

WORK PLAN FOR THESIS COMPLETION

Please provide a detailed timeline for thesis submission within the extension period requested, including tasks and target dates.

(Attach additional pages if required)

All Candidates

Signature _____ Date _____

FACULTY APPROVAL

Principal Supervisor's supporting statement

(Please comment on candidate's progress and feasibility of the proposed timetable for completion.)

Name _____ Signature _____ Date _____

Approval of Head of Department

Name _____ Signature _____ Date _____

Approval of Associate Dean (HDR)

Name _____ Signature _____ Date _____

Director, OHDRTP

Consumed EFTSL:
as at 30 June/31 December _____ Signature _____ Date _____

OHDRTP Use Only

AMIS updated New EWS Date _____ Signature & Date _____

Guidelines for Completing the EXTN Form

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

The maximum period of HDR candidature is stipulated in the Higher Degree Research Rules, ie three years (3 EFTSL*) for full-time PhD** or Professional Doctorate and two years (2 EFTSL) for full-time MPhil (or part-time equivalent). Out-of-time (OOT) candidature occurs when a HDR candidate has reached or exceeded the maximum period of candidature, ie have consumed the standard Higher Degree Research EFTSL. Further information is available from the Policy Central website <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-out-of-time>

[*EFTSL, or Equivalent Full-Time Student Load, is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis.] [** For PhD candidates enrolled after 2014]

Candidates whose consumed EFTSL is within 3.0 for PhD or 2.0 for MPhil will continue to be automatically re-enrolled from year to year subject to satisfactory Annual Progress Reports and payment of any outstanding fees. Enrolment will cease immediately when the maximum consumable EFTSL of candidature is reached (ie no automatic re-enrolment).

2. Who should complete this form?

You should complete this form if you are in the last 3 months of your candidature and you will not be able to submit your thesis by your current Expected Work Submission (EWS) Date, ie by your end date of candidature. Please note that approval of extension is not automatic; your application must be supported by the Principal Supervisor, Head of Department and Associate Dean HDR.

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

You can look up your EWS date and EFTSL consumed from your “Macquarie University Internal Record (eStudent)” at <https://student1.mq.edu.au/T1SMPROD/WebApps/eStudent/>. If you have taken Leave of Absence or have changed your attendance (from full time to part time or vice versa) recently, the letter you had received from the Office of HDR Training and Partnerships (OHD RTP) would advise your adjusted EWS date. Your EWS date is also provided in your last Annual Progress Report. If you are still unsure you should contact your Faculty HDR Team or the OHD RTP 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:

- PhD - six months (full time or part time equivalent) at a time and a maximum of two extensions may be allowed to a maximum consumable EFTSL of 4.0 years for candidates enrolled after 2014.
- PhD - six months (full time or part time equivalent) at a time and a maximum of two extensions may be allowed to a maximum consumable EFTSL of 5.0 years for candidates enrolled before 2014.
- MPhil – six months and only one extension may be allowed to a maximum consumable EFTSL of 2.5.

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 12 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 matters; the latter is governed by the Conditions of Award of your scholarship. You should contact the Scholarships Team in the OHD RTP 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 OHD RTP 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. OOT candidates who are approved for extension of candidature may be liable to pay the special tuition fee.

8. 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.

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

You must apply for re-admission by contacting the OHD RTP email: hdr.admissions@mq.edu.au 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 Associate Dean HDR. Re-admitted international candidates will pay the required fee for the additional period of candidature.