

Higher Degree Research Overtime Enrolment Instruction

1. Introduction

- 1.1. In some cases where a candidate cannot complete their program on time, overtime enrolment may be required. This instruction outlines how overtime enrolment is managed to ensure that candidates who have a reasonable case are well supported to complete their degree.
- 1.2. This instruction should be read in conjunction with the [Higher Degree Research Policy](#), the [Higher Degree Research Progression Procedure](#) and the [Higher Degree Research Variation of Candidature Instruction](#).

2. Develop a plan for completion and participate in a final on-time Research Progress Review

- 2.1. If the candidate is at risk of not being able to submit their thesis on time, they must participate in a Research Progress Review (review) and develop an overtime completion plan for submission which details the following:
 - intended thesis submission date
 - outline of the thesis chapter structure
 - percentage of each chapter that is complete
 - status of supervisor review for each chapter
 - reasons for the delay in submission
 - detailed and realistic timeline for completion
 - new milestones that will lead to completion, which will be used to assess the candidate's progress if they are approved for overtime enrolment.
- 2.2. This review needs to take place in the term the candidate reaches 4 EFTSL (doctorate) or 2 EFTSL (research master).
- 2.3. The review assesses the candidate's progress to date, and whether their plan for overtime enrolment is feasible. It also establishes new milestones that will be used to assess the candidate's progress if their overtime enrolment request is approved.
- 2.4. The outcome of this review must be "not on track for on-time submission" (i.e. Marginal or Unsatisfactory) because the candidate has not been able to submit their thesis within the maximum duration for their degree.

3. Apply for overtime enrolment

- 3.1. Once the final on-time review has taken place, the candidate submits a variation of candidature request through GRIS and attaches appropriate supporting documentation including the following information from their review:
 - detailed and realistic timeline for completion
 - feasible milestones
- 3.2. The candidate can propose up to 1.0 EFTSL of overtime enrolment (4 terms for full time candidates; 8 terms for part time candidates).
- 3.3. If approved, they will be regularly reviewed against their overtime completion plan to ensure that they remain on track to submit by the new deadline.
- 3.4. The candidate must submit their request for overtime enrolment before the start date of the term

when their overtime enrolment begins.

4. First overtime review

- 4.1. The candidate participates in a follow-up review approximately 0.25 EFTSL (3 months full time, 6 months part time) from the date of their last review, unless they have submitted their thesis for examination.
- 4.2. This review will assess the following:
 - Is the candidate on track to complete according to the completion plan by the newly approved submission date?
 - Are they meeting the milestones set at their last Review?
- 4.3. The outcomes that are possible at this review are outlined in Table 1 below.

Table 1 First overtime review outcomes

Satisfactory overtime review	This outcome indicates that all milestones have been met to a satisfactory standard and that the candidate is on-track to submit their thesis within the timeline submitted with their overtime enrolment request. The original completion plan will be reviewed and the next set of milestones finalized to support thesis submission by the plan's deadline.
Unsatisfactory/Show Cause	This outcome indicates that the milestones from the previous Review have not been met and that there is high concern that the thesis will not be submitted by the stated deadline (see Higher Degree Research Show Cause Instruction).

5. Subsequent overtime reviews

- 5.1. If the candidate receives a Satisfactory outcome in the first overtime review, they will participate in a review every three months full-time equivalent (up to 1.0 EFTSL overtime) where they are assessed against their original overtime completion plan.
- 5.2. If the candidate is not meeting the milestones that have been set, they will receive a Unsatisfactory outcome. If this is followed by a second Unsatisfactory review, they will be asked to Show Cause (see [HDR Show Cause Instruction](#)).

6. Show Cause at 1.0 EFTSL of overtime enrolment

- 6.1. If the candidate has not submitted their thesis by the time they reach 1.0 EFTSL of overtime enrolment, they will automatically be asked to Show Cause.
- 6.2. For detailed information about the Show Cause process, please refer to the [HDR Show Cause Instruction](#).

7. Revision history

Version	Approved by	Approval date	Date of UHDC endorsement	Effective date	Sections modified
1.0	Dean of Graduate Research	28 July 2026	10 July 2026	3 August 2026	This is a new instruction

Effective: 3 August 2026

Responsible: PVCRT & Dean of Graduate Research

Lead: Director, GRS