

Extension of Scholarship Procedure



UNIVERSITY GRADUATE SCHOOL
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The following policy and procedures for extension of postgraduate research scholarships relate to the award of an Australian Postgraduate Award (APA), Australian Postgraduate Award Industry (APAI), Endeavour International Postgraduate Research Scholarship (IPRS) and the following University-funded research scholarships:

- UTS Doctoral Research Scholarship (UTSD)
- R. L. Werner Postgraduate Research Scholarship (RLW)
- UTS Faculty/Institute-funded Postgraduate Research Scholarship
- UTS funded International Research Scholarship (IRS)

Before you apply for an extension

1. Check the offer letter and conditions of award of their scholarship regarding whether it is possible to apply for an extension. **NOTE:** Extensions beyond two years are not possible for Masters students.
2. Ensure you have sufficient period of candidature remaining. If not, they must first apply for the necessary extension of candidature, as scholarships cannot be extended beyond the end date of the candidature. Application forms and information about applying for an extension of candidature can be found on the UGS website at <http://www.gradschool.uts.edu.au>
3. If the scholarship is funded by the Supervisor's research grant, check with their Principal Supervisor regarding funding availability.

Procedure for applying for an extension

To apply for an extension of your scholarship, you will need to write a letter formally requesting the extension (there is no form to complete for this purpose). Applications for scholarship extension should be submitted to the University Graduate School at least **one month** and no earlier than two months before your scholarship is due to expire.

Applications for extension must include:

1. A letter from you explaining *in detail* the reasons for requesting the extension and demonstrating that the circumstances that have prevented the research being completed are beyond your control and not of a personal nature.
2. A letter from your Principal Supervisor supporting your request for the extension, detailing why the extension is justified, including that your progress has been satisfactory and the reasons for requesting the extension are genuine and related to research.
3. This letter must be endorsed by the Responsible Academic Officer (RAO) (or Dean/Head of academic unit) and attached to your request for scholarship extension before submission to UGS.
4. Please check with the Research Administrator who can arrange to get your application endorsed by the RAO and can forward your application to the University Graduate School

Approval of an extension is subject to:

1. the student making satisfactory progress and
2. the grounds for the extension relating to study and being beyond the control of the student.

Applications are considered by the Dean, University Graduate School.

Completed applications should be submitted to your Research Administrator for RAO endorsement and then forwarded to the Scholarships Coordinator:

Scholarships Coordinator

University Graduate School University of Technology, Sydney Level 7, Building 1, Broadway
P.O. BOX 123, BROADWAY NSW 2007