

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), 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 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

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	
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

Pay dates in 2023

Pay window	Payday
30 December 2022 to 12 January 2023	Thursday 12 January 2023
13 January 2023 to 26 January 2023	Thursday 26 January 2023
27 January 2023 to 9 February 2023	Thursday 9 February 2023
10 February 2023 to 23 February 2023	Thursday 23 February 2023
24 February 2023 to 9 March 2023	Thursday 9 March 2023
10 March 2023 to 23 March 2023	Thursday 23 March 2023
24 March 2023 to 6 April 2023	Thursday 6 April 2023
7 April 2023 to 20 April 2023	Thursday 20 April 2023
21 April 2023 to 4 May 2023	Thursday 4 May 2023
5 May 2023 to 18 May 2023	Thursday 18 May 2023
19 May 2023 to 1 June 2023	Thursday 1 June 2023
2 June 2023 to 15 June 2023	Thursday 15 June 2023
16 June 2023 to 29 June 2023	Thursday 29 June 2023
30 June 2023 to 13 July 2023	Thursday 13 July 2023
14 July 2023 to 27 July 2023	Thursday 27 July 2023
28 July 2023 to 10 August 2023	Thursday 10 August 2023
11 August 2023 to 24 August 2023	Thursday 24 August 2023
25 August 2023 to 7 September 2023	Thursday 7 September 2023
8 September 2023 to 21 September 2023	Thursday 21 September 2023
22 September 2023 to 5 October 2023	Thursday 5 October 2023
6 October 2023 to 19 October 2023	Thursday 19 October 2023
20 October 2023 to 2 November 2023	Thursday 2 November 2023
3 November 2023 to 16 November 2023	Thursday 16 November 2023
17 November 2023 to 30 November 2023	Thursday 30 November 2023
1 December 2023 to 14 December 2023	Thursday 14 December 2023
15 December 2023 to 28 December 2023	Thursday 28 December 2023

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