

# HDR scholarship **extension for doctoral students**

Please complete and scan this form and send it to: [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

## IMPORTANT INFORMATION

**Please check your scholarship offer letter and/or the conditions of the award of your scholarship** to see whether it is possible to apply for an extension (usually a maximum of up to six months or two Research Periods, and is applicable for doctoral candidates only). Please complete this form for large scheme scholarships administered by the University including RTP (Local), UPA, RTP (International), USyDIS, NHMRC and Gritton. It can also be used for Faculty or industry funded stipends where the conditions of award permit extension.

**If the funding provider is your Supervisor, Faculty, or an external body and they have approved an extension** that was not initially mentioned in the conditions of the award, please ask them to email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au) and advise of this.

Approval of any scholarship extension is subject to your satisfactory progress. An extension request must be justified by describing delays to research that are beyond the control of the student and not of a personal nature. (see SECTION 2 below)

Applications for extension should be lodged **two months** before your scholarship is due to end. If your application is received less than two months before your scholarship is due to end, there is a risk of disruption to your stipend payments. Please ensure that the form has been signed off by both your supervisor and the Head of your department/school before submission.

**For International students supported by both a stipend and tuition fee scholarship**, extensions to your stipend are processed in line with your tuition fees scholarship. For schemes such as the RTP (International), the university covers your tuition fees for 3 years (plus an extension for up to two research periods if applicable). This means that the maximum tenure of your tuition fee scholarship is 14 research periods. As a result, your stipend scholarship will be terminated automatically on the last day of your tuition fee scholarship. i.e. the last day of the respective research period.

**Incomplete or unsigned forms will not be accepted**

### Contact us:

Higher Degree by Research Administration Centre (HDRAC)  
Level 5, Jane Foss Russell Building G02  
The University of Sydney NSW 2006  
Telephone +61 2 8627 4343  
Email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

## SECTION 1: STUDENT

Name	
Student ID number	
Payroll ID number (refer to your payslip)	
Student Type	Domestic                      International
University email address	
Best contact telephone number	
Degree	
Attendance	Full-time                      Part-time
Faculty	
School, department or discipline	
Name of scholarship(s)	

## SECTION 2: REQUEST FOR SCHOLARSHIP EXTENSION

Length of scholarship extension requested <i>A maximum six (6) months, or two (2) Research Periods, may be requested by a PhD or other doctorate scholarship holder only</i>	
Latest date to submit your thesis for examination	
<b>Provide a justification for your extension request that addresses the following:</b>	
Doctoral candidates have three to a maximum four full-time years to complete research and submit a thesis for examination. What research-related problems have delayed your project?	
Has all required data been collected and analysed? If not, what data collection/analysis remains?	
Have all chapters been drafted? If not, describe your progress to date	
Do you have a current progress plan? Yes/No	
Are you confident of meeting the latest date to submit your thesis for examination above? If not, when do you expect to submit your thesis for examination?	
Student's signature	
Date	

### SECTION 3: SUPERVISOR TO COMPLETE

These details will be provided to any relevant external funding body, e.g., ARC, NHMRC

Supervisor's Name	
Faculty	
School or department	
<i>If the student also holds a top-up scholarship funded by a research grant or the School/department, please indicate in your comments below whether the extension of the top-up scholarship is also approved. For RTP international student recipients, please provide your acknowledgement of, or approval for, the extension of the student's tuition fee award.</i>	
<b>Comments</b> Having read the scholarship extension application (above) I confirm the student's satisfactory progress toward completion. I am satisfied that the reasons for requesting an extension are genuine and related to the student's research. My further comments on the student's estimated date and plan for completion are [if applicable]:	
Supervisor's signature	
Date	

### SECTION 4: HEAD TO COMPLETE (HEAD OF DEPARTMENT, SCHOOL, ASSOCIATE DEAN as appropriate) (PLEASE NOTE, this approval is only needed for Faculty scholarships in the Faculty of Medicine and Health)

Head's Name	
Faculty	
School or department	
<i>If the student also holds a top-up scholarship funded by a research grant or the School/department, please indicate in your comments below whether the extension of the top-up scholarship is also approved. For RTP international student recipients, please provide your acknowledgement of, or approval for, the extension of the student's tuition fee award.</i>	
<b>Comments</b> I endorse this scholarship extension application and the comments made by the student's supervisor. In endorsing this application, I am satisfied that the need for an extension does not arise from inadequate supervision or lack of facilities and that my department/school has provided the expected level of postgraduate research support. My further comments are [if applicable]:	
Head's signature	
Date	

**SECTION 5: OFFICE USE**

Job #	RTP (Local)	UPA	RTP (Intl)	USydIS	NHMRC*	Gritton
Job # (Other)						
Currently enrolled in doctoral degree? Yes <input type="radio"/> No <input type="radio"/>			Under Examination? Yes <input type="radio"/> No <input type="radio"/>			
Advanced standing (if any)						
Start date			Latest Submission Date			
Sick Leave (if any)						
Maternity Leave (if any)						
Suspension period(s) (if any)						
Current scholarship end date						
Extension start date						
Revised (new) end date						
Current rate						
Revised (new) rate and DRC (if applicable)						

\*NHMRC Extensions require approval from NHMRC in the first instance

## Pay dates in 2024

Pay window	Payday
29 December 2023 to 11 January 2024	Thursday 11 January 2024
12 January 2024 to 25 January 2024	Thursday 25 January 2024
26 January 2024 to 8 February 2024	Thursday 8 February 2024
9 February 2024 to 22 February 2024	Thursday 22 February 2024
23 February 2024 to 7 March 2024	Thursday 7 March 2024
8 March 2024 to 21 March 2024	Thursday 21 March 2024
22 March 2024 to 4 April 2024	Thursday 4 April 2024
5 April 2024 to 18 April 2024	Thursday 18 April 2024
19 April 2024 to 2 May 2024	Thursday 2 May 2024
3 May 2024 to 16 May 2024	Thursday 16 May 2024
17 May 2024 to 30 May 2024	Thursday 30 May 2024
31 June 2024 to 13 June 2024	Thursday 13 June 2024
14 June 2024 to 27 June 2024	Thursday 27 June 2024
28 June 2024 to 11 July 2024	Thursday 11 July 2024
12 July 2024 to 25 July 2024	Thursday 25 July 2024
26 July 2024 to 8 August 2024	Thursday 8 August 2024
9 August 2024 to 22 August 2024	Thursday 22 August 2024
23 August 2024 to 5 September 2024	Thursday 5 September 2024
6 September 2024 to 19 September 2024	Thursday 19 September 2024
20 September 2024 to 3 October 2024	Thursday 3 October 2024
4 October 2024 to 17 October 2024	Thursday 17 October 2024
18 October 2024 to 31 October 2024	Thursday 31 October 2024
1 November 2024 to 14 November 2024	Thursday 14 November 2024
15 November 2024 to 28 November 2024	Thursday 28 November 2024
29 November 2024 to 12 December 2024	Thursday 12 December 2024
13 December 2024 to 26 December 2024	Thursday 26 December 2024

**Contact us:**

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