

APPLICATION FOR EXTENSION

This form must be completed to obtain approval for all extension requests. Submit completed form to gradresearch@vu.edu.au

1. Candidate Details			
Family Name:		Student ID:	
Given Name/s:			
Research Institute:			
Initial Enrolment Date:			
Current Expected Completion Date:		Proposed Extension End-Date:	
Research Degree			
Study Mode	Full Time	Part Time	
	Local Candidate	International Candidate*	
	<i>Note: International candidates applying to extend their completion date may need to apply for an extension to their Confirmation of Enrolment (eCoE). For further information contact Enrolments Department via askvu.vu.edu.au</i>		
2. Type of Extension Request			
	Pre-Candidature Milestone Review		
	Mid Candidature Milestone Review		
	Towards Submission Milestone Review		
	Late Submission date*		
	Submit Amended Thesis for Classification**		
	Submit for Re-Examination (Deferred outcome)***		

* Application due **two (2) months** prior to expected thesis completion date. A late submission date should normally be no later than **six (6) months** post-timely duration of the degree.

Application due **within two (2) weeks of receiving the examiners' reports. Normally no more than **four (4) additional weeks** will be granted and only in exceptional/extenuating circumstances.

***Application due no later than **two (2) weeks** prior to the original deadline. The candidate may be granted up to **three (3) additional months (EFT)** by the Associate Director, Research Training (or nominee).

3. Supporting Documentation

Please attach the following supporting documentation. Medical certificates may be attached where appropriate.

- **Candidate:** Detailed statement outlining the specific circumstances leading to this request
- **Candidate:** Revised timeline in the form of a table/Gantt chart, (excludes applicants applying for Thesis for Classification/Re-Examination extensions)
- **Principal Supervisor:** Statement confirming delays and supporting the Application for Extension

Applications **will not** be considered without the above documentation.

4. Declaration

Candidate Name	Signature	Date
Principle Supervisor's Name	Signature	Date

5. Research Institute Associate Director Approval *(Candidature team to arrange signatures)*

NOTE: If the Principal Supervisor is also the Institute Associate Director, an alternative Associate Director, or nominee is required to sign.

Please select *(Refer to 'Admin Notes' section to review important comments):*

I approve the application for extension *(please continue to complete 'Late Submission Extension' info below*)*

I do not approve the application for extension*

**Please provide justification for non-approval of application:*

***Late submission extension:**

If the approved late submission extension date exceeds the first approved extension period (e.g. PhD >4.5 years EFT), the Associate Director must confirm if:

Institute will sponsor the Post Timely Duration Fees:

- 100% Sponsorship or
- Partial Sponsorship- indicated %

Candidate is liable for Post Timely Duration Fees (refer to [Research Student Fees](#))

Associate Director/or Nominee Name	Signature	Date

Admin Notes

Prior Late Submission Extensions: No Yes - Indicate Dates

Current EFTSL Consumed:

Initial Candidature Milestone due date:

Additional admin comments (*if applicable*):

Office Use Only

Processing (if application is approved):

Late Submission

- Research Master updated
- Research Master Significant Event (change thesis submission date, if applicable)
- Student One – Work Submission date
- Email notification sent to candidate and supervisor

Candidature Milestone

- Research Master updated – enter notes in comments tab (do not change due date)
- Enter notes in Candidature Milestone Tracking Sheet
- Email notification sent to candidate and supervisor

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU’s obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU’s Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy You have a right to access your personal information n held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731