

**PGR FEES SCHOLARSHIP APPLICATION FORM**

**FOR CORONAVIRUS (COVID-19) PERIOD ONLY**

**This application form for fees funding due to COVID-19 impact is for the following students:**

* Those who are wholly self-funded.
* Those who were funded directly by an external sponsor (i.e. funding that is not administered by the University of Exeter) but that funding has now expired.
* Those whose programme start date is before 1 March 2020.

**EXPECTATIONS**

Please read the full [**POLICY GUIDANCE**](http://www.exeter.ac.uk/media/universityofexeter/doctoralcollege/pdfs/Funding_extensions_PGR_COVID-19_v2.pdf)for scope and eligibility criteria before completing this form. In addition, please consider the following underpinning expectations:

1. The purpose of the fee scholarship is to enable students to complete research which was due to be undertaken during the student’s normal period of study and which has been disrupted due to the impact of COVID-19.
2. Students and their supervisors have been encouraged to explore whether changes to the research project are possible and would reduce the length or need for an extension. This could mean adapting the research question, approach or methodology, providing that this still enables the student to conduct research at a level appropriate to their programme.
3. Where a student was unable to conduct practical research for a period of time due to facility closures or other restrictions, a concentration on desk-based work was expected instead (where possible). For example, conducting literature reviews that had been planned for later, draft thesis writing, preliminary data analysis, etc.
4. The length of fee scholarship requested should be commensurate with time lost, taking into account the effect of any mitigating actions to reduce the length or need for an extension. Extensions of between 1 and 6 months can be requested.
5. Many students will have been able to make full or partial progress on their research programme, and therefore we do not expect that all students will require an extension or fee scholarship, and that many requests will be of less than 6 months’ duration.
6. For full-time students the scholarship period granted will be added to the end of the 3rd year for MPhil/PhD/DClinPsy students, the end of the 1st year for Masters by Research students and the end of the 4th year for DClinPrac/DClinRes students. For part-time students, the scholarship will be applied pro-rata and at the corresponding point in the programme of study.

If you have any questions about eligibility, your funding, how to complete this form or the application process, please feel free to contact the PGR Support team for guidance on

**pgr-extensions@exeter.ac.uk.**

**COVID-19 PGR Fee Scholarship Application**

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| 1. **STUDENT DETAILS** | |
| Student name |  |
| Student number |  |
| Lead supervisor |  |
| College |  |
| Programme of study | PhD  MPhil  MbyRes  Professional Doctorate – please specify: |
| Current programme end date |  |
| Number of months’ fees scholarship requested  (between 1 and 6 months) |  |
| Indicate whether you will require an extension to your period of study commensurate with your fee scholarship | Yes  No |

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| --- | --- |
| 1. **COVID-19 IMPACT ON STUDENT/PROJECT** | *Tick all that apply* |
| **COVID-19 related-research**  *PGR student redeployed to work on essential COVID-19 related research* |  |
| **Postponement of critical research activities**  *Where alternatives are not available, and impact cannot be mitigated* |  |
| **Caring responsibilities**  *Childcare or other caring responsibilities which you may/may not have been able to share with other caring partners.* |  |
| **Ill health related to COVID-19**  *Physical or mental ill health – e.g. you have been ill with COVID-19 itself or other health issues directly related to the pandemic situation.* |  |
| **Other personal circumstances**  *If you do not wish to discuss personal circumstances with your supervisor, please contact your pastoral tutor, or the PGR Support team.* |  |
| **Estimation of time lost** | **No. of weeks** |
| Please give an estimation of the research time lost due to the impacts indicated: |  |

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| 1. **JUSTIFICATION FOR FEE SCHOLARSHIP and/or PROGRAMME EXTENSION** |
| ***Please provide a short description (no more than 200 words per section) of the case for the fee scholarship and the justification for the length requested by completing the relevant sections below. Please answer as clearly as possible, linking the justification to the COVID-19 specific impacts described in Section 2.***  ***You do not need to include personal, confidential or sensitive information (e.g. medical) on this form. If you do not wish to discuss personal, confidential or sensitive information relating to your application with your supervisor, please contact*** [**pgr-extensions@exeter.ac.uk**](mailto:pgr-extensions@exeter.ac.uk) ***for advice on how to submit this information separately and confidentially to the panel for consideration. For information on how the information you provide within this form, or separately, will be used, please see our Guidance for Applicants.*** |
| **a. How the student and/or the research project are affected by COVID-19** |
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| **b. Remaining critical research activities (e.g. experiments/data collecting/fieldwork)** |
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| **c. Mitigation approaches taken/attempted in relation to the impacts described** |
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| **d. Justification of the extended time needed to complete the research work** |
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| **e. Any other comments** |
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| 1. **Student and supervisor SIGN-OFF** | |
| You and your supervisor should review this form and confirm that you are both in agreement with the information provided in section 2 and 3 above, and with the statements below (please check boxes). | |
| * The period of funding extension requested is commensurate with immitigable time lost due to COVID-19 impact only |  |
| * You have in place an updated project plan for completion of the research within the extended timeframe |  |
| Student signature: | Date: |
| Supervisor signature: | Date: |

***Please submit your completed and signed application form and any questions to***

[***pgr-extensions@exeter.ac.uk***](mailto:pgr-extensions@exeter.ac.uk)

The deadline for applications is **midday 21st June 2021**

**What happens next?**

This form will be shared with a panel convened within your College to review fee scholarship applications and programme extensions. The panel will be comprised of the Director of Postgraduate Research and other academic members of staff from within your College, the Dean of the Doctoral College and members of the PGR Support team. The information within the form may also be shared with other colleagues within the Doctoral College, as required, as part of the approval and oversight process.

The panel will make recommendations on the approval of your application. Outcomes across all panels will be reviewed by the DVC Research & Impact.

Outcomes will be communicated to you as soon as possible after the panel has met and the oversight process is completed. A process timeline for the Summer 2021 **final round** applications process under the University’s Covid-19 extensions temporary policy will be available on the [Doctoral College website](https://www.exeter.ac.uk/doctoralcollege/support/coronavirus/temporarypolicies/#a2), along with other relevant information.

To appeal against a decision relating to the Summer 2021 extensions round, please see [the University Procedures Relating to Student Academic Appeals](https://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/) and specifically the relevant [appeals form](https://www.exeter.ac.uk/media/level1/academicserviceswebsite/academicpolicyandstudentadministration/documents/studentcases/Academic_Appeal_Form_PGR_Extensions_v1.docx).

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| ***OFFICE USE ONLY:*** | |
| Studentship funding details: |  |
| Sponsors: |  |
| Funding split: |  |
| Funding end date checked: |  |
| Eligible for UoE extension funds? |  |
| Liaison required with external partner? |  |
| External partner agreed additional contribution? |  |
| Period of extended funding approved |  |
|  | |
| Name |  |
| Date |  |