

Sir Roland Wilson Foundation

Scholarship Program Extension Policy

Purpose

To outline the framework for extensions to the Sir Roland Wilson Scholarship program

Overview

SRW Scholarship holders are released by their Australian Public Service departments for a period of three years. Many PhD programs at ANU require compulsory course-work in the first two years of the program.

SRW scholars are expected to complete a significant international component as part of their scholarship conditions and to participate in a range of extra-curricular activities in support of the Foundation and to enhance the engagement with their Department. Combined, these expected activities may impact on the time available to complete the PhD.

The completion of a PhD program at the ANU falls into four stages:

1. Coursework and thesis (usually 3 – 4 years)
2. Submission and examination (usually 3-6 months)
3. Revision (minor or major changes may be required)
4. Graduation

Of these stages, the SRW Scholarship covers three years of stage 1.

This policy in conjunction with their Deed of Agreement with their Department will provide guidance for scholars wishing to request an extension to allow additional time to complete the PhD program.

Definitions

Scholars – Sir Roland Wilson Scholarship holders

Foundation – Sir Roland Wilson Foundation

Department – APS Department sponsoring the scholar

Deed of Agreement – agreement between each scholar and their Department

Scope

This policy applies to all Sir Roland Wilson Scholars

Policy Statement

- This policy is to be used in conjunction with a scholars Deed of Agreement with their Department.
- An extension of up to 12 months may be applied for
- Extensions may be applied for in consultation with a scholar's academic supervisor, mentor and HR personnel of a Scholar's department
- Extension requests must be accompanied by a letter from a scholar's academic supervisor that outlines the reasons that an extension is required. This letter will outline the PhD milestones that are yet to be completed together with an indication of the time required to complete them.
- Extension requests must be accompanied by a letter of support from the Sir Roland Wilson Foundation.
- If an extension is granted by the Department, the Department will be responsible for adding the terms and conditions of the extension to the existing Deed of Agreement. Departments will be responsible for arranging suitable employment and/or remuneration options while the scholar is on extension. Remuneration options are the sole discretion of the Department.
- The Sir Roland Wilson Foundation will not be liable for any additional payment of stipend if an extension is granted by the Department.
- Some extensions may require a formal [Application for Extension](#) to be lodged with the ANU for University purposes. This would usually be required if the extension granted by the Department extends beyond the ANU College PhD program timeframe.

Sir Roland Wilson Foundation

Scholarship Program Extension Procedure

Purpose

To outline the procedure for scholars to request an Extension

Scope

This procedure applies to all Sir Roland Wilson Scholars

Procedure

- Extensions may be requested up to six months prior to the Scholar's expected completion date.
- Extensions may be requested using the SRW Extension request form.
- Applications for extensions must be accompanied by a letter (see template) from the scholar's academic supervisor. This letter will outline the PhD milestones that are to be completed together with an indication of the time required.
- Applications for extensions must be accompanied by a letter of support from the Sir Roland Wilson Foundation office.
- The completed SRW Extension request form and letters of support should be sent to the HR representative within the Scholar's department
- If granted, the Deed of Agreement will be updated to reflect the conditions of the extension and the expected completion date.
- The amended Deed of Agreement needs to be signed and a copy sent to the SRW Foundation office.