

# HDR scholarship commencement

Please complete and scan this form and send it to: [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

## SECTION 1: STUDENT TO COMPLETE

Name	
Student ID number	
Payroll ID number (if known)	
Student Type	Domestic <input type="radio"/> International <input type="radio"/>
Candidature start date <i>Date you enrolled in Sydney Student for your current degree with the University</i>	
Degree	
Attendance	Full-time <input type="radio"/> Part-time <input type="radio"/>
Faculty	
School, department or discipline	
Name of scholarship(s)	
I confirm that I have entered and saved my current bank account details in Sydney Student <i>Note: Subsequent changes to bank account details must be made via myHRonline</i>	<input type="checkbox"/> Tick to confirm
Student's signature	
Date	

## SECTION 2: SUPERVISOR TO COMPLETE

I confirm that the student is formally enrolled and has commenced research in the above degree <i>Note: Scholarship payments cannot commence before the candidate's formal candidature start-date and cannot be back-dated to a date prior to the formal candidature start-date. Usual Start dates are 1 January, 1 March, 1 July and 1 October or other</i>	<input type="checkbox"/> Tick to confirm
Supervisor's name	
Supervisor's signature	
Date	

## SECTION 3: OFFICE USE

Degree duration	Attendance FT or PT	RTS consumed	Advanced standing	Scholarship tenure	Non-est or top-up ext	ID check
						<input type="checkbox"/>

Job #	Start	End	Position No	Class	Increment	Allowance type SCNR/SCN/SCX	Rate
	/ /	/ /			/ /		
	/ /	/ /			/ /		
	RC	PC	AC	Comment			
Data checked	Entered on Sydney Student						



# Information about higher degree by research (HDR) scholarship payments

*Keep this information for your reference*

## How are scholarship stipend payments made?

Scholarship stipends are paid fortnightly, in arrears, via the University Payroll on alternate Thursdays. Please see the cut-off dates included on the page below.

Payments are deposited into the student's nominated Australian bank account.

## How do I commence my scholarship payments?

You must first commence and then submit your fully completed commencement form and any associated documents to the Higher Degree by Research Administration Centre (HDRAC) by the relevant payroll cut-off date (see below). Please refer to your scholarship offer letter for details of what you must submit.

## When are the payroll cut-off dates?

Please submit your completed and fully signed form the Higher Degree by Research Administration Centre (HDRAC) as soon as possible once you have commenced your research. Payroll normally cuts off on the **Monday (5:00pm) of the week prior to the payday**. However, in extremely busy periods, e.g. during March and July, your payment cannot be guaranteed to be processed in time for the next pay day.

## Can scholarships be paid in advance of/after the payday?

No. If you have missed the payroll cut-off then your payment cannot be made until the next pay period. If you are in financial difficulties you may be eligible for a student loan. Please call Student Services for financial assistance [http://sydney.edu.au/stuserv/financial\\_assistance\\_office/](http://sydney.edu.au/stuserv/financial_assistance_office/)

## How much will I receive in my first payment?

If your scholarship commences in the middle of the current pay period you will receive a partial fortnight's payment on payday. If your scholarship commencement date is prior to the start of the current pay period you will receive a back payment.

## What is my Payroll ID number?

The University payroll system assigns each payee a 7-digit Payroll ID number. If you have not previously received payment from the University Payroll, you will be assigned a Payroll ID number which can be found on your payslip. Previous or current employees or scholarship holders who have already been assigned a Payroll ID number should provide this number on the *Scholarships Commencement Form*.

## Can I obtain a payslip?

Yes. Payslips are electronic and can be accessed through WorkDay (see the Quick links section at <http://sydney.edu.au/staff/>). You will need to login using your UniKey and password.

## How do I change my address and other contact details?

If you change your address or other contact details, you will need to update your details in both your Sydney Student portal and on myHRonline. It is imperative that you change both records, as changes made in Sydney Student only will not update your record on the University's payroll system.

## How do I change my bank account details?

To change your bank account details login to myHRonline using your UniKey and Password. If you have any problems logging into myHRonline, contact the ICT Helpdesk on 9351 6000 (or x16000 from internal phones). **IMPORTANT:** This process will only update the account used for scholarship payments made through the payroll, you also need to update these details in the My Finance section of the Sydney Student portal.

## I haven't received the scholarship payment that I was expecting. Who do I contact?

Contact the Higher Degree by Research Administration Centre (HDRAC) at [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

## 2026 deadline to submit forms

HDRAC Scholarships deadline for all forms		Payday	
Monday	08/12/2025 (due to Christmas shutdown period)	Thursday	8/01/2026
Monday	12/01/2026	Thursday	22/01/2026
Monday	26/01/2026	Thursday	5/02/2026
Monday	09/02/2026	Thursday	19/02/2026
Monday	23/02/2026	Thursday	5/03/2026
Monday	09/03/2026	Thursday	19/03/2026
Monday	23/03/2026	Thursday	2/04/2026
Monday	06/04/2026	Thursday	16/04/2026
Monday	20/04/2026	Thursday	30/04/2026
Monday	04/05/2026	Thursday	14/05/2026
Monday	18/05/2026	Thursday	28/05/2026
Monday	01/06/2026	Thursday	11/06/2026
Monday	15/06/2026	Thursday	25/06/2026
Monday	29/06/2026	Thursday	09/07/2026
Monday	13/07/2026	Thursday	23/07/2026
Monday	27/07/2026	Thursday	06/08/2026
Monday	10/08/2026	Thursday	20/08/2026
Monday	24/08/2026	Thursday	03/09/2026
Monday	07/09/2026	Thursday	17/09/2026
Monday	21/09/2026	Thursday	01/10/2026
Monday	05/10/2026	Thursday	15/10/2026
Monday	19/10/2026	Thursday	29/10/2026
Monday	02/11/2026	Thursday	12/11/2026
Monday	16/11/2026	Thursday	26/11/2026
Monday	30/11/2026	Thursday	10/12/2026
Monday	07/12/2026 (due to Christmas shutdown period)	Thursday	24/12/2026

### Contact us:

Higher Degree by Research Administration Centre (HDRAC)

Level 6, Jane Fuss Russel 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)