DVCR COMPLETION AWARD

**APPLICATION FORM**

# TO BE COMPLETED BY THE STUDENT

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| **Title: e.g.**  **Dr, Mr, Mrs, Ms, Miss** | **Family Name** | **Given Name(s)** |
|  |  |  |

**Student Number**

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| --- | --- | --- | --- |
| **Full Address** | | **Telephone: Day** | ( ) |
|  | | **Telephone: Evening** | ( ) |
|  | | **Mobile:** |  |
| **Post Code** |  | **Email:** |  |

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| **What is your Candidature Commencement Date?** |  | | | |
| **Are you currently on a leave of absence?** | **Yes** | **☐** | **No** | **☐** |
| **Have you been in receipt of a scholarship at any time during your candidature?** | **Yes** | **☐** | **No** | **☐** |
| **If ‘Yes’ to the above, what UNE High Degree Research scholarship(s) have you previously received?** |  | | | |
| **Have you received an extension whilst receiving an UNE HDR Scholarship** | **Yes** | **☐** | **No** | **☐** |
| **What date does your current scholarship expire?** |  | | | |
| **What date would you require your DVCR Completions Award to commence?** |  | | | |
| **What durations are your requesting for the Completion Award (maximum 6 months)?** |  | | | |

*\*The commencement date should be the day after your current submission date. If it is a later date, please note that you will be liable for any tuition fees prior to the completion award commencing you may wish to apply for a Leave of Absence during this period.*

**Current Degree**

**Principal Supervisor**

**School**

**Doctoral Thesis Title**

# DOCTORAL THESIS COMPLETION PLAN

DVCR Completion Award will only be awarded to those Doctoral students who can clearly demonstrate that their thesis will be submitted within the award period.

Please attach a detailed Thesis Completion Plan which includes a timeline with designated bi-monthly milestones leading to thesis submission within the six (6) month period.

The plan should be approximately 1000-1500 words and should address the following:

* A tabulation of the major chapters in the thesis to be submitted. A statement of which of these chapters are complete and have been read and approved by the supervisor(s), those which are incomplete, and an indication of their status (eg not yet commenced, partially drafted, fully drafted, with supervisor, undergoing revision.) An indication of the time taken to draft each chapter would also be useful.
* A statement of the work that needs to be done to complete the thesis, a timeline showing when each of the individual units of work (eg completed chapters) will be completed and submitted to the supervisor(s) at bi-monthly intervals. Note that failure to make satisfactory progress in line with the nominated timeline may result in the cessation of award payments.
* A clear measurable bi-monthly milestone must be identified and included in the completion plan as the fortnightly instalments are payable once the Principal Supervisor and Head of School sign off on the achievements being met.
* List the resources required to complete your thesis and whether they are currently available to you, or need to be provided.
* If you are unsuccessful with this award, what are your plans for completion of your thesis?

# DECLARATION

* Giving false or misleading information is a serious offence under the criminal code (Australian Commonwealth)
* I certify that I have read and understood the questions on this form and that the answers are true and correct.
* I certify that I am currently receiving or have been in receipt of a UNE HDR scholarship and that I have not received a scholarship extension during my candidature.
* I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by me.
* I agree to abide by the University of New England’s Conditions of Award and Conditions of Scholarship which may be amended from time to time by the University.
* I certify that I have obtained approval from the appropriate organisation/areas (eg. External grant, International Office).
* I understand that a UNE DVCR Completion Award is for a maximum period of six (6) months and extensions to the scholarship will not be granted.

**/ /**

Student Signature Date

**Please forward to the UNE Research Graduate School, TC Lamble Building or via the AskUNE HDR interface at:** [**https://hdr.custhelp.com/**](https://hdr.custhelp.com/)

# PART B: TO BE COMPLETED BY PRINCIPAL SUPERVISOR

1. **What are the reasons the candidate requires a Completion Award?**

* Explain in moderate detail, e.g. up to half a page why you feel this candidate should be awarded the DVCR Completion Award.

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1. **What has been completed so far?**

* Is the bulk of the PhD already completed and of a suitable standard for a PhD, highlight any publications arising (and their status). Are there any other academic or professional achievements by the student?

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1. **What still needs to be completed?**

* Remaining workload must be realistically achievable in the timeframe being requested.
* What supervision management activities (e.g. meetings, reading drafts, etc.) are planned for the CS duration?
* What level of confidence do you have that the milestone will be meet, and based on what evidence/experience?

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* I support the award of this Completion Award
* I support the extension to the student’s candidature

**/ /**

Principal Supervisor Signature Date

# PART C: TO BE COMPLETED BY HEAD OF SCHOOL

* I support the award of this Completion Award
* The resources required to facilitate this applicant to be complete will be provided by my School
* I support the extension of the student’s candidature

**/ /**

Head of School Signature Date

**Please forward to the UNE Research Graduate School, TC Lamble Building or via the AskUNE HDR interface at:** [**https://hdr.custhelp.com/**](https://hdr.custhelp.com/)