

**PGR STUDENTSHIP FUNDING EXTENSION FORM FOR CORONAVIRUS (COVID-19) PERIOD ONLY**

**This application form for extended studentship (fees/stipend) funding due to COVID-19 impacts is for students who are in receipt of stipend/fees support paid through the University of Exeter and funded from the following sources:**

- University of Exeter funds (e.g. Vice-Chancellor’s Scholarships, International Excellence Scholarships, College funded, philanthropic income)

- University of Exeter in collaboration with non-UKRI funders (e.g. part-funded by the University and part-funded by industry, charity or other external partners)

- Non-UKRI funding only (e.g. wholly funded by industry, charity or other external partners).

Where studentships are part-funded in collaboration with external organisations, Exeter is only able to cover the University’s contribution to the cost of studentship extensions. Where studentships are partly or wholly funded by external organisations, we will liaise with external funding partners on their ability to commit additional funds to support the cost of extensions proportionate to their contribution to the studentship.

**EXPECTATIONS**

Please read the full [**POLICY GUIDANCE**](http://www.exeter.ac.uk/media/universityofexeter/doctoralcollege/pdfs/coronavirus/Funding_extensions_PGR_COVID-19_v1.pdf)for scope and eligibility criteria before completing this form. In addition, please consider the following underpinning expectations:

1. The purpose of funding extensions is to enable students to complete research which was due to be undertaken during the student’s funding period and which has been disrupted due to COVID-19 impacts.
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 is currently unable to conduct research, we would expect concentration on desk-based work at this time (where possible). For example, conducting literature reviews that had been planned for later, draft thesis writing, preliminary data analysis, etc.
4. The length of extension 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 a funding extension, and that many extension requests will be of less than 6 months’ duration.

**If you have any questions about eligibility, your studentship funding, how to complete this form or the application process, please feel free to contact the PGR Support Team for guidance (contact details can be found at the end of the form).**

**COVID-19 PGR Studentship Funding Extension Application**

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| 1. **STUDENT DETAILS** | |
| Student name |  |
| Student number |  |
| Lead supervisor |  |
| College |  |
| Funding details | University funding only  University and external partner  Wholly funded by external partner  Name of external partner (if applicable): |
| If you are partly/wholly funded by an external organisation, have you/your supervisor discussed with the partner the possibility of additional funding to support an extension? | Yes – please give details:  No  If “no”, the Doctoral College will work with RS/IIB to take this forward; there is no need for you to contact the partner at this stage. |
| Current funding end date |  |
| Number of months funding requested  (between 1 and 6 months) |  |

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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** | **N. weeks** |
| Please give an estimation of the research time lost due to the impacts indicated: |  |

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| 1. **JUSTIFICATION FOR FUNDING EXTENSION** |
| *Please provide a short description of the case for the funding extension and the justification for the length of extension 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 need to disclose such information as part of your case for a funding extension, please contact your PGR Support Manager so that this**information can be captured separately and confidentially****.*** |
| **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 time lost due to COVID-19 impacts 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 return to pgr-extensions@exeter.ac.uk*

**What happens next?**

This form will be shared with a panel convened within your College to review extensions applications. 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 Dean of the Doctoral College and 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.

Your PGR Manager will be able to advise you of the panel date for your College and when to expect a response.

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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 |  |