

Application to go overtime/Fee Relief scholarship

For **domestic** research degree students

① Before completing this form please consult the guidelines for Application to go overtime/ for Fee Relief scholarship which can be found at:
<https://i.unisa.edu.au/students/research-students/student-forms/>

PART 1: PERSONAL DETAILS

Student ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Academic Unit	<input type="text"/>
Program	<input type="text"/>

PART 2: DETAILS

Expected thesis submission date	<input type="text"/>
Reason for going overtime	<input type="checkbox"/> Medical grounds (<i>Medical certificate required</i>)
	<input type="checkbox"/> Extra time to complete research due to unforeseen delays
	<input type="checkbox"/> COVID-19 impact (<i>You must attached the COVID-19 impact record</i>)
	<input type="checkbox"/> Other
Please provide the reasons for your application to go overtime/ if you require fee support.	
<i>Please attach a sheet should additional space be required</i>	

FEE SUPPORT

Do you wish to apply for financial assistance with the additional fees resulting from this request? (<i>Note: applications will be assessed by a panel and Fee Relief is not guaranteed</i>)	<input type="checkbox"/>	Yes - Part 4 & Part 5 of the form must also be completed	<input type="checkbox"/>	No - Continue to student declaration and supervisor support
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PART 4: ELIGIBILITY DETAILS (only for Fee Relief application)

Are you currently enrolled? (If unsure please check myUniSA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed your data collection or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in the writing up stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a continuing UniSA academic staff member? Note: continuing UniSA academic staff members are not eligible for a fee relief scholarship	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently in Bad Financial Standing from a previous Research Period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously received a Fee Relief scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 5: FEE RELIEF RESEARCH PERIOD (only for Fee Relief application)

i The fee relief scholarship will only apply to the dates approved on your fee relief application, not the whole research period.

Please select the Research Period for which you wish to apply for fee relief, as per your enrolment pattern and indicate the duration of fee relief you are requesting. You can only request fee relief during one Research Period at a time. You can check your enrolment pattern in the *Enrolment* tile of your student research portal or if you are unsure please contact research.students@unisa.edu.au

Note: Consumption changes, such as a change of load or a leave of absence, during the fee relief period will not affect your fee relief dates.

	Research Period	Research Period Dates	Duration of Fee Relief <i>(Please provide the actual dates that you require)</i>	Application Closing Date <i>(application form must be completed, approved and submitted to SAS by the closing date)</i>
<input type="checkbox"/>	Research Period 1	1 January – 30 June	.../.../.....to.../.../.....	30th March
<input type="checkbox"/>	Research Period 2	1 April – 30 September	.../.../.....to.../.../.....	30th June
<input type="checkbox"/>	Research Period 3	1 July – 31 December	.../.../.....to.../.../.....	30th September
<input type="checkbox"/>	Research Period 4	1 October – 31 March	.../.../.....to.../.../.....	30th November

PART 6: CHECKLIST & STUDENT DECLARATION

In signing this form I;

- Confirm I have read and understood the information on Application to go overtime at <https://i.unisa.edu.au/students/research-students/student-forms/>
- Confirm I have read and understood the information on Application for Fee-relief scholarships *(if applicable)* <https://unisa.edu.au/research/Research-degrees/Scholarships/For-Current-Research-Degree-Students/fee-relief-scholarships/>
- Have attached documentation to support the reason/s for my request *(if applicable)*
- Have attached my updated progress plan (if applicable have also attached my COVID-19 Impact record)
- Understand that I will be liable for any additional tuition fees payable to The University of South Australia
- Have completed the Application for Fee Relief scholarship in PART 4 and PART 5 *(if applicable)*
- Have attached a detailed study plan to support my new expected thesis submission date as noted in PART 2 of this form.
- Understand that this request is provisional until I receive confirmation from Graduate Research, SAS

Student Signature		Date
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① You must now seek support from your supervisor in **PART 7**

PART 7: SUPERVISOR SUPPORT

Overtime request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Application for Fee Relief scholarship supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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① Please complete a '**Progress Plan**' with the student to detail how they will complete their thesis by the date nominated in **PART 2**

Am confident that the student will complete the thesis in the nominated timeframe	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have read and discussed the work plan and agree that it is accurate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Confirm that the student has the support and minimum resources available to complete the thesis during the nominated timeframe	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Statement of support: please comment on the student's application to go overtime /for fee relief scholarship and ability to complete the thesis in the nominated timeframe. (if applicable)

Supervisor name	
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Supervisor signature		Date
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PART 8: RESEARCH EDUCATION PORTFOLIO LEADER (REPL) (or equivalent) STATEMENT AND SUPPORT

Overtime request supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Application for Fee Relief scholarship supported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Statement of support: please complete

Please attach a sheet should space be required

REPL (or equivalent) Signature		Date
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PART 9: DEAN OF RESEARCH APPROVAL (OR DELEGATE)

Overtime request supported?

 Yes No

Application for Fee Relief scholarship supported?

 Yes No

Statement of support: please complete

Dean of Research (or delegate)
NameDean of Research (or delegate)
signature

Date

Staff Use: Please check and submit the completed form to **Graduate Research - SAS** via email
research.students@unisa.edu.au