

EXTENSION OF CANDIDATURE AND TUITION FEES APPLICATION FORM



Use this form to apply for an extension to your candidature end date.

The maximum program length for doctoral degrees (PhD; Professional Doctorates) is 4 full-time equivalent years; for a Master of Philosophy (MPhil) it is 2 full-time equivalent years. If you are unable to submit your thesis for examination by your candidature end-date, you must submit this form at least four weeks before your thesis is due for submission. Please read the associated [Guidelines](#) before completing this form.

Approval is required from your Principal Supervisor, the Head of School/Nominee and the Assistant Dean Research Training.

PART A: TO BE COMPLETED BY THE CANDIDATE

CANDIDATE DETAILS

Family Name:

Given Name:

Student Number:

Any previous extensions?

Yes

No

International or Domestic?

Intl

Dom

REQUEST FOR EXTENSION

Extension period*:

* Maximum period that can be requested at any one time is six months. If approved, the six month period will commence one month after your candidature end date.

Justification for request:

* Note for international candidates: Under the Education Services for Overseas Students (ESOS) Act, extensions can only be approved in limited circumstances. UON Graduate Research must report the relevant extension category to the Department of Education and Department of Home Affairs.

Do you wish to apply for a tuition fees exemption?

Yes

No

FOR INTERNATIONAL CANDIDATES ONLY

Domestic candidates may progress to the Completion Plan section of this form.

Outline how you will meet your financial obligations such as living expenses, tuition fees and Overseas Student Health Cover:

COMPLETION PLAN

The following Completion Plan must be completed by all applicants. It is to be determined in consultation with your supervisor.

Target Milestone	Planned Completion Date

Agreed date for submission of thesis:

Candidate Signature:

Date:

Please sign this form using your Adobe Digital Signature. Click on the box above and follow the prompts. Email the completed form to your Principal Supervisor. Once signed off, they will return to you, for you to forward to UON Graduate Research: graduate-research@newcastle.edu.au. **You must copy in all of your supervisors when you submit the form to UON GR.**

PART B: APPROVALS

Supervisor Name:

Do you support this extension of candidature request?

Yes:

No:

Provide justification for this decision:

What barriers have prevented on-time submission and how have these been addressed?

Outline what, if any, resources have been made available to support the candidate to complete by the extended date:

Advise which, if any, UON support services* you have referred the candidate to:

* For example, Fees/Financials; Health/Wellbeing/Counselling; International; Indigenous or AccessAbility.

I confirm that the above Completion Plan represents a realistic and achievable timeline for submission of the candidate's thesis.

Principal Supervisor Signature:

Date:

Please return the completed form to the candidate, who will forward to UON Graduate Research: graduate-research@newcastle.edu.au. UON GR will coordinate the necessary subsequent approvals.

**Head of School
Nominee Name:**

Do you support this extension of candidature request?

Yes:

No:

Is the School willing to pay the tuition fees on behalf of the candidate?

Yes*:

No:

* If yes, the School will be provided with a Cost Collector by UON GR. Transfer of fees will be required before the candidate can re-enrol and/or submit the thesis for examination.

Signature:

Date:

**Assistant Dean
Research Training Name:**

Do you support this extension of candidature request?

Yes:

No:

Is the Faculty willing to pay the fees on behalf of the candidate?

Yes*:

No:

* If yes, the Faculty will be provided with a Cost Collector by UON GR. Transfer of fees will be required before the candidate can re-enrol and/or submit the thesis for examination.

Signature:

Date: