

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 a PhD is 4 years full-time equivalent and 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.

Approval is required from your Principal Supervisor and the Head of School/Nominee.

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

Justification for
request:

* Note for international candidates: Under the Education Services for Overseas Students (ESOS) Act, extensions can only be approved in limited circumstances. 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?

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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:

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COMPLETION PLAN

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

Target Milestone	Planned Completion Date

Candidate Signature:

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Date:

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Please sign this form and email the completed form to your Principal Supervisor. Once signed off, they will return to you, for you to forward to Graduate Research: graduate-research@newcastle.edu.au
Please copy in all of your supervisors when you submit the form to Graduate Research.

PART B: APPROVALS

Principal 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,
University of Newcastle
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 Graduate Research: graduate-research@newcastle.edu.au. Graduate Research 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 need to provide Graduate Research with a valid Cost Collector. Transfer of fees will be required before the candidate can re-enrol and/or submit the thesis for examination.

**Head of School/
Nominee Signature:**

Date: