**Extension to a Milestone**

Research students should submit a request for Extension to a Milestone, in advance, if they believe they will not meet a due date for a particular milestone. You must discuss any request for Extension with your senior supervisor before completing an application. It is expected that an application for an Extension will include a revised plan for attainment of project goals and/or thesis completion. This plan must have been reviewed by your senior supervisor.

This form can be used to apply for an Extension to the due date for the following:

1. Research Proposal
2. Supervisory Agreement
3. Confirmation Report (Doctoral students only)
4. Thesis Final Submission Date

Extension to the due date of a Research Proposal, Supervisory Agreement, or Confirmation Report, if approved, does not result in an extension to the due date of any subsequent milestones including the Thesis Final Submission Date.

For research students who are approved to extend their Thesis Final Submission Date:

* You must enrol and pay fees for any additional time approved.
* An extension of time will not extend the duration of any scholarship received. A research student receiving a scholarship must enquire with their provider to determine whether an extension of funding may be available.
* If funded by a student loan, the effect of any extension should be discussed with the loan provider prior to applying.

We recommend that doctoral students book an appointment with a Kaitoko | Research Student Advisor within Te Kura Tāura to discuss their individual circumstances and obtain advice before applying for an Extension. We recommend that research Master’s students discuss any issues with their faculty Student Advisors or Graduate Research Coordinator.

**Research Master’s students:** the thesis submission timeframe may be different from your programme completion timeframe. Students can apply for extensions to their thesis submission date up to the programme completion timeframe. Once the maximum **programme** completion timeframe has been exceeded, students will need to check with their Faculty directly to see if an extension to the programme is allowed under the regulations for the degree and how to apply for this.

Please note:

* Extensions can only be applied for in whole months, and for a minimum period of one month.
* Students should submit their application as soon as possible, and prior to the current due date of a milestone.
* Extensions will be considered in line with the relevant Regulations and Policies.
* If an Extension is being requested on medical grounds, a medical certificate must be provided in support of the request.
* Students and supervisors should discuss together a range of enrolment options before submitting an Extension application (e.g., alternative or complementary options such as changing to part-time study or seeking a Suspension) to determine the most appropriate application type.

**International students** are advised to speak with the Thesis Enrolment team to discuss their individual circumstances, including potential visa implications, prior to applying for an extension to the Thesis Final Submission Date. If a student requires personalised advice regarding visas and immigration status, they should contact [Immigration New Zealand](https://www.immigration.govt.nz/). International doctoral students are expected to be residing in New Zealand for the final write up and submission of their thesis.

**Section A**

*This section should be completed by the student. Before applying for any change in your study, you must first discuss the matter with your supervisors.*

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School:  |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |

|  |  |
| --- | --- |
| This request is for an Extension to the: | [ ]  Research Proposal[ ]  Supervisory Agreement[ ]  Confirmation Report (Doctoral students only)[ ]  Thesis Final Submission Date |
| Current milestone due date: |  |
| Proposed new milestone due date: |  |
| Reason(s) for request (check all that apply): | [ ]  Academic reasons[ ]  Family/Whānau commitments[ ]  Financial reasons[ ]  Health issues | [ ]  Personal circumstances[ ]  Work commitments[ ]  Other |
| Please elaborate on the reason for your request:*Supply detailed information and append any supporting evidence.* *If the reason(s) for this request are private/confidential please indicate the severity of the impacts of any issues.* *If you are applying for an Extension to the Final Thesis Submission Date, please provide detailed information regarding why an Extension beyond the maximum time limit is needed, and any extenuating circumstances that have led to this request.* |  |
| Using bullet points only, please detail which chapters/research tasks have been completed to date: |  |
| Using bullet points only, please provide a proposed plan for completion of this milestone, that includes estimated delivery dates for each relevant chapter/research task, considering the requested Extension period:  |  |
| Please note any further information you would like the relevant Dean to consider in their decision making:  |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR SENIOR SUPERVISOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section B**

*This section should be completed by the Senior Supervisor. The Senior Supervisor should meet with the student and discuss the implications of making changes to their study before supporting any request.*

Have you discussed other appropriate options with the student (e.g., applying for part-time study or a Suspension of studies)?

[ ]  Yes

[ ]  No

Is the revised plan for completion of this milestone realistic?

[ ]  Yes

[ ]  No

Do you support this request and undertake to continue supervision until the new completion date?

[ ]  Yes

[ ]  No, I think a more appropriate extension would be \_\_\_ month/s.

[ ]  No

|  |  |
| --- | --- |
| Please add any further comments here, with a more detailed description if you have answered “no” to any of the questions above: *Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision.**This section must be completed.* |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR HEAD OF DEPARTMENT/SCHOOL OR THEIR DELEGATE**

***You must ensure that any supporting documents are submitted along with the application.***

**Section C**

*This section should be completed by the Head of Department/School (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

Do you support this request?

[ ]  Yes

[ ]  No

|  |  |
| --- | --- |
| Please add any further comments here: Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision.  |  |
| Name/e-signature: |  |
| Date: |  |

**FOR DOCTORAL APPLICATIONS, PLEASE FORWARD TO** **GRADUATESCHOOL@CANTERBURY.AC.NZ**

**FOR RESEARCH MASTER’S APPLICATIONS, PLEASE FORWARD TO THE RELEVANT ADMINISTRATOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section D**

*This section should be completed by the Relevant Dean (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

This request is:

[ ]  Approved

[ ]  Approved with conditions (specify below)

[ ]  Declined

|  |  |
| --- | --- |
| Please add any further comments here: Include any required conditions for continued enrolment and any reasons for declining a requested change. |  |
| Name/e-signature: |  |
| Date: |  |