

# 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 for doctoral candidates only). This form should be used for large scheme scholarships administered by the University including RTP (Local), UPA, RTP (International), USydlS, NHMRC and Gritton. For other types of scholarships, please refer as follows:

**For scholarships funded by your supervisor's research grant**, please check with your supervisor directly. If an extension is approved, your supervisor will need to inform the Higher Degree by Research Administration Centre (HDRAC) in writing at [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

**For scholarships funded by your faculty/school**, please check with the appropriate office directly. If an extension is approved, the faculty/school will need to inform the Higher Degree by Research Administration Centre (HDRAC) in writing at [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

**For scholarships funded by industry or external funding bodies**, please check with the Higher Degree by Research Administration Centre (HDRAC) as there may be specific requirements regarding an extension application

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)

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	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 2019

	Pay period	Pay day (Alternative Thursdays)
1	21 December 2018 - 3 January 2019	3 January 2019
2	4 January - 17 January 2019	17 January 2019
3	18 January – 31 January 2019	31 January 2019
4	1 February - 14 February 2019	14 February 2019
5	15 February – 28 February 2019	28 February 2019
6	1 March - 14 March 2019	14 March 2019
7	15 March - 28 March 2019	28 March 2019
8	29 March - 11 April 2019	11 April 2019
9	12 April - 25 April 2019	25 April 2019
10	26 April - 9 May 2019	9 May 2019
11	10 May - 23 May 2019	23 May 2019
12	24 May - 6 June 2019	6 June 2019
13	7 June - 20 June 2019	20 June 2019
14	21 June – 4 July 2019	4 July 2019
15	5 July - 18 July 2019	18 July 2019
16	19 July - 1 August 2019	1 August 2019
17	2 August - 15 August 2019	15 August 2019
18	16 August - 29 August 2019	29 August 2019
19	30 August - 12 September 2019	12 September 2019
20	13 September - 26 September 2019	26 September 2019
21	27 September - 10 October 2019	10 October 2019
22	11 October - 24 October 2019	24 October 2019
23	25 October - 7 November 2019	7 November 2019
24	8 November - 21 November 2019	21 November 2019
25	22 November - 5 December 2019	5 December 2019
26	6 December - 19 December 2019	19 December 2019

### 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)