governed by different rules from those detailed above. To ensure that no student is disadvantaged, pre-2001 rules regarding maximum duration of candidature will continue to apply to these students. Therefore for these students, the maximum length of candidature for a Master's degree is six semesters full-time or nine semesters part-time; and for a Doctoral degree the maximum length is 10 semesters full-time or 15 semesters part-time.

Extension of Scholarship

There is a **separate** procedure for applying for an extension to a scholarship. Scholarship extensions are not granted automatically. No extensions are possible for Masters degree by research students.

The length of scholarship differs from the length of candidature. Scholarships generally are payable for less time than the candidature time allows.

The procedure for applying for an extension to scholarship can be accessed here:
<http://www.gradschool.uts.edu.au/prospective/ScholarshipsandSupport/Supportprocess/ExtensiontoScholarship.pdf>