

① Before completing this form please consult the guidelines for Application to go overtime which can be found at: <https://i.unisa.edu.au/students/research-students/student-forms/>

PART 1: PERSONAL DETAILS

Student ID	
First Name	
Family Name	
Academic Unit	
Program	

PART 2: OVERTIME DETAILS

Expected thesis submission date	
Reason for going overtime	<input type="checkbox"/> Medical grounds (<i>Medical certificate required</i>)
	<input type="checkbox"/> Extra time to complete research due to unforeseen delays – International Student Visa Holders must provide compassionate/compelling circumstances to support request
	<input type="checkbox"/> COVID-19 impact (<i>You must attach the COVID-19 impact record</i>)
	<input type="checkbox"/> Do you wish to apply for a COVID-19 fee waiver ? (<i>Note: applications will be assessed by a panel and the fee waiver is not guaranteed</i>)
	<input type="checkbox"/> Other - International Student Visa Holders must provide compassionate/compelling circumstances to support request
Please provide the reasons for your application to go overtime/ if you require fee support.	
<i>Please attach a sheet should space be required</i>	

For students studying in Australia on an international student visa

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- Some of the changes arising from this request may result in a revised Confirmation of Enrolment (CoE) which could affect your student visa. For more information visit: <https://i.unisa.edu.au/students/research-students/student-forms/>

PART 3: CONFIRMATION OF ENROLMENT (CoE)

Will you require a new Confirmation of Enrolment to support this overtime request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>①</p> <ul style="list-style-type: none"> Please contact Graduate Research, Student and Academic Services to discuss what additional information you may need to submit with this form in order to support your new CoE Phone +61 (0)8 8302 5880 or email research.students@unisa.edu.au 		

PART 4: SPONSOR SUPPORT

Are you a sponsored student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, please seek and attach written approval from your sponsor</i>
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PART 5: CHECKLIST & STUDENT DECLARATION

In signing this form I:

- Confirm I have read and understood the information on Application to go overtime at <https://i.unisa.edu.au/students/research-students/student-forms/>
- Have attached documentation to support the reason/s for my request *(if applicable)*
- Have attached my updated progress plan
- Have attached my COVID-19 Impact record *(if applicable)*
- Have obtained *and* attached approval from my sponsor *(if applicable)*
- Have attached any additional documentation to support a new Confirmation of Enrolment as per my discussion with Graduate Research *(if applicable)*
- Have attached a detailed study plan to support my new expected thesis submission date as noted in PART 2 of this form.
- I have attached '[Application to extend a scholarship](#)' form *(if applicable)*
- Understand that this request is provisional until confirmation is received from Graduate Research, SAS

Student Signature		Date	
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① You must now seek approval from your supervisor in **PART 6**

PART 6: SUPERVISOR SUPPORT

Overtime request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee waiver request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

① Please complete a '**Progress Plan**' with the student to detail how they will complete their thesis by the date nominated in **PART 2**

Statement of support: please complete

Supervisor Name			
Supervisor Signature		Date	

PART 7: DEAN OF RESEARCH APPROVAL (OR DELEGATE)

Overtime request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee waiver request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Statement of support: please complete		
Dean of Research (or delegate) Name		
Dean of Research (or delegate) signature		Date
Staff Use: Please submit this form to Graduate Research - SAS via email research.students@unisa.edu.au		