

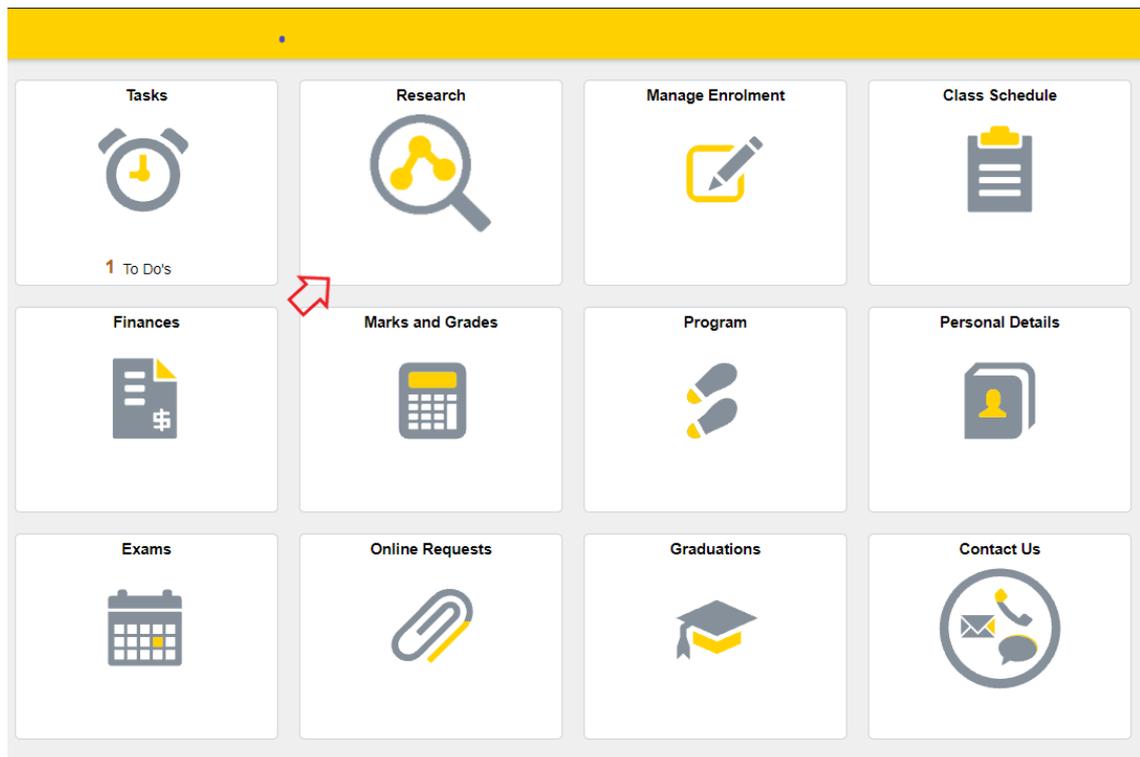
Extension Request – HDR Student

The Extension Request functionality is used for HDR students to request an extension to their candidature time and electronic Confirmation of Enrolment (eCOE) or scholarship. The request is sent to the candidates Principal Supervisor for endorsement before it is sent to the Graduate Research School for a recommendation. Candidates are notified by email if their request is approved or if further action is required.

The Extension Request form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

To access the Extension Request form

1. Log in to Student Centre. Click on the Research tile.



This will open the page as shown below.

Candidature Overview

▼ Doctor of Philosophy

Student ID _____

Candidate Number _____

Thesis Title _____

Supervisors _____

Provisional Candidate | Confirmed Candidate | Under Examination

▼ Other Candidatures

Program	Candidate Number
DBusinessAdmin	Switch

▼ Milestones

Program	Description	Milestone Title	Date Required
DBAR	Confirmation of Candidature		14/07/2020
DPHD	Confirmation of Candidature		22/02/2022

(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information)

2. Click on Candidature menu (left hand side) and select Extension Request from the options that appear.

Candidature Overview

Confirmation of Candidature ▼

Candidature ▲

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

This will open the page as shown below.

USQ

Exit

Candidature Overview

Confirmation of Candidature

Candidature

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

Extension Request

▼ Doctor of Business Administration

Student ID

Candidate Number

Thesis Title

Supervisors

Request Details

Is an electronic Confirmation of Enrolment change required?

No

Current Submission Date
16/07/2022

*Extended Submission Date

*Reason for Extension Request

I understand that any information provided by me may be reported to Government Departments as required by law.
I have attached supporting documentation for the reasons I have outlined in this form.
I understand and acknowledge that any additional costs** incurred as a result of this request are paid by the payment due date.
**Costs include tuition fees, student amenities fees, living expenses, overseas health cover, visa medicals and student visa fees.
I declare the information supplied by me in this form and relevant attachments is true and correct.

I agree with the above statement

No

Submit

3. Complete the following Request Detail:

- a. If you are an international student and an electronic Confirmation of Enrolment change is required slide the button to indicate YES. (If you are not an international student this field will not be available).

Request Details

Is an electronic Confirmation of Enrolment change required?

Yes

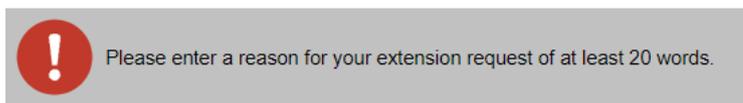
Current Submission Date

22/02/2025

*Extended Submission Date

4. Using the calendar select the 'extended submission date' you wish to nominate.

5. Enter the 'Reason for Extension Request' by typing into the field provided. Note: A statement of at least 20 words is required. If this requirement is not met a message will appear (see below) when you attempt to submit the form.

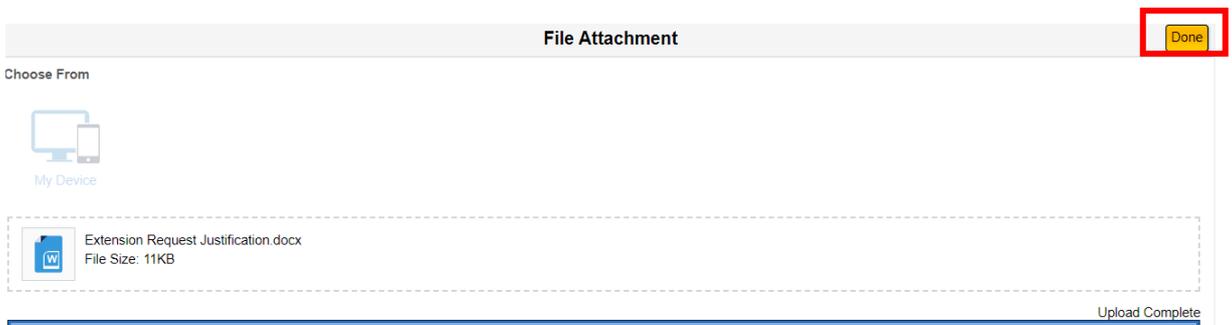
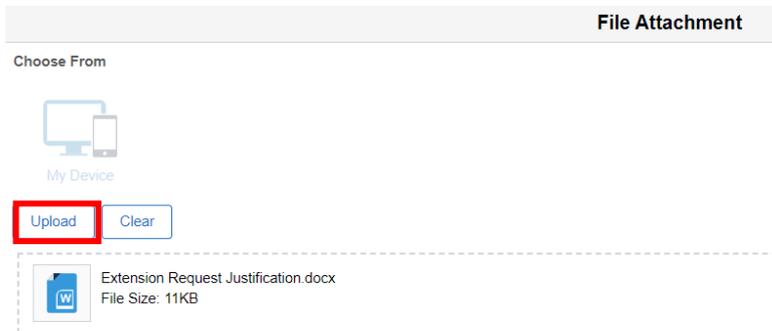


Attach documentation supporting the Extension Request as follows:

5.1 Clicking the 'Add Attachment' button

5.2 Clicking the 'My Device' icon and select the file you wish to upload

5.3 Click the 'Upload' button followed by the 'DONE' button that will appear in the top right hand corner of the screen. Repeat steps 5.1-5.3 to upload additional documents.



6 Read the statement that follows and if you agree with the content slide the button across to indicate YES. When YES is selected the SUBMIT button will appear.

Candidature Overview

Confirmation of Candidature

Candidature

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

Candidate Number

Thesis Title

Supervisors

Request Details

Is an electronic Confirmation of Enrolment change required?
 Yes

Current Submission Date
22/02/2025

*Extended Submission Date
21/12/2022

*Reason for Extension Request
I wish to apply for an extension request because...

Supporting Documents

Please provide documents to support your extension request.

[Add Attachment](#)

Extension Request Documents

Extension_Request_Justification.docx

I understand that any information provided by me may be reported to Government Departments as required by law. I have attached supporting documentation for the reasons I have outlined in this form.
 I understand and acknowledge that any additional costs** incurred as a result of this request are paid by the payment due date.
**costs include tuition fees, student amenities fees, living expenses, overseas health cover, visa, medicals and student visa fees
 I declare the information supplied by me in this form and relevant attachments is true and correct.

I agree with the above statement
 Yes

[Submit](#)

- Click the 'Submit' button to complete the submission of the Extension Request and when complete the following confirmation will appear.

Your Extension Request has been submitted.

END