

WORK PLAN FOR THESIS COMPLETION

Please provide a detailed timeline for your thesis submission within the extension period requested, including tasks and target dates and submission of work associated with Year 2 research activities. Attach additional pages if required.

MRes Candidate Signature: _____ **Date** ____/____/____

FACULTY APPROVAL

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

Research Masters Supervisor Name: _____ **Signature:** _____ **Date:** _____

Approval: Department MRes Director / Co-ordinator

Name: _____ **Signature** _____ **Date:** _____

Approval: Faculty AD HDR / MRes Director

Name: _____ **Signature:** _____ **Date:** _____

Director, HDRO **Approved** **Not Approved**

Reason: _____

Signature: _____ **Date:** _____

HDRO Use Only

AMIS updated **New EWS Date** _____ **Signature & Date** _____

Guidelines for completing the MRES EWS EXTN Form

1. What is my Expected Work Submission (EWS) date?

This is the date established by the university by which you must submit your thesis for examination. For MRes candidates who enrol at the beginning of the year on a full-time basis, this date is usually the end of the first week in October. Part-time and mid-year commencing candidates will be notified of their Expected Work Submission date upon their enrolment. Any candidates who have been approved for a leave of absence or a change of study load will have their Expected Work Submission (EWS) date recalculated on pro-rata basis.

Extension of a candidate's Expected Work Submission (EWS) date will only be approved under exceptional circumstances.

2. Who should complete this form?

You should complete this form if you have experienced unavoidable delay 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 Research Masters Supervisor, Head of Department and the MRes Director.

3. I do not know my Expected Work Submission (EWS) date, where can I get this information?

You can locate your Expected Work Submission (EWS) date in eStudent. If you are still unsure about your Expected Work Submission (EWS) date, you should contact your Faculty HDR Team or the HDRO for assistance.

4. What are the grounds for extension?

Extensions are generally approved under exceptional circumstances (illness, misadventure, carer responsibilities). The requests are considered by the HDR Director and assessed on a case by case basis. If approved, one extension of candidature will be granted based on the case presented.

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

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

If approved, an extension of candidature may be granted for a period between 2 weeks and a maximum of 3 months depending on each case. A maximum of two extensions may be allowed.

6. What is the deadline to lodge an application?

You must lodge an application at least 2 weeks before your current Expected Work Submission (EWS) date.

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

Your scholarship is governed by the Conditions of Award of your scholarship. You should contact the HDRO at mres.schol@mq.edu.au if you have any question on scholarship extension.

8. I am an international candidate. If my application for extension of candidature is approved, will I need to pay more tuition fees?

If your extension request results in a new Expected Work Submission date that falls within a third enrolment period, you will be subject to additional tuition fees.

Tuition fees for the time-based research unit are calculated on a pro-rata basis and are based on load and the liability category. Late payment penalties may also apply. For detailed calculation of tuition fees, please visit the [University's Fees](#) website.

9. 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 of your new Expected Work Submission (EWS) date.

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

If your extension request is not approved, you will need to submit your thesis by your original Expected Work Submission (EWS) date. If you submit your thesis late, penalties will apply. See MRES Examination FAQs for further information: <https://www.mq.edu.au/research/phd-and-research-degrees/research-training/mres-examination-faqs>

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

You must apply for re-admission <https://www.mq.edu.au/research/phd-and-research-degrees/hdro-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 Associate Dean, HDR. Re-admitted international candidates will pay the required fee for the additional period of candidature.