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# COVID-19 Funding and submission deadline extension request - Students receiving funding only

**GUIDANCE NOTES**

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**For office use only**

REF

**Please read the following guidance before completing the form**

Who should complete this form?

You should complete this form if:

* You are partially or fully College funded and your funding end date is between 1 April 2021 and 30 September 2021 (the “core period”)

OR

* You are funded by one of the UKRI’s Research Councils (BBSRC, AHRC, ESRC, EPSRC, NERC, STFC) and your funding end date is between 1 April 2021 and 30 September 2021 (the “core period”)

OR

* You are funded by the College or one of the UKRI’s Research Councils and are at a different stage of your programme, your funding end date is outside of the core period of 1 April 2021 and 30 September 2021 and mitigation strategies/attempts to adjust your project have been unsuccessful. This may include students who are disabled, have long-term sickness or caring responsibilities or may be neurodivergent.
* You have not previously been granted a funding extension on the grounds of Covid-19

**Where there are circumstances or sensitive information that you would prefer not to disclose on this application form, please contact Royal Holloway’s Student Advisory and Wellbeing Department email:** [**supportingyou@royalholloway.ac.uk**](mailto:supportingyou@royalholloway.ac.uk) **where a member of staff will be happy to help you.**

**Students whose funding started after 1st March 2020 are not eligible for this scheme**.

**Externally funded Students (including the EU and its institutions)**

Students who are wholly funded by an external organisation or their home Government are not eligible for funding through the College/UKRI Phase 2 scheme. They should therefore:

* Work with their supervisor and liaise with the company/organisation/Government to request a funding extension before up-dating the Doctoral School with the outcome of their request so that we can up-date their student funding record. A copy of the confirmation of the extension should accompany the application.
* **Please note** If you are funded by an external organisation or home Government, you should request **full fees**, rather than writing-up fees, for the extension to your current programme of study.
* You should check with your external organisation or Government that they agree to the extension of your submission date.

**Please note:**

* The phase 2 scheme does not apply to circumstances arising from lockdown 3 which started in January 2021.
* Most applications will be for up to 3 months in duration. Those which are requesting 6 months will be referred to Professor Ken Badcock for review.
* Circumstances that may have led to the extension request include lack of childcare, inability to access labs, organisational partners or libraries and archives, illness, caring responsibilities for partners and family.
* If you are funded by the Leverhulme Magna Carta Doctoral Centre for Individual Freedom, you should complete this application form. Your extension applications will then be collated and submitted to the Leverhulme Magna Carta Doctoral Centre for consideration.
* **Extensions are for fees and stipend only; bench fees or any other research expenses cannot be included.**

If you have any questions at any time about this application form or the process, or you are uncertain as to how you should proceed, please contact the Doctoral School at [DoctoralSchool@rhul.ac.uk](mailto:DoctoralSchool@rhul.ac.uk) including **‘Enquiry Phase 2 Funding Extension’** in the email subject line.

Students with Visas

For immigration advice on the implications of a funding extension upon your visa status, please contact the International Student Support Office at [internationaladvice@royalholloway.ac.uk](mailto:internationaladvice@royalholloway.ac.uk).

Process

* Section 1 should be completed by the postgraduate research student working with their Supervisor. Evidence to support your case should be provided wherever possible. If you cannot provide evidence, please include an explanation as to why this cannot be provided.
* The Supervisor completes Section 2.
* Where a student is co-funded by the College and an external company or organisation, the supervisor ticks the relevant box in Section 2 to confirm whether the co-funder can provide their pro-rata share of any funding extension (we realise that this information might not be available at the point that the application is submitted).
* Where students are funded by a UKRI Research Council, Royal Holloway will manage the process for successful applicants in conjunction with your CDT or DTP.
* The completed form should be forwarded to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) where the applications will be anonymised and collated for review.
* All requests will be considered by a multi-disciplinary review panel comprising the Directors of Postgraduate Education, members of the Equality, Diversity and Inclusion Team, representatives of the Student Advisor and Wellbeing Team, Centres for Doctoral Training and Doctoral Training Partnerships and will be chaired by Professor James Knowles. Any appeals will be considered by Professor Ken Badcock.
* The student and supervisor will be informed of the outcome of their application by the Doctoral School in April 2021.
* If an extension is granted and a funding agreement exists between the College and an external organisation, the matter will be referred to the Research Contracts team so that the contract can be up-dated.
* Both your funding end date and your submission deadline will be extended by the duration approved.

*The exception to this is if an external funder has a fixed deadline for the completion of the project.*

By submitting this form, you give consent for the information contained herein to be shared with the following:

Doctoral School Administrative staff, all panel review members, including Professor Ken Badcock (appeals), Student Advisory and Wellbeing Services and the International Student Support Office.



# COVID-19 Funding and submission deadline extension request form January 2021

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| **Please read the attached guidance before completing the form**  **THE DEADLINE FOR SUBMISSION OF THIS FORM IS FRIDAY 1st March 2021 BY 5PM** |

**Section 1: to be completed by the student**

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| **Student name** | Click here and type |
| **Student ID number** | Click here and type |
| **Programme of study** | Click here and type |
| **Mode of study** | **Full time**  **Part time** |
| **Source of Funding (please tick relevant box)** | College  External Company/Organisation  **UKRI** Research Council Government (including EU and its institutions) Leverhulme Magna Carta Centre for Doctoral Training |
| **If in receipt of UKRI Research Council funding please state which CDT or DTP you are funded by** | Click here and type |
| **Current funding end date** | Click here and type |
| **Do you require a Tier 4 visa to study in the UK?** | **Yes**  **No**  If yes, what is your visa expiry date? **\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_** |
| **Name of supervisor** | Click here and type |
| **Circumstances Leading to this application. Please tick appropriate box(es).** | * lack access to research resources and facilities * interruption of data collection and/or fieldwork * increased caring responsibilities * health and wellbeing affected * other – specify in the space below   Click here and type |
| **Duration of extension being requested – most applications will be for up to 3 months** | **Duration of requested extension:**  **1 month**  **4 months**  **2 months**  **5 months**  **3 months**  **6 months (max)** |
| * Please provide an explanation of how Covid-19 has impacted your studies / your reasons for requesting this extension (500 words maximum). You will need to include a comment on one or more of the grounds listed above. Please include evidence of the mitigation strategies put in place (if any) and the reasons that these strategies have not worked effectively. Personal and sensitive data will be treated in confidence but where you do not feel comfortable disclosing these details on the form or discussing them with your Supervisor please see the notes above for details on how to contact Royal Holloway’s Student Advisory and Wellbeing team. * You should provide evidence to support your application where this is available. If you are not able to provide this, please state why this has not been possible.   Click here and type | |
| Student signature   * *I confirm that I have read the guidance attached and that the information provided above is correct* * *I understand that the decision of the review panel may be reviewed on appeal by Professor Ken Badcock.* * *I understand that my submission deadline will be extended by the same duration as the funding extension, if it is granted and permitted by the funder.*   Please type your name here in order to sign this form: Click here and type  Date of signature: Click here and type  *Please forward the completed form to your supervisor for their approval* | |

**Section 2: Supervisor’s Statement**

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| --- |
| Supervisor Statement  Please provide a statement that explains the mitigation strategies that your student has taken and why they have not worked (Please write no more than 500 words).  Click here and type  Please type your name here in order to sign this form: Click here and type  Date of signature: Click here and type  For co-funded students: please tick to confirm if the co-funder has confirmed they will provide their pro-rata share of any funding extension. We realise that you may not have this information at the time of application.  NB Please include a copy of the confirmation from the co-funder with this application – the extension cannot be fully processed without this. If you cannot provide this by 1st March 2021, please forward it once you have received it.  Please note that any funding extension requested from an external funder must be for full fees for the period of the extension rather than a writing-up fee.  Please tick to confirm whether this studentship is regulated by a contract with an external organisation/Government The supervisor, or nominated academic, should now email this form to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk).The email will be accepted in lieu of a physical signature from the supervisor. |