

Guidelines for Extensions to The University of Auckland Doctoral Scholarships and Fees Bursaries (Domestic and International)

The University of Auckland Doctoral Scholarships provide support for up to 36 months of study. In December 2005 it was announced that a further six months of scholarship funding, subject to Scholarship Sub-Committee (SSC) approval, might be available to scholarship recipients (refer to Regulation 7 and Note xi of The University of Auckland Doctoral Scholarships' regulations).

In addition, the University of Auckland may award extensions of up to six months funding under Category B, below, to domestic and international students who have held up to 36 months of funding from another source (excluding foreign government funding), *provided* the student held a first class academic record (i.e. a Scholarship GPA or GPE of 7.0 or above at the time of admission to the doctoral programme).

Note: Doctoral students enrolled in 360 point doctoral programmes are not eligible to apply under Category B but may apply under Category A if they consider their situation would meet the criteria.

This document outlines the ways SSC handles requests for extensions.

1. Extension Request Category A: 'Extenuating and Unforeseeable Circumstances'

If a student believes that their progress has been delayed by 'extenuating and unforeseeable circumstances' they can apply to SSC for an extension of up to 12 months (i.e. 36 months of standard tenure + up to 12 months additional tenure). A 12 month extension will only be granted in the most exceptional case. If a student is funded for 48 months they will not be eligible for a further six months extension (Extension Request B).

Note: students must suspend from their doctorates and scholarships if the circumstances they face mean that they cannot apply themselves to fulltime study for the foreseeable future.

Examples of 'extenuating and unforeseeable circumstances':

- unforeseeable family or medical crises, such as a serious accident
- research circumstances that prevent *any* activity being carried out on the doctorate

The following are foreseeable circumstances and thus are *not* grounds for a request:

- supervisor away on field work or sabbatical
- work overload due to other (paid) employment
- work on conference presentations and publications
- pre-existing medical conditions
- family commitments
- financial commitments

If a student believes they meet the criteria for an extension they must contact Scholarships Office *at the time of the event* and provide SSC with the following:

- a personal statement outlining the basis of their request (max. 500 words), signed off by their main supervisor
- supporting documentation, such as a letter from an appropriate medical practitioner
- a timeline indicating plans for doctoral work from date of request until submission

- of doctorate signed and dated by their main supervisor
- a signed and dated statement of support from their main supervisor
- endorsement of supervisor's statement by relevant Head of Department

Notes:

- (i) *All applicants must complete a new payment form.*
- (ii) *Application for an extension must be within three months of scholarship end date*

SSC will not consider applications that cover extenuating and unforeseeable circumstances that occurred more than six months before the time of the request.

2. Extension Request Category B: Additional Six Months Funding

Scholarship recipients who have received 36 months of scholarship *or* who have received 36 months of scholarship and no more than an additional six months of funding due to extenuating and unforeseeable circumstances, may apply for up to six months additional funding. SSC will award extensions to students who they believe will submit their doctorate within 48 months of active registration (i.e. SSC will take into account suspensions from the doctoral programme) based on the student providing the following:

- a statement indicating their progress to date (max. 500 words), signed off by their main supervisor
- a timeline indicating plans for doctoral work from date of request until submission signed and dated by their main supervisor
- a signed and dated statement of support from their main supervisor
- endorsement of supervisor's statement by relevant Head of Department
- students must be registered as a full-time doctoral candidate

Notes:

- (i) *All applicants must complete a new payment form.*
- (ii) *Application for an extension must be within three months of scholarship end date*

SSC will also consider the student's most recent Doctoral Annual Report in making its decision.

Please submit your completed application by one of the following means:

a. Hand delivery:

Scholarships Drop Box
 Student Information Centre
 Room 112
 The ClockTower Building
 22 Princes Street
 City Campus

b. Mail:

Scholarships Office
 The University of Auckland
 Private Bag 92019
 Auckland Mail Centre
 Auckland 1142

c. Email:

scholarships@auckland.ac.nz

**THE UNIVERSITY OF AUCKLAND
SCHOLARSHIP CONDITIONS OF APPLICATION**

1. The information requested in the application form will be used for assessment purposes. All personal information collected during the application process may be made available to members of the Selection Committee for the particular award.
2. The Scholarships Office undertakes to store all applications in a secure place and to disclose the information requested in the application form only to those persons involved in the selection of candidates.
3. The Scholarships Office will normally hold documents about successful applicants for the period of the award. Documents for unsuccessful applicants will normally be kept for three months after the award has been made and then destroyed. Unsuccessful candidates may request that their materials, other than information supplied by a third party (see 5 below), be returned to them, rather than be destroyed. The request must be made within one month of the announcement of the award.
4. Consistent with the provisions of the Privacy Act applicants have the right of access to information held about them. Applicants also have the right to request the correction of information held about them.
5. Information about an applicant from other parties, e.g. personal reference, which is supplied by a referee or other person on a confidential basis, will not be made available to the applicant.
6. The University wishes to recognise Scholarship winners and keep donors informed about those who are the recipients of scholarships they have supported. In accepting this scholarship you authorise the University to release information about your award (normally the name of the award, your name and field(s) of study) to the sponsor of the award, the University of Auckland Council, Faculties, Research Institutes and Departments (as listed in The University of Auckland Calendar). At the end of the period for which you hold the Scholarship, you authorise the Scholarships Office to forward a copy of your academic transcript for the period of your scholarship to the person or organisation which has sponsored your Scholarship. In addition you authorise the University to disclose the qualifications you have completed whilst a recipient of the Scholarship. By these means the University both honours the scholar and informs the donor or sponsor of the scholarship of the achievements of the recipient. If for any reason information about you cannot be released as indicated, you must complete the portion of the declaration (see 9 below) provided for this. In some cases a candidate may be ineligible for an award if the personal information required cannot be made available to persons outside the University.
7. **Applicants must have read the Regulations for the award for which they are applying before signing this declaration. The signed declaration is the applicant's acknowledgement that they understand and agree to be bound by the conditions under which the award is made.**

8. DECLARATION

I, (name) _____ (student ID) _____
agree to the above conditions with respect to my application for a scholarship/award/bursary administered through the Scholarships Office at the University of Auckland. I authorise the Scholarships Office staff to verify any details provided in my application. Furthermore I authorise the University to disclose to the Scholarships Office Support staff such details about my academic progress, employment within the university and any further details required to confirm that, during the period in which I receive any award, I continue to satisfy the terms and conditions for the award.

Name of award applied for: _____

Signature: _____ **Date:** _____

9. If my application for an award is successful I do not wish the Scholarships Office to release outside the University the information about me stated below: