

Please return the completed form and completion timeline to the

Adelaide Graduate Research School
research.scholarships@adelaide.edu.au



Stipend Scholarship Extension Application Form

Higher Degree by Research - Division of Research and Innovation

Please read this section before you complete the following form:

To be completed by PhD students approximately 8 weeks prior to their current scholarship expiry date, after a tenure of three years (or equivalent). Masters students are not eligible to have their scholarship extended beyond 2 years. Applications submitted after the scholarship expiry date, if approved, may result in an interruption in scholarship payments.

Eligibility Criteria:

The University of Adelaide has an expectation that scholarship holders will submit their thesis within 3 years.

For PhD candidates **one extension of up to an additional six months** may be considered ie up to a total of three and a half years (the maximum extension period of up to 6 months for full-time students and up to 12 months for half-time students). Should half-time students change their attendance status during any approved extension period, the scholarship expiry date will be reduced accordingly.

Such an extension will only be granted where it can be demonstrated that inability to complete the degree within three years was caused by academic delays beyond the control of the student and related directly to their studies.

Delays and time lost must be documented as part of the University's standard review processes (Major Review, Annual Review and Pre-Submission Review). The only exception to this is if the delay occurred after the last Annual Review of Progress/Pre-Submission Review, in which case, the application must clearly state this, including time lost. Academic circumstances that may be considered include:

- Equipment failure;
- Changes in supervision;
- Delays in:
 - Recruitment of participants;
 - Obtaining data;
 - Supply; or
 - Ethics approval

The following will not be considered as reasons for extension and should be addressed by use of the leave of absence or medical leave provisions:

- Illness;
- Preparation of publications (excluding thesis by publication);
- Studying remotely, unless on approved study leave for a defined period;
- Work commitments; or
- Carer responsibilities
- COVID related delays already compensated for

All extensions are subject to the consideration and approval of the Graduate Scholarships Committee through the Dean of Graduate Studies.

Any academic delays related to COVID that have not been addressed through the previous COVID Extension Scheme, can be included as part of your standard extension of up to 6 months – these are to have been documented and quantified as part of your review process.

Personal Details:

Student ID	
Student Name	
School/Discipline	
Program	
Name of scholarship	
Scholarship Expiry Date	
Scholarship provider	
I have previously been awarded a COVID-19 scholarship extension?	<input type="radio"/> Yes Days approved: _____ <input type="radio"/> No
Please indicate:	<input type="radio"/> PhD Conventional <input type="radio"/> PhD by Publication <input type="radio"/> Combined Conventional/Publication

I wish to apply for an extension of my scholarship for a period of _____ days / months.

I have included with my application:

- a statement below which outlines the reasons for the application;
- a time-line detailing remaining tasks requiring completion in required extension period; and
- supporting comments from my Principal Supervisor and the Postgraduate Coordinator or Head of Discipline/ School. (*Additional pages may be included if required.*)

(Without all of these documents your extension request cannot be processed)

Student Request (Reason(s) for the Application):

Academic Delays recorded in my First Progress Report:

- Days lost (based on a 7 day week): _____
- Which Progress Report this is documented in: _____
- Brief summary of unforeseen academic delay(s):

AGRS OFFICE USE: academic delays verified: _____

Academic Delays recorded in my Second Progress Report:

- Days lost (based on a 7 day week): _____
- Which Progress Report this is documented in: _____
- Brief summary of unforeseen academic delay(s):

AGRS OFFICE USE: academic delays verified: _____

Academic Delays recorded in my Third Progress Report:

- Days lost (based on a 7 day week): _____
- Which Progress Report this is documented in: _____
- Brief summary of unforeseen academic delay(s):

AGRS OFFICE USE: academic delays verified: _____

Academic Delays recorded in my Fourth Progress Report (if applicable):

- Days lost (based on a 7 day week): _____
- Which Progress Report this is documented in: _____
- Brief summary of unforeseen academic delay(s):

AGRS OFFICE USE: academic delays verified: _____

Academic Delays recorded since I submitted my most recent Progress Report:

- Days lost (based on a 7 day week): _____
- Brief summary of reason for delay(s):

AGRS OFFICE USE: Academic delays supported by Principal supervisor: _____

Principal Supervisor Endorsement (responses are required for each Item below)

Academic reasons for student needing extra time and confirmation that it is documented in the relevant progress report:

Factors which were beyond the control of the student:

Actions taken by the School/ Discipline to help minimise the delay:

Student Signature: _____

Supervisor and Area Approval:

_____	_____	_____
Principal Supervisor's name	Sign here	Date
_____	_____	_____
Post-Graduate Coordinator / Head of School or Discipline's name	Sign here	Date

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