Instructions for students – Application for Extension of Higher Degree Research Program

Applications for extension of program are not approved automatically. To be eligible to request an extension of program:

1. You must have completed all of the required progress milestones (before your application can be considered).
2. Your request should be based on academic reasons beyond your control, and related to your research rather than reasons of a personal nature (for which program leave could have been taken). Unusual personal circumstances may be considered.
3. Paid employment and work obligations are not considered reasonable grounds for an extension (see the ANU Higher Degree Research Guide and subrule 3.9(1) of the Research Award Rules)
4. In the case that you have been previously approved for extensions, you must have met any additional milestones set by your Chair and Head of School during progress meetings, and be able to clearly demonstrate what has been achieved in the period since the earlier extension was approved.

Process and requirements:

1. Check your maximum submission date on ISIS (http://isis.anu.edu.au)
2. Complete the application for extension of research program form found here
3. Include a supporting statement outlining the circumstances that have prevented you from submitting your thesis by the due date
4. Include a 1-2 page completion plan outlining what you intend to do in order to submit your PhD or MPhil by the revised end date
5. Seek approval of your report and timeline from your supervisory panel Chair, who will comment on the extension of program form.
6. The application must then be endorsed by the Head of School. The School administrator can arrange the Head to consider your application, and will then forward the application to the CASS Student Office Associate Dean (Research Training).
   If this is your second application for extension you are required to arrange a progress meeting with your Head of School before your application will be endorsed.
7. If the application is approved, the Associate Dean (Research Training) will send you a letter reminding you of the requirements or restrictions associated with the approval (for example, work commitments, eligibility for further extensions, addition of extra milestones).
8. If your application is not approved, the Associate Dean (Research Training) will request an appointment with you to discuss your options.

Applications for extension beyond 5 years

If you have been approved for extensions previously and have now been enrolled for 5 years or more, you must arrange a progress meeting with your supervisory panel Chair and Head of School to assess your progress and to develop a completion timeline that is likely to include the addition of extra milestones. If your application for extension is endorsed at this point, you will be eligible to submit a formal application for
extension of program to the CASS Student Office who will refer the request to the Associate Dean (Research Training). Your case may also be referred to the CASS HDR Student Progress Committee for consideration.

If your case is referred to the CASS HDR Student Progress Committee, you will receive formal notification of the process. You will be required to provide the following (in addition to the completion timeline and statement of progress that are requested as part of the extension application):

1. Draft thesis (or equivalent) plus all completed chapters (or equivalent) and a statement specifically outlining what has been achieved in the period since the earlier extension was approved.
2. Statements from medical practitioners, counsellors, etc (as relevant) addressing any circumstances that have impeded your completion.

The committee will make a decision regarding the request for extension based on the information provided, and also any progress updates provided by your Chair of Panel. Please note that you may also be requested to make an in-person submission to the committee.

Note:
- Applications for extension of program based on medical reasons must be accompanied by original or certified copies of medical certificates and the dates requested must correspond with the dates indicated on the certificates.
- International students need to be aware of the additional implications for visa eligibility and also fees that may be caused by a program extension. Information can be found here.

The ANU process for applying for an extension of your HDR program is described in the ANU HDR Research Guide [http://www.anu.edu.au/sas/hdr/extension.php].

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