RESEARCH HIGHER DEGREE – Extension to Date for Candidature Confirmation

Part A: Student details

Family name ______________________  First name ______________________
Student ID ______________________  Degree ______________________  Scholarship ______________________
Academic element ______________________  Campus ______________________

Part B: Details of request

Before completing this form, please consult relevant information online via:
Griffith Portal > Research > Research higher degrees

Please describe the circumstances leading to this request, or attach a statement.

Have you been granted an extension previously?  Yes [ ]  No [ ]

What is the proposed revised due date for confirmation of candidature? ______________________

Signature ....................................................  Date ............. / .............. / .................

Take this form to your principal supervisor for recommendation.

Part C: Principal supervisor recommendation

Indicate what problems or delays are preventing confirmation of candidature.

☐ The topic has changed (a revised research proposal is attached)
☐ The research approach or methodology has changed.
☐ Preliminary data collection has been unavoidably delayed.
☐ The student’s work is not of the appropriate academic standard for their program.
☐ The scope of the student’s research project is not appropriate for their program.
☐ The student has not established the aims and/or methodology for their project.
☐ The student has not established a work plan and/or timeline for completing their project.
☐ Resources (consumables, equipment, travel, supervision) are not sufficient for timely completion.
☐ The student’s standard of written academic English is not yet sufficient for their project.
☐ The student’s standard of spoken academic English is not yet sufficient for their project.
☐ Other problems.
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Part C: Principal supervisor recommendation (con’t)

Please provide more detail. (Attach additional information, if necessary)

What has caused the need for an extension?

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How is this being addressed?

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What must the student do to complete candidature confirmation procedure?

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________________________________________________________________________
________________________________________________________________________
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What is the timeline for these activities to meet the proposed revised date?

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Return this form to the Griffith Graduate Research School
Level 2, Macrossan Building (N16), Nathan campus
or to a campus Student Centre for on-forwarding
Part D: Element/Dean/Deputy Dean (Research) approval

Student candidature details are included in the covering memorandum.

Is the application to extend the candidature confirmation due date approved?  
Yes ☐ No ☐

If ‘No’, provide a reason for your recommendation and comment on additional factors that have to your knowledge inhibited the student’s progress.

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________________________________________________________________________

Signature: __________________________  Print Name: __________________________  Date: __________________________

Return this form to the Griffith Graduate Research School
Level 2, Macrossan Building (N16), Nathan campus

Part E: Griffith Graduate Research School

Approved / Not Approved / Not Required  __________________________

Dean, Griffith Graduate Research School  __________________________

New Confirmation of Candidature Due Date: __________________________

RHDO  __________________________  Date  __________________________

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