



RESEARCH SCHOLARSHIP EXTENSION APPLICATION FORM

IMPORTANT INFORMATION

Please check the offer letter and/or the conditions of 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 PhD candidates only). This form should be used for large scheme scholarships administered by the Scholarships and Financial Support Service Office including APA, UPA, IPRS, USydlS, NHMRC and Gritton. For other types of scholarships, please refer as follows:

- For scholarships funded by your Supervisor's research grant, you will need to check with your Supervisor directly. If an extension is approved, your supervisor will need to inform the Scholarships and Financial Support Service in writing to arrange this.
- For scholarships funded by your Faculty/School, you will need to check with them directly. If an extension is approved, the Faculty/School will need to inform the Scholarships and Financial Support Service in writing to arrange this.
- For scholarships funded by industry or external funding bodies, please check with the Scholarships and Financial Support Service as there may be specific requirements.

Approval of an extension is subject to the student making satisfactory progress. The extension request must be justified by describing delays to research which are beyond the control of the student and not of a personal nature.

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 Discipline/Department/School before submission. **Incomplete or unsigned forms will not be accepted.**

SUBMITTING THIS FORM

Scholarships and Financial Support Service

Level 5, Jane Foss Russell Building G02,

The University of Sydney, NSW 2006

Fax: (02) 8627 8485

Email: scholarships.officer@sydney.edu.au

Telephone: (02) 8627 8112

The signed form can be faxed or scanned. Enquiries are welcome via phone or email using the details above.

After your application for an extension has been considered, an email advising the result will be sent to your University email address.

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SECTION A – STUDENT TO COMPLETE

Student ID:		Payroll ID:
Title:	Surname:	First Name:
Address:		
Email (an email will be sent to your University email address):		Phone:
Faculty/School/Department/Discipline:		
Primary scholarship (and if applicable Top-up scholarship/s) currently held:		

SECTION B - SCHOLARSHIPS AND FINANCIAL SUPPORT SERVICE TO COMPLETE

Job #:	APA / UPA / IPRS / USydIS / NHRMC / Gritton
Job #:	_____

Currently pre-/enrolled in PhD:	YES / NO
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Advanced Standing (if any):	
Start Date:	
Sick Leave (if any):	
Mat Leave (if any):	
Suspension (if any):	
Current End Date:	
Extension Start Date:	
Revised End Date:	
Current Rate:	
Revised Rate & DRC (if applicable):	

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SECTION C – STUDENT TO COMPLETE

I request an extension for a period of _____ months (a maximum of up to six months or two Research Periods, and for PhD students only). Please indicate in Question 4 your estimated date and plan of completion.

Provide a justification for your extension request that addresses the following matters:

1. What research-related problems (not of a personal nature) have delayed your project?

2. Has all data been collected and analysed?

3. Have any chapters been written? Has any work been published?

4. What is the estimated date and plan of completion?

Signature: _____

Date: _____

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SECTION D – SUPERVISOR TO COMPLETE: *DETAILS PROVIDED HERE WILL BE FORWARDED TO ANY RELEVANT EXTERNAL FUNDING BODIES e.g. NHMRC, ARC.*

Name: _____
Faculty: _____
School/Dept: _____

If the student also holds a top-up scholarship funded by a research grant or the School please indicate below whether the extension of the top-up scholarship is also approved. For IPRS/USydis recipients, please provide your acknowledgement of or approval for the extension of the student's tuition fee award.

COMMENTS:

Having read this scholarship extension application, I wish to confirm the student's satisfactory progress and that I am satisfied that the reasons for requesting an extension are genuine and related to research. My comments on the students estimated date and plan of completion and other relevant information (if applicable) are as follows:

Signature: _____ Date: _____

SECTION E - HEAD OF DISCIPLINE/DEPARTMENT/SCHOOL TO COMPLETE

Name: _____
Faculty: _____
School/Dept: _____

If the student also holds a top-up scholarship funded by the Discipline/Department/School please indicate whether the extension of the top-up scholarship is also approved. For IPRS/USydis recipients, please provide your acknowledgement of or approval for the extension of the student's tuition fee award within your financial delegation.

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 Discipline/Department/School has provided the expected level of postgraduate research support.

Signature: _____ Date: _____