



## Application for Extension of Minor Thesis Candidature

Only in exceptional circumstances will extension of candidature be granted to, Master of Information Technology (Minor Thesis) and Master of Network Computing (Minor Thesis) candidates. An extension of one month will be granted in the first instance. An additional one-month extension may be considered on application.

Extensions beyond two months for both full-time and part-time candidacy will require that students enrol in and pay fees for the Minor Thesis Extension unit FIT5000 (6 credit points).

*Applications should be submitted as soon as it is realised that an extension is required.*

An extension will only normally be approved where research has been delayed by circumstances beyond the candidate's control, eg equipment breakdown, change in research direction, change in supervision, inadequate library or other resources, illness of candidate, etc.

### Section 1: To be completed by the student (Please place X in the appropriate boxes)

Student ID

Course Code:

Candidature	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>		
Family Name			Title:	
Given Names				
Mailing Address				
Email Address				
Telephone No	Home		Work	

Period for which extension of candidature is sought from \_\_\_\_\_ to \_\_\_\_\_

**Please provide:**

- Relevant supporting documentation
- reasons why minor thesis progress has been delayed;
- an estimate of time lost due to delays;
- details of experimental or other work still to be completed;
- current stage of thesis preparation (eg number of chapters in final draft, preliminary draft, point form, etc);
- a timetable of monthly targets for completion of the work within the additional period of candidature requested;
- other –please provide details.

Please attach a separate sheet if necessary.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**UPON COMPLETION OF THIS SECTION THIS APPLICATION SHOULD BE FORWARDED TO YOUR SUPERVISOR**

**Please remember to attach all relevant documentation**

## Section 2: To be completed by main supervisor

I support the student's application for the following reasons, subject to the conditions set out below:

I do not support the student's application on the following grounds:

To assist in considering this application you are requested to provide a comprehensive statement on the progress the candidate has thus far made toward his/her research:

Supervisor's name (please print): \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 3: To be completed by Minor Thesis Co-ordinator

I support the student's application for the following reasons, subject to the conditions set out below:

I do not support the student's application on the following grounds:

Extension date by which thesis must be submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Minor Thesis Coordinator's name (please print): \_\_\_\_\_

Minor Thesis Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 4: Endorsement by the Associate Head of School (Research)

Approved / Not approved

\_\_\_\_\_ Date: \_\_\_\_\_

Associate Head of School (Research) or nominee

<u>Caulfield School of Information Technology</u> <u>900 Dandenong Road, Monash University,</u> <u>CAULFIELD EAST VIC 3145</u> <u>Tel: (03) 9903 2535, Fax: (03) 9903 1077</u>	<u>Gippsland School of Information Technology</u> <u>Building 4N, Northways Road, Gippsland Campus,</u> <u>Monash University,</u> <u>CHURCHILL VIC 3842</u> <u>Tel: (03) 61 3 9902 6835, +61 3 5122 6835</u> <u>Fax: +61 3 9902 6842, +61 3 5122 6842</u>
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