



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 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, APAI*, 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. *APAI holders must contact the Scholarships and Financial Support Service prior to completing this form.
- International students who hold an **IPRS or USydIS** should follow the instructions on the 'Application for extension of research scholarship form' available from the 'other paper forms' section on <http://www.usyd.edu.au/internationaloffice/forms/index.shtml> and send the application to the International Office for consideration.

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 **one month** before your scholarship is due to end. Please ensure that the form has been signed off by both your Supervisor and the Head of School/Discipline or Associate Dean before submission.

STUDENT DETAILS

Student ID:		Payroll ID:
Title:	Surname:	First Name:
Address:		
Email (an email will be sent to your University email address):		Phone:
Faculty/School/Department:		
Scholarship/s currently held:		

SECTION A – Student to Complete

Extension Request

I request an extension for a period of _____ months (a maximum of up to 6 months and for PhD students only).

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. Data. Has it all 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: _____

SECTION B (Supervisor to complete): DETAILS PROVIDED HERE WILL BE FORWARDED TO ANY RELEVANT EXTERNAL FUNDING BODIES e.g. NHMRC, and ARC (for APAI).

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 approved.

Having read the scholarship extension application above, 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 C (Head of Discipline/School, Chair of Dept or Postgraduate Co-ordinator to complete)

Name: _____

Faculty: _____

School/Dept: _____

If the student also holds a top-up scholarship funded by the Discipline/School/Faculty please indicate whether the extension of the top-up scholarship is approved

COMMENTS:

The request for an extension is:

Supported

Not supported

Signature: _____

Date: _____

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED

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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.

SCHOLARSHIPS AND FINANCIAL SUPPORT SERVICE TO COMPLETE

Name:	Payroll ID#:
Job #: APA / UPA / Co-Funded / APAI / Gritton / NHMRC	
Other: _____	
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):	

Approved:	Date File Updated:
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