

HDR scholarship **extension for doctoral students**

Please complete and scan this form and send it to: 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), USydlS, 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 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 6, Jane Foss Russell Building G02
The University of Sydney NSW 2006
Telephone: +61 2 8627 4343
Email: hdrac.scholarships@sydney.edu.au

SECTION 1: STUDENT

Name	
Student ID number	
Payroll ID number (refer to your payslip)	
Student Type	Domestic <input type="radio"/> International <input type="radio"/>
University email address	
Best contact telephone number	
Degree	
Attendance	Full-time <input type="radio"/> Part-time <input type="radio"/>
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	
Provide a justification for your extension request that addresses the following:	
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>	
Comments 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>	
Comments 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

2025 deadline to submit forms

HDRAC Scholarships deadline for all forms		Payday	
Monday	09/12/2024 (due to Christmas shutdown period)	Thursday	9/01/2025
Monday	13/01/2025	Thursday	23/01/2025
Monday	27/01/2025	Thursday	6/02/2025
Monday	10/02/2025	Thursday	20/02/2025
Monday	24/02/2025	Thursday	6/03/2025
Monday	10/03/2025	Thursday	20/03/2025
		Thursday	3/04/2025
Monday	7/04/2025	Thursday	17/04/2025
Monday	21/04/2025	Thursday	1/05/2025
Monday	05/05/2025	Thursday	15/05/2025
Monday	19/05/2025	Thursday	29/05/2025
Monday	02/06/2025	Thursday	12/06/2025
Monday	16/06/2025	Thursday	26/06/2025
Monday	30/06/2025	Thursday	10/07/2025
Monday	14/07/2025	Thursday	24/07/2025
Monday	28/07/2025	Thursday	7/08/2025
Monday	11/08/2025	Thursday	21/08/2025
Monday	25/08/2025	Thursday	4/09/2025
Monday	08/09/2025	Thursday	18/09/2025
Monday	22/09/2025	Thursday	2/10/2025
Monday	06/10/2025	Thursday	16/10/2025
Monday	20/10/2025	Thursday	30/10/2025
Monday	03/11/2025	Thursday	13/11/2025
Monday	17/11/2025	Thursday	27/11/2025
Monday	01/12/2025	Thursday	11/12/2025
Monday	08/12/2025 (due to Christmas shutdown period)	Thursday	25/12/2025

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