

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)

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	No	Under Examination?		Yes No
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 2020

	Pay period	Pay day (Alternative Thursdays)
1	22 December 2019 - 2 January 2020	2 January 2020
2	3 January - 16 January 2020	16 January 2020
3	17 January – 30 January 2020	30 January 2020
4	31 January - 13 February 2020	13 February 2020
5	14 February – 27 February 2020	27 February 2020
6	28 February - 12 March 2020	12 March 2020
7	13 March - 26 March 2020	26 March 2020
8	27 March - 19 April 2020	9 April 2020
9	10 April - 23 April 2020	23 April 2020
10	24 April - 7 May 2020	7 May 2020
11	8 May - 21 May 2020	21 May 2020
12	22 May - 4 June 2020	4 June 2020
13	5 June - 28 June 2020	18 June 2020
14	29 June – 2 July 2020	2 July 2020
15	3 July - 16 July 2020	16 July 2020
16	17 July - 30 July 2020	30 July 2020
17	31 July - 13 August 2020	13 August 2020
18	14 August - 27 August 2020	27 August 2020
19	28 August - 10 September 2020	10 September 2020
20	11 September - 24 September 2020	24 September 2020
21	25 September - 8 October 2020	8 October 2020
22	9 October - 22 October 2020	22 October 2020
23	23 October - 5 November 2020	5 November 2020
24	6 November - 19 November 2020	19 November 2020
25	20 November - 3 December 2020	3 December 2020
26	4 December - 17 December 2020	17 December 2020
27	18 December - 31 December 2020	31 December 2020

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