

Application to Extend a Milestone (1-4)

**Masters by Research and Doctoral Degrees**

This form includes Progression Plan details (Section B) and must be completed for extensions to Milestones 1-4.

Please note that a separate extension form must be completed for each extension request.

**Please submit your approved form via the** [**Extension to Milestone 1, 2, 3 and 4 Submission Portal.**](https://forms.office.com/Pages/ResponsePage.aspx?id=PTLLm6N_50Wjb22c_bzCcqzyzSxK1CtDv-ZUEiCO0w9UQ1FMVUJEWVRLVDEwMEJVWUZXSThSVE1SMyQlQCN0PWcu)

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| **SECTION A: TO BE COMPLETED BY CANDIDATE** |
| Candidate Given Name(s): | Enter text here. | Family Name: | Enter text here. |
| Student Number: | Enter text here. | School: | Choose an item. |
| Course Level: | Choose an item. | Enrolment type: | [ ]  Full Time  | [ ]  Part Time |
| International Student Visa Expiry Date: | Click to select a date. |
| Are you currently on or have you applied for an internship? | Choose an item. |
| Milestone you are requesting to extend: | Choose an item. |
| Number of previous extensions for this Milestone: | Choose an item. | Total number of previous extensions to all milestones: | Choose an item. |
| Duration of extension (maximum of 6 months): | Choose an item.Other, please specify here. |
| **Please outline the reasons why the research has been delayed.** Enter text here. |

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| **SECTION B: PROGRESSION PLAN DETAILS** |
| This HDR Progression Plan must be completed by the research candidate in consultation with their principal supervisor. As per the [HDR Milestones Guideline](https://intranet.ecu.edu.au/research/higher-degree-by-research/forms-policies-and-guidelines/) and the [HDR Progression Plan Guideline](https://intranet.ecu.edu.au/research/higher-degree-by-research/forms-policies-and-guidelines/), a request to extend a milestone must be supported by a proposed progression plan that is for the **duration of the extension requested**.  |
| **Goals to be achieved during this progression plan:** | **Due Date:** |
| **1.** | Enter text here. | Click to select a date. |
| **2.** | Enter text here. | Click to select a date. |
| **3.** | Enter text here. | Click to select a date. |
| **4.** | Enter text here. | Click to select a date. |
| **5.** | Enter text here. | Click to select a date. |

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| **Dates you will meet with your Supervisor(s):** |
| **Date** | **Day** | **Time** | **Location** |
| Click to select a date. | Enter text here. | Enter text here. | Enter text here. |
| Click to select a date. | Enter text here. | Enter text here. | Enter text here. |
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| **SECTION C: CANDIDATE DECLARATION** |
| I understand that the extension is from the current milestone due date. I have discussed this extension and the proposed progression plan outlined in Section B with my supervisor(s). I understand that if my extension is approved:* I will be placed on Red status due to my requirement to enter a Progression Plan (in accordance with section 4.6 of the University’s [Admission, Enrolment, and Academic Progress Rules](https://ecu.onk2.com/Runtime/Runtime/Form/ECU.Corporate.Documents/)); and
* If I do not submit within the extension period, I will be excluded from the course.
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| CANDIDATE SIGNATURE |  | DATE: | Click to select a date. |

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| **SECTION D: TO BE COMPLETED BY PRINCIPAL SUPERVISOR** |
|[ ]  I confirm that all supervisors involved in the candidature support this application. |
| To assist the Associate Dean (Research) in considering this application, you are requested to provide a comprehensive statement on the progress the candidate has made toward their research. |
| Enter text here. |
| Enter text here. |  | Click to select a date. |
| SUPERVISOR NAME | SIGNATURE | DATE |

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| **SECTION E: ENDORSEMENT BY ASSOCIATE DEAN (RESEARCH)** |
| Extension to milestone approved | [ ]  APPROVED [ ]  NOT APPROVED |
| Subject to the conditions set out below: |
| Enter text here. |
| Enter text here. |  | Click to select a date. |
| ASSOCIATE DEAN (RESEARCH) NAME | SIGNATURE | DATE |