APPLICATION FOR EXTENSION to MRes Year 2 Candidature

- MRes Year 2 Candidates may apply for Extension under EXCEPTIONAL circumstances.
- Only Extensions for **up to 3 months** (full time equivalent) will be considered.
- A **maximum** of two Extensions **may** be permitted, up to a **total of 6 months** (full time equivalent).

Please read the Guidelines at the end of this Form before completing this form

YOU WILL BE NOTIFIED OF THE OUTCOME VIA YOUR OFFICIAL MQ STUDENT EMAIL ADDRESS

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<th>Student Number</th>
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<tr>
<th>Family Name</th>
<th>Other Names</th>
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<th>Faculty:</th>
<th>Discipline:</th>
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<tr>
<th>MRes Year 2 Start Date:</th>
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<tr>
<th>Attendance:</th>
<th>International Student?</th>
<th>Scholarship holder?</th>
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<tr>
<td>Full Time</td>
<td>No ☐ Yes ☐ ☐ ☐</td>
<td>No ☐ Yes ☐ ☐ ☐</td>
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<td>Part Time</td>
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<th>Scholarship Name:</th>
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CASE for candidature EXTENSION under EXCEPTIONAL circumstances

Is this your FIRST application for Extension?  Yes ☐ No ☐

If you are **not** able to **submit your thesis by Friday, 24 April 2015**, please indicate your new submission date:

   /   /   

Please state the reason/s why you will not be able to submit your thesis by your EWS date, and why you are requesting an Extension to your candidature. In making your case, please refer to any problems that you have discussed with your Supervisor and supply relevant supporting documentation. Attach additional pages if required.

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WORK PLAN FOR THESIS COMPLETION

Please provide a detailed timeline for your thesis submission within the extension period requested, including tasks and target dates. Attach additional pages if required.

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MRes Candidate Signature: __________________________ Date __/__/____

FACULTY APPROVAL

MRes Supervisor’s supporting statement. Please comment on candidate’s progress and feasibility of the proposed timetable for completion. Attach additional pages if required.

_____________________________________________________________________________________________

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Supervisor Name: __________________________ Signature: __________________________ __/__/____

Approval: Department MRes Director / Co-ordinator

Name __________________________ Signature __________________________ Date __________

Approval: Faculty MRes Director

Name __________________________ Signature __________________________ Date __________

Director, HDRO

☐ Approved ☐ Not Approved

Reasons:

Consumed EFTSL: __________________________ Signature __________________________ Date __________

HDRO Use Only

AMIS updated ☐ New EWS Date __________________________ Signature & Date __________________________
Guidelines for Completing the MRES EXTN Form

1. **What is out-of-time candidature? How would I know if I am out-of-time?**

   The MRes program is a two year program. Year 1 comprises of coursework units and Year 2 consists of 4 research activities and a major project. MRes Year 2 candidates commencing in January are expected to submit their thesis by 9 October; candidates commencing in July are expected to submit their thesis on 24 April in the following year. Candidates who have been approved for part-time or leave of absence will have their Work Submission date calculated on pro-rata basis.

   If you are an MRes candidate, and are not able to submit your thesis by the Expected Work Submission date, you will need to apply for extension of your candidature. Extension of candidate will only be approved under exceptional circumstances.

2. **Who should complete this form?**

   You should complete this form if you are in the last 6 months of your candidature and you will not be able to submit your thesis by your current Expected Work Submission (EWS) Date. Please note that approval of extension is not automatic; your application must be supported by the Principal Supervisor, Head of Department and the MRes Director.

3. **I do not know my EWS date, where can I get this information?**

   All MRes candidates enrolled at the beginning of the year (January) are expected to submit their thesis on 9 October. Candidates commencing in July are expected to submit their thesis on 24 April the following year. Any candidates approved for part-time candidature or Leave of Absence may have a different Work submission date which will be shown on their Research Student Profile. If you are still unsure you should contact your Faculty HDR Team or the HDRO for assistance.

4. **For how long will my candidature be extended? And how many times can I apply?**

   If approved, extension of candidature will be granted for a maximum of 3 months (or 0.25 EFTSL). A maximum of two extensions may be allowed (a total of 0.5 EFTSL extension).

   During the extension period, you are required to be working towards submission of a thesis by the end of the extension period or to withdraw from the program.

5. **What is the deadline to lodge an application?**

   You must lodge an application at least 6 weeks before your current submission date expires, ie the end date of candidature.

6. **I am a scholarship holder. If my application for extension of candidature is approved, will my scholarship be extended too?**

   No, extension of OOT candidature and extension of scholarship are totally separate; the latter is governed by the Conditions of Award of your scholarship. You should contact the HDRO at hdrschol@mq.edu.au if you have any question on scholarship extension.

7. **Will I receive formal advice on the outcome of my application?**

   Yes, the HDRO will send you a letter to advise the outcome of your application. If your application is approved, you will be advised the new EWS date.

8. **Will I be charged for the extension?**

   There is no fee charged for extension for domestic candidates. If you are an international candidate, you will be liable for your tuition fees until the end of your candidature. If you have been approved for extension, you will continue to pay fees for the approved extension period.

9. **What will happen if extension of candidature is not approved or I am unable to submit my thesis at the end of the maximum extension period?**

   Your enrolment will cease. You will have no further rights to access the library, ICT resources, faculty research facilities and supervisory support.

10. **If my enrolment ceases will I be able to return at a later date?**

    You must apply for re-admission http://www.hdr.mq.edu.au/information_about/research_training_degrees/mres_forms. If you are re-admitted after withdrawal or discontinuance, a period of enrolment sufficient for satisfactory completion of the thesis and submission will be determined by the Faculty MRes Director. Re-admitted international candidates will pay the required fee for the additional period of candidature.