

# Request for Extension of Time to Submit/Resubmit Thesis

Higher Degree by Research Students



## For students who require more time to submit their thesis for examination:

- In accordance with [Higher Degree by Research \(HDR\) Admission and Enrolment Policy](#) a student who does not submit their thesis for examination within the prescribed time limits **must complete PART A** of this form.

## For students who are required to amend or resubmit their thesis for re-examination:

- Students who have received a pass outcome, have 3 months to amend their thesis. Students whose thesis is required to be re-examined, have 6 months to resubmit. If the student requires an extension, they **must complete PART B** of this form.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://rim.curtin.edu.au/privacy/>

Once completed please return the form to [ROC.GRS@curtin.edu.au](mailto:ROC.GRS@curtin.edu.au)

### Student Details

STUDENT ID	SURNAME	GIVEN NAME/S
<input type="text"/>	<input type="text"/>	<input type="text"/>
ENROLLING SCHOOL		
<input type="text"/>		
CONTACT NUMBER	COURSE CODE/TITLE	
<input type="text"/>	<input type="text"/>	

I am requesting additional time to:

Submit my thesis for examination  Complete Part A

OR

Make amendments as requested by my examiners feedback and resubmit my thesis  Complete Part B

### PART A – Extension of time to submit thesis

Study Load: PART-TIME  FULL-TIME

When was your Fully EFTSL Consumed (FEC) Date?

What date do you require an extension to/when do you plan on submitting your thesis?

### PART B – Extension of time to resubmit thesis after examination

Date Examination Report was received

Amendment Period Due Date  
(6 months from the date the examination report was received)

Extension Request Date  
(This shall be for a period up to a maximum of six months from your thesis amendment period end date)

## Student Declaration

- I confirm that the information provided on this form is true and correct to the best of my knowledge.
- I have attached any supporting documents to support my request for an extension including timeline for thesis submission/summary outlining the progression and plan to submit thesis.
- I understand that if my request for an extension is unsuccessful I have the right to appeal, if my appeal is unsuccessful my enrolment may be cancelled in accordance with [HDR Student Progression Procedures](#) and [HDR Appeals and Complaints Procedures](#)

STUDENT NAME

SIGNATURE

DATE

## Endorsement

### Principal Supervisor

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above. Please provide any conditions required by the student and their due dates to ensure the submission/resubmission is completed timely:

- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to cancellation (please provide details for rejection of application):

PRINCIPAL SUPERVISOR NAME

SIGNATURE

DATE

**Director of Graduate Research (DGR)**

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above. Please provide any conditions required by the student and their due dates to ensure the submission/resubmission is completed timely:

- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to cancellation (please provide details for rejection of application):

DGR NAME	SIGNATURE	DATE

Please return the endorsed form to [ROC.GRS@curtin.edu.au](mailto:ROC.GRS@curtin.edu.au) who will forward it on for approval.

**Approval**

**ADVCR (or delegate)**

- I support the student's request for an extension of time to submit/resubmit thesis as detailed in the request above.
- I do not support this student's request and acknowledge without an extension this student's enrolment may proceed to cancellation (please provide details for rejection of application):

ADVCR (OR DELEGATE)	SIGNATURE	DATE