



Scholarships Office  
Level 5  
Jane Foss Russell Building G02  
The University of Sydney  
NSW 2006 Australia

T +61 2 8627 8112  
F +61 2 8627 8485  
E [research.training@sydney.edu.au](mailto:research.training@sydney.edu.au)  
[www.usyd.edu.au/ro/training](http://www.usyd.edu.au/ro/training)

ABN 15 211 513 464  
CRICOS 00026A

## Scholarship Extension

Please check the offer letter and/or conditions of award of your scholarship on whether it is possible to apply for an extension (usually a maximum of six months for PhD candidates only). If your scholarship is funded by your Supervisor's research grant, you will need to check with your Supervisor directly.

Approval of an extension is subject to the student making satisfactory progress and the grounds for the extension are related to study and are beyond the control of the student.

Applications for extension should be lodged six weeks (and no earlier than ten weeks) before your scholarship is due to end. 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.

In the letter, you have to:

- provide your name, student number, contact details (mail address, telephone number and email address), name of your Supervisor, and the scholarship/s you currently hold.
- explain in detail the reasons for requesting the extension and demonstrate that the delay in completion was beyond your control and not of a personal nature.

You will also need the support of your Supervisor and Head of Department. If the Supervisor considers your progress to be satisfactory, then it is acceptable for the Supervisor to add a short paragraph at the bottom of your letter, to be endorsed by the Head of Department. If your Supervisor and Head of Department are the same person, only one endorsement from this person is required. The paragraph should state that:

- your progress has been satisfactory,
- the reasons for requesting an extension are genuine and related to research, and
- the request for extension is supported.

If the Supervisor and the Head of Department wish to clarify certain issues, or consider that your progress is not entirely satisfactory but nevertheless wish to support an extension, then the Supervisor should write a more detailed letter stating why the extension is justified. This letter should be endorsed by the Head of Department and attached to the student's request for extension.

If you have a top-up scholarship funded by your Supervisor or School, you will need to request your Supervisor (or Head of School) to indicate whether they approve the extension of the top-up scholarship.

Students holding NHMRC Scholarships or scholarships provided by industry or external funding bodies must request a supporting letter from their Supervisor.

Your letter should be addressed and sent to:

**APA, UPA, APA (Industry), Gritton Scholarships:**

Manager, Research Scholarships  
Scholarships Office

**NHMRC Scholarships:**

The NHMRC Training Awards Committee  
c/- Scholarships Office  
The University of Sydney

**Faculty or Departmental Scholarships:**

Dean of Faculty or Head of Department  
(as appropriate)

**Scholarships from industry or external funding bodies:** Please check with the Scholarships Office.

After your application for an extension has been considered, a letter advising the result will be sent to your contact address.

*Enquiries to:* Scholarships Office  
Level 5, Jane Foss Russell Building G02, The University of Sydney, NSW 2006  
Telephone: (02) 8627 8112 Email: [research.training@sydney.edu.au](mailto:research.training@sydney.edu.au)