



Application for Extension of Minor Thesis Candidature

Extensions of candidature will be granted only in exceptional circumstances. An extension of one month will be granted in the first instance. An additional one-month extension may be considered on application. Extensions beyond two months for both full time and part time candidacy will require that students enrol in and pay fees for the Minor Thesis Extension unit (6 credit points). Note that any extensions granted will not extend [time limits for course completion](#).

Applications must be applied for in advance of the specified due date and will only be granted for a maximum of 2 semesters. Extensions will only be granted on the following grounds, at the discretion of the Associate Dean, Postgraduate Coursework Degrees:

- Documented illness: medical certificate must be provided
- Compassionate grounds: those situations for which compassionate leave is normally granted in employment
- Documented hardship or trauma
- Unexpected work commitments?
- Change in supervision?
- Inadequate library or other resources?
- Change in research direction?
- Other circumstances beyond the candidate's control

Supporting documentation must be provided. Only original or certified copies of documentation will be accepted. Any copies must be certified.

SECTION 1. STUDENT TO COMPLETE

Monash Student ID Number

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Surname/ Family Name _____

Given Name _____ Title _____

Course Title _____ Tick if by Distance Mode

Course Code _____ Full- / Part-time / time Campus _____
(Please circle)

Telephone –Home/ Work _____ Mobile: _____

Monash Email Address _____

Period for which extension is being sought: from ____ / ____ / ____ to ____ / ____ / ____

Please detail your grounds for applying for extension (attach if insufficient space)

- Provide
- Relevant supporting documentation (original or certified copies only)
 - Reasons why minor thesis progress has been delayed
 - An estimate of time lost due to delays
 - Details of experimental or other work still to be completed
 - Current stage of thesis preparation
 - A timetable of monthly targets for completion of the work within the additional period of candidature requested
 - Other documentation as necessary

Signature: _____ Date: ____ / ____ / ____



The information on this form is collected for the primary purpose of maintaining your assignment submission record correctly. Other purposes of collection include: ensuring your assignment is accepted, you received the marks you deserve and sending any necessary correspondence in relation to your application. If you choose not to complete all the questions on this form, it may not be possible for the Faculty to process the application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6149.

SUBMIT THIS FORM TO YOUR SUPERVISOR ALONG WITH ALL RELEVANT DOCUMENTATION
SECTION 2. SUPERVISOR TO COMPLETE

I support the student's application for the following reasons, subject to the conditions set out below

I do not support the student's application on the grounds listed below:

Please provide a comprehensive statement of the progress the student has made towards his/her research to date:

Supervisor's name: _____

Supervisor's Signature: _____ Date: ____ / ____ / ____

SECTION 3. COURSE COORDINATOR TO COMPLETE

I support the student's application for the following reasons, subject to the conditions set out below

I do not support the student's application on the grounds listed below:

Extension date by which thesis must be submitted _____ / _____ / _____

Course Coordinator's name: _____

Course Coordinator's Signature: _____ Date: ____ / ____ / ____

SECTION 4. COURSE ADMINISTRATOR TO COMPLETE

Callista notes entered If approved, MMT5002 enrolled Letter sent

Letter/documentation on TRIM Date: ____ / ____ / ____