PART A: TO BE COMPLETED BY STUDENT

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| **Title:** | **Given Name(s):** | | **Surname:** |
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| **Student Number:** | |  | |

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| **Address:** |  | | | | |
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| **Suburb:** |  | **State:** |  | **Post Code:** |  |
| **Mobile:** |  | | | | |

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| Have you been in receipt of a UNE-funded HDR scholarship at any time during your candidature? | | Yes | No |
| If ‘yes’ to the above, what UNE-funded HDR scholarship/s have you been in receipt of? | |  | |
| What date would you require your DVCR Completion Scholarship to commence?\* | |  | |
| What is your thesis title? |  | | |

*\*The commencement date would normally be the day after your current UNE-funded HDR scholarship expiry and/or thesis submission date. If it is a later date, please note that you will be liable for any tuition fees incurred prior to the completion scholarship commencing.*

DOCTORAL THESIS COMPLETION PLAN

DVCR Completion Scholarships are funded by the University of New England to encourage timely doctoral completions. The scholarship will support those doctoral students who can clearly demonstrate their thesis will be submitted within the designated scholarship period.

A detailed Thesis Completion Plan should be approximately 1,000-1,500 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 (e.g., 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 (e.g., completed chapters) will be completed and submitted to the supervisor(s) where practically possible. Note that failure to make satisfactory progress in line with the nominated timeline may result in the cessation of scholarship payments. List the resources required to complete your thesis and whether they are currently available to you, or need to be provided.

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| **Chapters** | **Title and Description** | **Statement of Current Status** | **Timeframe for Completion** |
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DECLARATION

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|  | I certify that I have read and understood the questions on this form and that the answers are true and correct, as giving false or misleading information is a serious offence under the criminal code (Australian Commonwealth). |
|  | I certify that I am currently receiving or have been in receipt of a UNE-funded HDR scholarship. |
|  | 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; if appropriate. |
|  | I understand that the scholarships committee decision of award duration is final, which may be less than the maximum period of six (6) months of award. |
|  | I understand I will be required to complete a thesis review milestone in accordance with the HDR Milestones Policy. |

Student (Print Name) Date

Student (Signature)

PART B: TO BE COMPLETED BY PRINCIPAL SUPERVISOR

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| **What are the reasons the candidate requires a DVCR Completion Scholarship?** |
| *Explain in detail why you feel this candidate should be awarded the DVCR Completion Scholarship. When writing your statement of support the following criteria should be considered:*   * *Candidate is a strong applicant,* * *Candidate is demonstrating ability to complete on time* * *Candidate’s draft thesis is at AQF10 standard* * *Candidate’s publications and status; if applicable* |
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| **What has been completed so far?** |
| *Is the majority of the thesis already completed to the AQF10 standard?*  *Highlight any publications and their status. Are there any other academic or professional achievements by the student?* |
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| **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 Completion Scholarship duration?*  *What level of confidence do you have that the thesis review will be successful, and based on what evidence/experience?* |
|  |

DECLARATION

|  |  |
| --- | --- |
|  | I certify that I have read and understood the questions on this form and that the answers are true and correct, as giving false or misleading information is a serious offence under the criminal code (Australian Commonwealth). |
|  | I support the DVCR Completion Award application. |
|  | I understand that the scholarships committee decision of award duration is final, which may be less than the maximum period of six (6) months of award. |
|  | I understand the student will be required to complete a thesis review milestone in accordance with the HDR Milestones Policy. |

Principal Supervisor (Print Name) Date

Principal Supervisor (Signature)

SUBMITTING THE APPLICATION (STUDENT TO SUBMIT)

Please ensure that you complete all sections of the application form as per the instructions and provide all supporting documentation as requested in the DVCR Completion Scholarship Guidelines.

Submit the application electronically via the AskUNE interface: <https://hdr.custhelp.com/>