

INFORMATION FOR APPLICATION FOR EXTENSION OF SCHOLARSHIP

PREAMBLE

Most postgraduate research scholarships have provision for extension beyond the normal tenure under certain circumstances. The rules dealing with extensions are outlined below, and guidelines are attached.

Australian Government Research Training Program (RTP) Scholarships Stipend and Externally funded/co-funded Scholarship

The period of tenure of an award shall be two years for a Masters by Thesis degree and three years for a PhD degree. The University may approve a formal request to extend the tenure of an award for a PhD by a maximum of six months where the research has been delayed due to circumstances beyond the awardee's control and where the delay is related to the research rather than being of a personal nature. No extensions are possible for Masters Candidates.

The Dean Graduate School will only consider extension to scholarships under the following circumstances: -

- (a) Where the research has been delayed due to circumstances beyond the awardee's control and where the delay is related to the research rather than being of a personal nature,
or
- (b) Where progress has been satisfactory and where, in the view of the Dean, Graduate School, it would serve the interests of the University better to commit funds to an extension of an existing scholarship rather than to a new scholarship.

In the case of (b) the Dean, Graduate School will need particularly to be convinced that completion is achievable before the scholarship extension runs out.

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Externally Funded Postgraduate Research Scholarship

A Higher Degrees Research candidate may apply to the University for an extension to an externally funded scholarship of up to six months provided that:

- (a) The research has been delayed due to circumstances beyond the awardee's control and where the delay is related to the research rather than being of a personal nature, or
- (b) Progress has been satisfactory and where, in the view of the Dean, Graduate School, it would serve the interests of the University better to commit funds to an extension of an existing scholarship rather than to a new scholarship, and, in either case,
- (c) The scholarship was full-time and was for a period of at least 3 years in the case of a PhD and least one year in the case of a Masters by thesis.

In the case of (b) the Dean, Graduate School will need particularly to be convinced that completion is achievable before the scholarship extension runs out, and subject to funding availability.

Any extension will require the approval of the Dean, Graduate School and will be funded by the University. The rate of payment will be in accordance with the rate applicable to Southern Cross University Postgraduate Research Scholarships where that rate is equal to or less than the rate applicable to the externally funded scholarship.

SOUTHERN CROSS UNIVERSITY

APPLICATIONS FOR EXTENSION OF SCHOLARSHIPS - GUIDELINES

1. The application form for extension of a scholarship calls for comments on:
 - (a) reasons for needing an extension;
 - (b) timetable for completion within the extension requested;
 - (c) a statement from the Principal Supervisor stating reasons why the application is supported and a potential action plan;
 - (d) a supporting statement from the Director of Higher Degrees Research giving reasons for support of the extension.
2. Candidates should note that applications based on “personal issues” will not be considered- an alternative is for candidates to request interruption of candidature and the scholarship where personal matters are the key reason for difficulty in pursuing the research program. Documentary evidence to support such applications is essential.
3. Circumstances which lead to delays in research and which are seen as beyond the awardee's control and which are related to research may include the following:-
 - (a) destruction or loss of research data or equivalent for visual and performing Arts;
 - (b) sudden and unexpected delay in field data collection for one reason or another (for example, organisations which agreed to supply data suddenly decide not to supply that data);
 - (c) the awardee's reliance on established research models or data which are suddenly shown to be unreliable and unacceptable;
 - (d) Principal supervisor not being available - for example; leaving the University and a replacement with similar expertise delayed in taking up a new position.
4. Circumstances which are generally NOT acceptable, even though awardees may believe they relate to research, would include:-
 - (a) "difficulty in data collection" – awardees should plan data collection progressively over the period of candidature;
 - (b) additional costs of data collection, which could have reasonably been foreseen, causing a delay for some reason;

- (c) demands on the awardee of other duties within the institution, on or off Campus;
 - (d) problems in working with a supervisor - such matters should be resolved quickly within the Faculty
 - (e) logistical problems - whatever they may be;
 - (f) the time-consuming nature of interviews within the field of social science research.
5. Candidates seeking an extension should provide a definitive timetable demonstrating how the research can be completed within the proposed extension period and also clearly show how past problems have and can be overcome. The Dean, Graduate School may require a quarterly report by supervisors on progress where extensions are granted. The Principal Supervisor and Director of Higher Degrees Research will be required to comment on the proposed extension timetable and indicate clearly how they will monitor progress of the candidate where an extension of a scholarship is granted.