HDR Extension of Out-of-time Candidature Procedure Flowchart

**RESOURCES**
- Higher Degree Research Rules
- Appointment of Enrolment of Out-of-time Candidature Form
- HDR Out-of-Time Policy / Procedure
- HDR Thesis, Preparation, Submission and Examination Policy

**ACTIONS**
- HDR Candidate unlikely to submit thesis within standard period
- Assess application/comment
- Review application/make recommendation
- Review application/endorse if appropriate
- Review application/sign approved (or not)
- Extension of candidature approved**
- Refer to HDR Thesis, Preparation, Submission and Examination Policy

**RESPONSIBILITY**
- HDR Candidate
- HDR Candidate
- Principal Supervisor
- Head of Department
- Faculty Associate Dean HDR
- Executive Director, Research Training & International Research Training Partnerships
- Executive Director, Research Training & International Research Training Partnerships
- HDR Candidate

* Candidates must make a case for an extension of time and provide a work plan for thesis completion. Where an application is rejected a candidate may make a case in writing to the Executive Director, Research Training & International Research Training Partnerships for reconsideration by the Deputy Vice-Chancellor (Research).

**NOTE:** Extensions of six months at a time for full-time candidates and 12 months at a time for part-time candidates. For a three (3) year PhD or a three (3) year MPhil, a maximum of two separate extensions may be allowed to a maximum consumable EFTSL of 4.5. For a four (4) year PhD, a maximum of three (3) years, a maximum of two separate extensions may be allowed to a maximum consumable EFTSL of 5.0. A special tuition fee may apply for some candidates.

**EXECUTIVE DIRECTOR, RESEARCH TRAINING & INTERNATIONAL RESEARCH TRAINING PARTNERSHIPS**

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