

HDR scholarship **suspension**

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

Research Period dates in the academic calendar

Session	Start date	Census date	End date
Research Period 1	1 January	31 January	28 February
Research Period 2	1 March	31 March	30 June
Research Period 3	1 July	31 August	30 September
Research Period 4	1 October	31 October	31 December

IMPORTANT INFORMATION

Please login to Sydney Student to apply to suspend your candidature for one or more research periods.

Please complete and submit this form separately to the email address above.

Students who are holders of certain scholarships can apply for **up to a total of 12 months of suspension during the tenure of their award**. It is not possible to suspend scholarship payments during the first six months of tenure. Please check your scholarship conditions to confirm the suspension provisions and note the following:

- Periods of suspension are cumulative and failure to resume study after suspension will result in your scholarship being terminated
- In determining the period of suspension, please bear in mind the research period census dates as your scholarship cannot recommence and cannot be backdated to a date before your official re-enrolment date as recorded by the University
- You should submit your request for a period of suspension in advance of the start of the relevant Research Period, taking account of the University pay cycle affecting your stipend payments
- If you submit a request for suspension **after the start date of a Research Period** (see above), we will, without exception,
 - date your period of suspension from the first date of the Research Period to support recordkeeping in relation to your Australian Government Research Training Scheme (RTS) entitlement
 - date the suspension period of your scholarship stipend payments according to the University pay cycle – this will affect the date that your scholarship stipend payments resume
- To resume your stipend payments, you must re-enrol in Sydney Student if you have suspended your candidature and submit the HDR scholarship recommencement form http://sydney.edu.au/scholarships/research/psa_forms.shtml
- If you remain enrolled while your scholarship is suspended you will accrue advanced standing and the period of enrolment (or full-time equivalent) will be deducted from the maximum period of tenure for your scholarship
- **NHMRC scholarship holders:** Please note that this form also needs to be provided to NHMRC using RGMS. Further details are provided in the document Managing your NHMRC scholarship: http://www.sydney.edu.au/scholarships/research/psa_forms_html

SECTION 1: STUDENT DETAILS

Name	
Student ID number	
Payroll ID number (refer to your payslip)	
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 SUSPENSION

Please insert exact dates, corresponding to start and end dates of Research Periods	
Suspension period from:	
Suspension period to:	
Reason(s) for request	
Date of request:	

SECTION 3: ACADEMIC APPROVAL

Supervisor's name	
Supervisor's signature	

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 4: OFFICE USE

Job #	Class	
Previous suspension(s) (if applicable)		
Suspension request in Sydney Student	Submitted	Approved
Leave booking – Reason	LWP	
Unpaid LOA start date		
Unpaid LOA end date		
Occupancy Insert new row Status NPY Reason STA	Start date	
Change current end date from:	Revised (new) end date:	
Change current increment date from:	Revised increment date:	
Update scholarship maintenance details in Sydney Student	<input type="checkbox"/>	

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

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