

HDR scholarship extension for doctoral students

Please complete and scan this form and send it to: hdrac.scholarships@sydney.edu.au

IMPORTANT INFORMATION

Important notice - COVID-19

In response to the COVID-19 pandemic, the University will ensure that all HDR students receiving centrally funded scholarships (RTP, University of Sydney International Strategic, UPA, Merit Award and VCRS Supplementary) receive a guaranteed extension to the maximum term permitted under the terms and conditions of the stipend, subject to the student meeting progress requirements. To arrange a COVID-19 extension, complete sections 1 and 2 of this form and return to hdrac.scholarships@sydney.edu.au. Sections 3 and 4 do not need to be completed.

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

Scholarships pay dates in 2022

Pay window	Payday
31 December 2021 to 13 January 2022	Thursday, 13 January 2022
14 January 2022 to 27 January 2022	Thursday, 27 January 2022
28 January 2022 to 10 February 2022	Thursday, 10 February 2022
11 February 2022 to 24 February 2022	Thursday, 24 February 2022
25 February 2022 to 10 March 2022	Thursday, 10 March 2022
11 March 2022 to 24 March 2022	Thursday, 24 March 2022
25 March 2022 to 7 April 2022	Thursday, 7 April 2022
8 April 2022 to 21 April 2022	Thursday, 21 April 2022
22 April 2022 to 5 May 2022	Thursday, 5 May 2022
6 May 2022 to 19 May 2022	Thursday, 19 May 2022
20 May 2022 to 2 June 2022	Thursday, 2 June 2022
3 June 2022 to 16 June 2022	Thursday, 16 June 2022
17 June 2022 to 30 June 2022	Thursday, 30 June 2022
1 July 2022 to 14 July 2022	Thursday, 14 July 2022
15 July 2022 to 28 July 2022	Thursday, 28 July 2022
29 July 2022 to 11 August 2022	Thursday, 11 August 2022
12 August 2022 to 25 August 2022	Thursday, 25 August 2022
26 August 2022 to 8 September 2022	Thursday, 8 September 2022
9 September 2022 to 22 September 2022	Thursday, 22 September 2022
23 September 2022 to 6 October 2022	Thursday, 6 October 2022
7 October 2022 to 20 October 2022	Thursday, 20 October 2022
21 October 2022 to 3 November 2022	Thursday, 3 November 2022
4 November 2022 to 17 November 2022	Thursday, 17 November 2022
18 November 2022 to 1 December 2022	Thursday, 1 December 2022
2 December 2022 to 15 December 2022	Thursday, 15 December 2022
16 December 2022 to 29 December 2022	Thursday, 29 December 2022

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