**Sussex Scholarship Extension (Round 2, May 2021) Request Form**

**The University of Sussex has created a limited fund to support scholarship extensions for those PhD students funded by Sussex.**

**It is possible to apply for an extension if:**

1. Your stipend is funded by the University of Sussex (e.g. School Studentships, CIRS, but not those funded by an external grant, charities or UKRI)
2. Your funding end date is before 31st March 2022 (full-time) and 31st March 2023 (part-time)
3. You have not yet submitted your thesis
4. Your doctoral studies have been disrupted by the COVID-19 pandemic
5. If you were previously awarded an extension in the 2020 round, any subsequent application must be based on a new period of disruption

PhD students are responsible for the addition of supervisor comments in the application.

After supervisor comments are added, please email this form to your Director of Doctoral Studies by

**Friday 11 June 2021.**

Directors of Doctoral Studies should complete the form and send to

[doctoralschool@sussex.ac.uk](mailto:doctoralschool@sussex.ac.uk) by **Friday 18 June 2021.**

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| Before completing this form, you should discuss with your supervisor the impact of the pandemic on your doctoral research, any possible mitigation strategies, and your revised timeline for completing your thesis. Although this may be difficult to predict for some PhD researchers with funding end dates further ahead, your application must be based on the assessment of time lost to COVID-19 agreed with your main supervisor, and confirmed by your Director of Doctoral Studies.  You are able to apply for a 1, 2 or 3-month extension. However, the length of extension must be based on the extra time needed following any mitigating actions. Awards may be made in full, in part, or declined. Higher priority will be given to applications with earlier funding end dates.  Scholarship extensions are available for completing your doctoral work and not for carrying out more research or writing papers beyond doctoral work, or for funding a writing up period which was to be funded by other means.  Further guidance is available on the [Sussex Scholarship Extensions webpage](http://www.sussex.ac.uk/internal/doctoralschool/scholarship-extension/2021_scholarship_extension).  For questions about your funding or registration dates contact your Research and Enterprise Coordinator. |
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| **PERSONAL and PROJECT DETAILS** | | | | | | | |
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| **Surname/Family Name** | | | | | | **First Name(s)** | **Funder (School? CIRS? Etc.)** |
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| **Full-time or Part-time?** | | | | | | **Current end date of your funding** | **Current end date of registration** |
| FT | |  | PT |  | |  |  |
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| **Main supervisor** | | | | | | **Second supervisor** |  |
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| **Contact email (must be Sussex email)** | | | | | | **School** |  |
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| **Thesis title or area of research** | | | | | |  |  |
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| **Number of additional months of funding requested:** | | | |  | *\*This can be 1, 2 or 3 months. The amount of any extension awarded will be dependent on the awarding panel’s assessment of the application. An extension may be awarded in full, in part, or declined.* | | |
| **JUSTIFICATION FOR EXTENSION REQUEST (up to 300 words)** | | | | | | | |
| Please indicate the types of impact the COVID-19 pandemic is having on your PhD. Tick all impacts that apply:   |  |  | | --- | --- | | Lack of access to research resources and facilities |  | | Interruption of data collection and/or fieldwork |  | | Increased caring responsibilities |  | | Affected health and wellbeing |  | | Other |  | | | | | | | | |
| Please offer an explanation for your request – up to 300 words. Your explanation should take the following format:   1. Describe the **type(s) of** **impact** COVID-19 has had on you (such as those listed above), and how these have affected or are affecting your research and thesis work. Give specifics where possible (e.g. range of dates, available daily working hours etc.). 2. Describe the **mitigating strategies** you are employing (for example, rescheduling writing work in view of lab closures, and revising work plans or projects). 3. Give your current best estimate of the **additional time required** to submit your thesis, as a result of COVID-19.   We understand that there will be many ways in which your PhD has been interrupted by the pandemic:   * Inability to access resources (e.g. laboratories, scientific facilities, libraries, archives, studios) due to closure * Inability to undertake fieldwork or other data-gathering and empirical research * Inability to pursue elements of research requiring collaboration with others – interacting with your supervisor or others essential to your research * New caring responsibilities (e.g. childcare, home-schooling, voluntary work) * Inadequate working conditions (e.g. workspace, access to equipment or software) * Impact on mental health (e.g. increased anxiety, decline in focus or motivation) | | | | | | | |
| If you do not wish to disclose any personal or confidential information as part of this application, a separate form should be completed which will be considered **confidentially** by the Sussex Student Support Team. You still need to complete this form and pass to your supervisor and Director of Doctoral Studies for comment. Please download the Confidential Personal Circumstances Form from the [Scholarship Extensions webpage](http://www.sussex.ac.uk/internal/doctoralschool/scholarship-extension/2021_scholarship_extension). | | | | | | | |

**PhD students are responsible for the addition of supervisor comments. Once added, please email the completed form to your Director of Doctoral Studies by Friday 11 June 2021.**

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| **CONFIDENTIAL INFORMATION** |

❑ I am not sending a Confidential Personal Circumstances Form directly to Student Support.

❑ I am sending a Confidential Personal Circumstances Form (see [Scholarship Extensions webpage](http://www.sussex.ac.uk/internal/doctoralschool/scholarship-extension/2021_scholarship_extension)) directly to Student Support and do not want my statement of support to be shared with my supervisor or Director of Doctoral Studies.

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| **PhD Student Signature** |
| Date |

**Supervisor statement**

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| Please add comments (up to 250 words suggested) to support the application, to explain:  1) the extent to which the student’s doctoral work has been disrupted by the COVID-19 pandemic,  2) how efforts to mitigate and adjust the project have been undertaken, and  3) why the specific length of extension is requested. |
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| **Supervisor signature:** |
| Date |

**PhD students are responsible for the addition of supervisor comments. Once added, please email the completed form to your Director of Doctoral Studies by Friday 11 June 2021.**

**Director of Doctoral Studies statement**

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| Please add comments (up to 250 words suggested) to confirm the School’s support of the application.  The Extension Scheme has limited funds of circa £110k across the University. DDSs are asked to consider and comment on each application carefully, to ensure that awards are made to applicants whose research has been most disrupted as a result of COVID-19.  Please be specific as to why the length of extension is requested: |
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| Please confirm the length of extension requested (1, 2 or 3 months) |
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| **DDS signature:** |
| Date |

**DDSs are asked to complete the form and send to** [**doctoralschool@sussex.ac.uk**](mailto:doctoralschool@sussex.ac.uk) **by Friday 18 June 2021.**