

# HDR scholarship **extension for doctoral students**

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

## IMPORTANT INFORMATION

**Please check your scholarship offer letter and/or the conditions of the 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 is applicable for doctoral candidates only). Please complete this form for large scheme scholarships administered by the University including RTP (Local), UPA, RTP (International), USyDIS, NHMRC and Gritton. It can also be used for Faculty or industry funded stipends where the conditions of award permit extension.

**If the funding provider is your Supervisor, Faculty, or an external body and they have approved an extension** that was not initially mentioned in the conditions of the award, please ask them to email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au) and advise of this.

Approval of any scholarship extension is subject to your satisfactory progress. An extension request must be justified by describing delays to research that are beyond the control of the student and not of a personal nature. (see SECTION 2 below)

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 your department/school before submission.

**For International students supported by both a stipend and tuition fee scholarship**, extensions to your stipend are processed in line with your tuition fees scholarship. For schemes such as the RTP (International), the university covers your tuition fees for 3 years (plus an extension for up to two research periods if applicable). This means that the maximum tenure of your tuition fee scholarship is 14 research periods. As a result, your stipend scholarship will be terminated automatically on the last day of your tuition fee scholarship. i.e. the last day of the respective research period.

**Incomplete or unsigned forms will not be accepted**

### Contact us:

Higher Degree by Research Administration Centre (HDRAC)  
Level 6, Jane Foss Russell 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)

## SECTION 1: STUDENT

|   |  |
|---|--|
| Name                                      |  |
| Student ID number                         |  |
| Payroll ID number (refer to your payslip) |  |
| Student Type                              | Domestic <input type="radio"/> International <input type="radio"/> |
| University email address                  |  |
| Best contact telephone number             |  |
| Degree                                    |  |
| Attendance                                | Full-time <input type="radio"/> Part-time <input type="radio"/>    |
| Faculty                                   |  |
| School, department or discipline          |  |
| Name of scholarship(s)                    |  |

## SECTION 2: REQUEST FOR SCHOLARSHIP EXTENSION

|  |  |
|--|--|
| Length of scholarship extension requested<br><i>A maximum six (6) months, or two (2) Research Periods, may be requested by a PhD or other doctorate scholarship holder only</i>      |  |
| Latest date to submit your thesis for examination  |  |
| <b>Provide a justification for your extension request that addresses the following:</b>  |  |
| Doctoral candidates have three to a maximum four full-time years to complete research and submit a thesis for examination. What research-related problems have delayed your project? |  |
|  |  |
| Has all required data been collected and analysed? If not, what data collection/analysis remains?  |  |
|  |  |
| Have all chapters been drafted? If not, describe your progress to date   |  |
|  |  |
| Do you have a current progress plan? Yes/No  |  |
| Are you confident of meeting the latest date to submit your thesis for examination above? If not, when do you expect to submit your thesis for examination?                          |  |
|  |  |
| Student's signature  |  |
| Date   |  |

### SECTION 3: SUPERVISOR TO COMPLETE

These details will be provided to any relevant external funding body, e.g., ARC, NHMRC

|  |  |
|--|--|
| Supervisor's Name  |  |
| Faculty  |  |
| School or department   |  |
| <i>If the student also holds a top-up scholarship funded by a research grant or the School/department, please indicate in your comments below whether the extension of the top-up scholarship is also approved. For RTP international student recipients, please provide your acknowledgement of, or approval for, the extension of the student's tuition fee award.</i> |  |
| <b>Comments</b><br>Having read the scholarship extension application (above) I confirm the student's satisfactory progress toward completion. I am satisfied that the reasons for requesting an extension are genuine and related to the student's research. My further comments on the student's estimated date and plan for completion are [if applicable]:            |  |
|  |  |
| Supervisor's signature   |  |
| Date   |  |

### SECTION 4: HEAD TO COMPLETE (HEAD OF DEPARTMENT, SCHOOL, ASSOCIATE DEAN as appropriate) (PLEASE NOTE, this approval is only needed for Faculty scholarships in the Faculty of Medicine and Health)

|   |  |
|---|--|
| Head's Name   |  |
| Faculty   |  |
| School or department  |  |
| <i>If the student also holds a top-up scholarship funded by a research grant or the School/department, please indicate in your comments below whether the extension of the top-up scholarship is also approved. For RTP international student recipients, please provide your acknowledgement of, or approval for, the extension of the student's tuition fee award.</i>                                      |  |
| <b>Comments</b><br>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 department/school has provided the expected level of postgraduate research support. My further comments are [if applicable]: |  |
|   |  |
| Head's signature  |  |
| Date  |  |

**SECTION 5: OFFICE USE**

| Job #   | RTP (Local) | UPA | RTP (Intl)  | USydIS | NHMRC* | Gritton |
|---|-------------|-----|---|--------|--------|---------|
| Job # (Other)   |             |     |   |        |        |         |
| Currently enrolled in doctoral degree? Yes <input type="radio"/> No <input type="radio"/> |             |     | Under Examination? Yes <input type="radio"/> No <input type="radio"/> |        |        |         |
| Advanced standing (if any)  |             |     |   |        |        |         |
| Start date  |             |     | Latest Submission Date  |        |        |         |
| Sick Leave (if any)   |             |     |   |        |        |         |
| Maternity Leave (if any)  |             |     |   |        |        |         |
| Suspension period(s) (if any)   |             |     |   |        |        |         |
| Current scholarship end date  |             |     |   |        |        |         |
| Extension start date  |             |     |   |        |        |         |
| Revised (new) end date  |             |     |   |        |        |         |
| Current rate  |             |     |   |        |        |         |
| Revised (new) rate and DRC (if applicable)  |             |     |   |        |        |         |

\*NHMRC Extensions require approval from NHMRC in the first instance

## 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)

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