Help guide **Extension of candidature form**

Use this form to apply for an extension of candidature. This form should be submitted to the GRS no earlier than six months and no later than two months before the current Expected Work Submission (EWS) date.

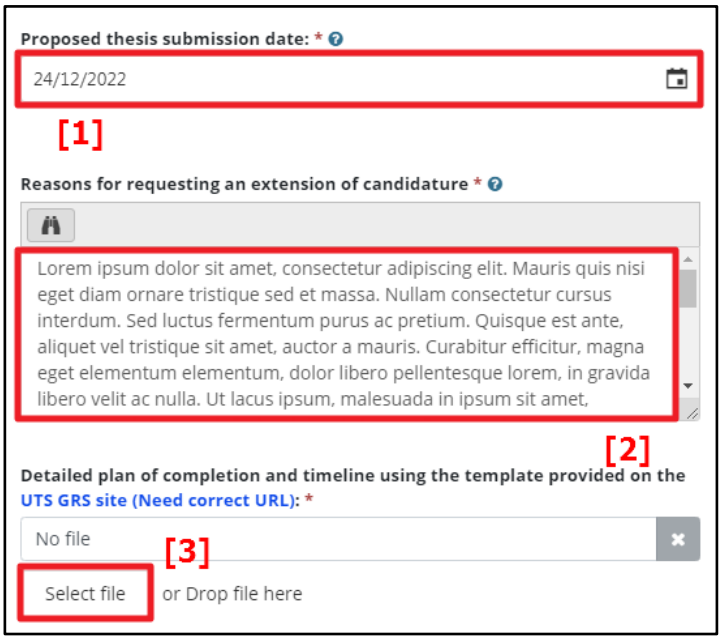
Notes before you begin:

- **Required Documents/Attachments** - In order to submit this form, you will need to attach the following documents to support your request:
  - Detailed plan of completion and timeline, use the template provided on the UTS Graduate website (insert correct URL)
  - Review of Progress report, copy of your last ROP which should show evidence of your need to extend your candidature and/or concerns regarding your thesis submission by the EWS, as discussed with your Supervisor.
- **International Students** must check their visa end date prior to the submission of extension of candidature to ensure the visa duration will cover the extension of candidature period.
- If you are a **sponsored student** i.e. receiving scholarship support from a source other than UTS, please attach written support from your sponsor.
- If you are a **Collaborative Doctoral Research Degree Program student**, you will need to ensure that you abide by your student agreement clause relating to the extension of candidature, and obtain your home/host institution's approval prior to the extension request.
- **Tuition fees** - International students seeking extension will be subject to tuition fee scholarship at the advertised tuition fee rates. Domestic students enrolled as of 1/1/2018 seeking extension will be subject to domestic administrative levy.

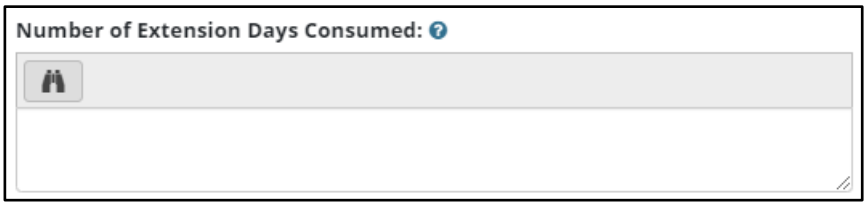
See the Create a New Form and Filling Out a Form guides for setup instructions.

Extension Request Details

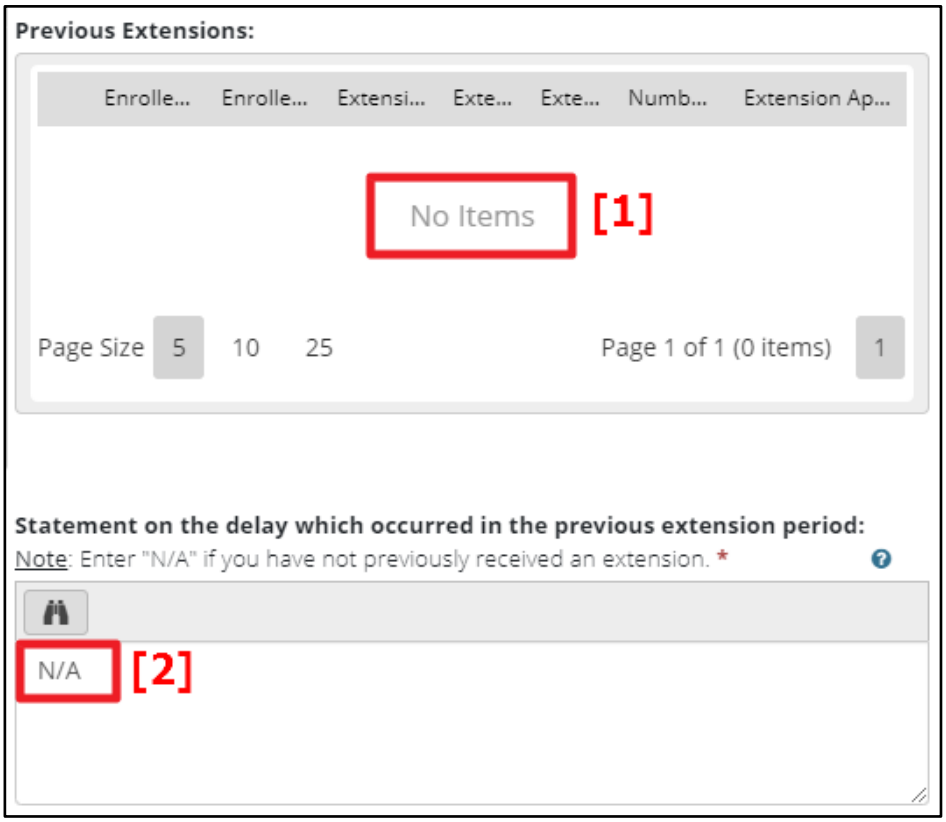
There are a number of compulsory fields for you to fill out:



- Enter your proposed thesis submission date. Clicking on the box [1] will present a pop-up calendar to select from.
- Enter your reasons for requesting an extension of candidature [2]
- Attach your detailed plan of completion and timeline by directly by clicking on ‘select file’ [3]



If you have received an extension before, state why delays occurred during the previous extension:

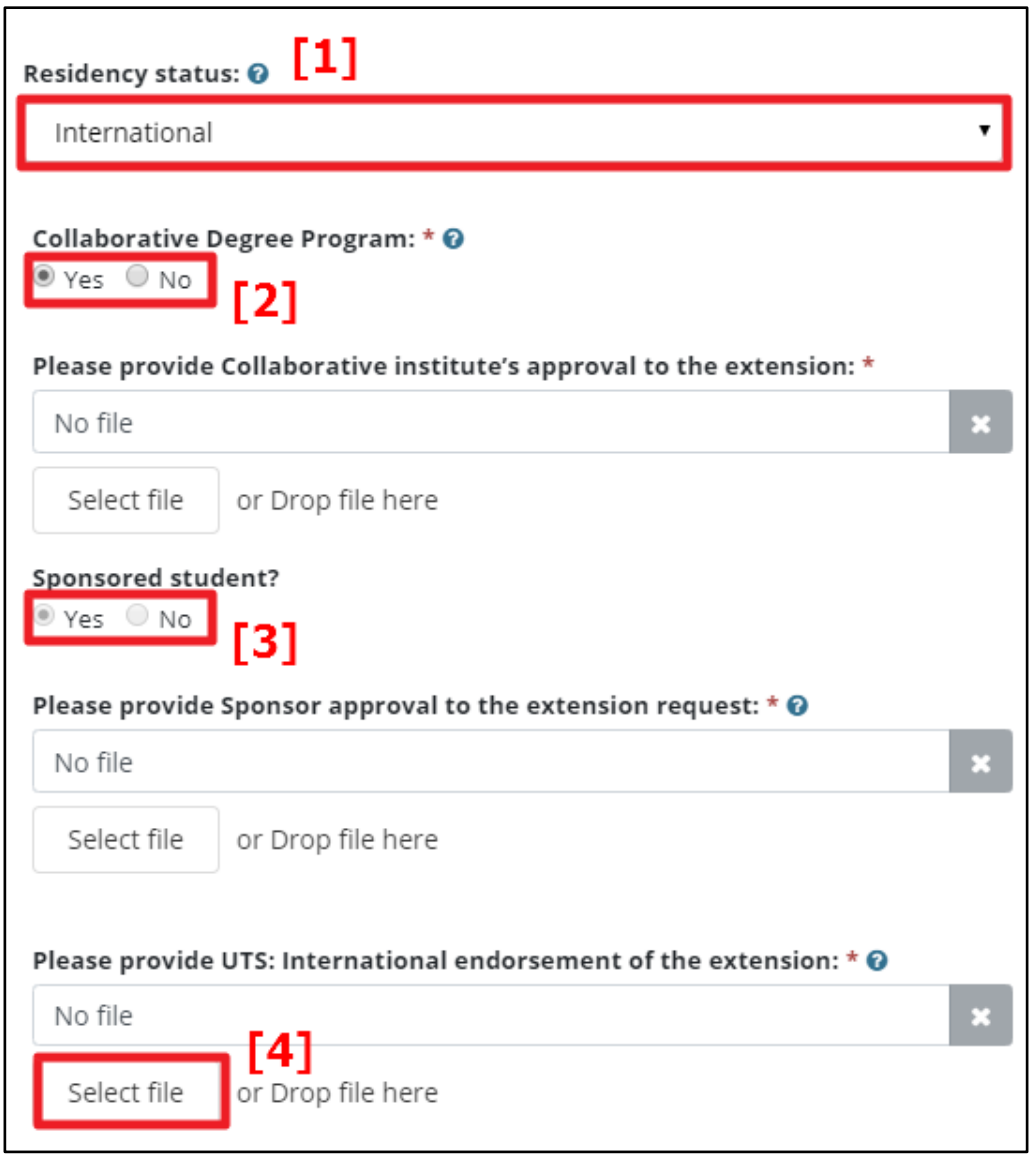


Note that in this example, this is the first time an extension is being requested [1], and so ‘N/A’ is entered into the statement [2].

Click “Next page: 3. Research Candidature Details”.

Research Candidature Details

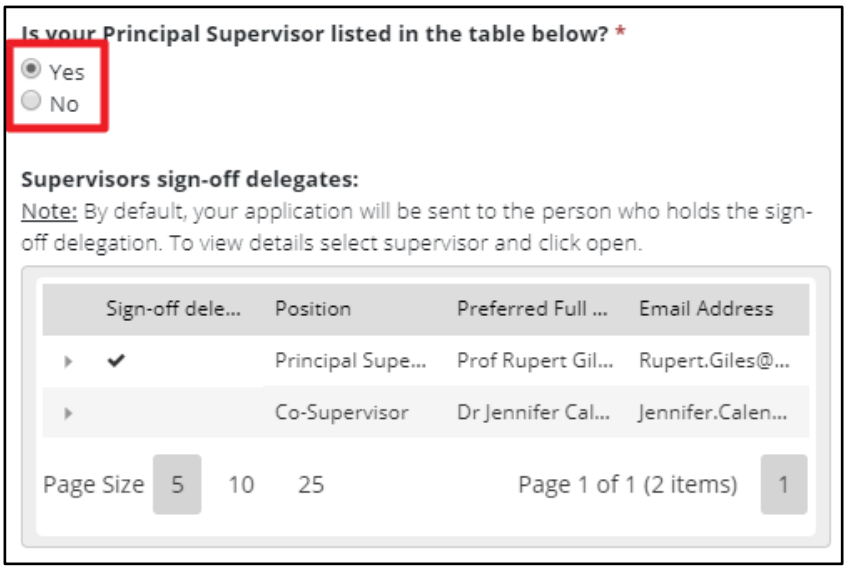
Indicate or confirm whether you are an International Student, are enrolled in a Collaborative Degree program, and/or are a Sponsored student:



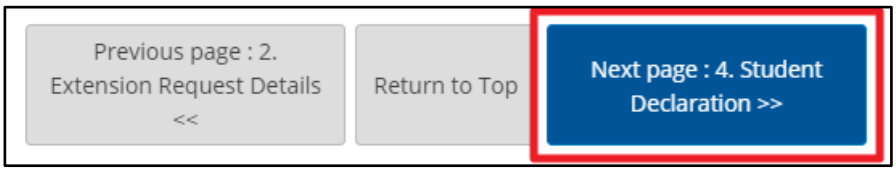
- Confirm your **residency status** [1] - if you are an international student, you will be required to upload an endorsement of the extension for UTS: International.
- Indicate whether you are in a **Collaborative Degree Program** [2] - if yes, you will be required to upload approval for the extension from your Collaborative institute.
- Confirm if you are a **Sponsored student** [3] - if yes, you will be required to upload approval for the extension from your Sponsor.
- Attach any files by directly by clicking on 'select file' buttons [4]

Attach your Review of Progress report directly by clicking on ‘select file’ button.

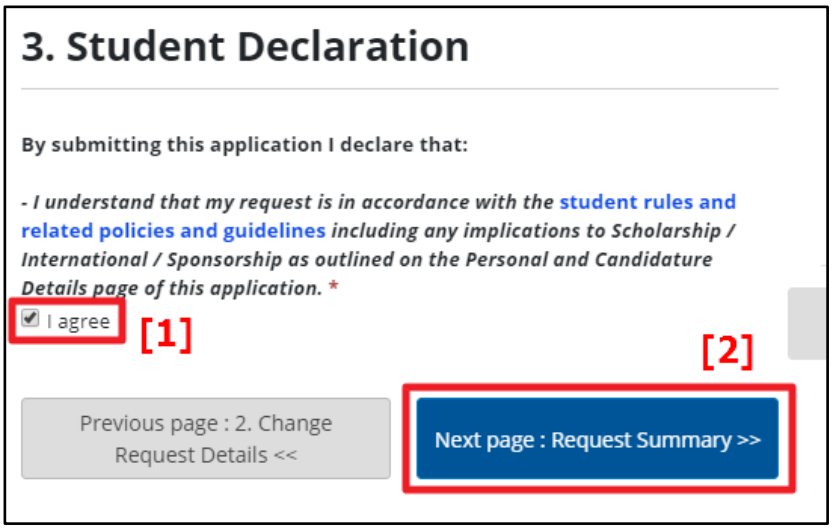
Check your supervisor details listed, and indicate whether your Principal Supervisor is listed and available to authorize your change of title:



If you select “No”, your form will be sent to the Faculty Research Office for review upon submission instead of your supervisor.

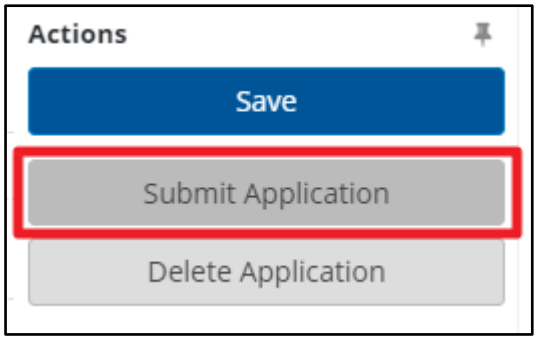


Confirm your agreement with the student declaration [1]:



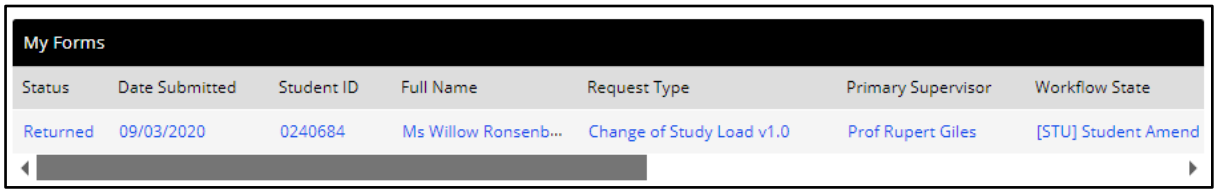
Then click “Next page: Request Summary >>” [2].

Review your summary to make sure your details are correct, and then click “Submit Application” in the top-right corner:



What happens next?

Your form will go through a series of approvals, starting with your supervisor and moving up through the faculty and various university bodies.

See “Tracking the Progress of Existing Forms” [link] to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amend”, follow the instructions under “Revising Returned Forms”.