

SAMPLE PGR Application for Time/Funding Extension Due CV19 Impact on Research 20/21 Stage3

Please ensure to read guidance before completing the application.

This form should only be completed to request a time extension if you are eligible to be considered for additional funding.

Refer to Eligibility in Guidance document for full eligibility criteria.

<https://www.qub.ac.uk/graduate-school/information/Weekly-update/PGR-covid-support-structure/>
(<https://www.qub.ac.uk/graduate-school/information/Weekly-update/PGR-covid-support-structure/>).

Section 1 Student and Programme Details

Section 2 Request for Time Extension - for consideration by the School Postgraduate Research Committee (SPRC)

Section 3 Request for Funding Extension - to be completed by students with funding end date or if self-funded normal period of study ends before 30 September 2021

Needs Priority Form (separate form)- to be completed by UKRI/Research Council students who meet Needs Priority Criteria eg students with disability, long-term illness, caring responsibilities or neurodivergent, or students eligible for funding who wish to provide further detail in order to support their application for funding.

Sections 2 and 3 and Needs Priority (where applicable) will be considered by an Institutional Assessment Panel. Application Deadline: 26 February 2021

Our Ref: QUB Stage 3

* Required

* This form will record your name, please fill your name.

Student and Programme Details

You must provide your personal and programme details within this section.

Section 1

1. Student Number *

The value must be a number

2. Surname *

3. First Name *

4. Student QUB email address *

This is the address that will be used to contact you regarding the outcome(s) of your application.

Sample

5. School *

- Arts, English and Languages
- Biological Sciences
- Chemistry and Chemical Engineering
- EECS - Electronics, Electrical Engineering and Computer Science
- History, Anthropology, Philosophy and Politics
- Law
- Mechanical and Aerospace Engineering
- Mathematics and Physics
- Medicine, Dentistry and Biomedical Sciences
- Queen's Management School
- Natural and Built Environment
- Nursing and Midwifery
- Pharmacy
- Psychology
- SSESW - Social Sciences, Education and Social Work
- Theology

Sample

6. Name of Primary Supervisor *

7. Research Degree Programme being undertaken *

- PhD
- EngD
- MPhil

8. First Date of Registration for programme indicated in question 7. *

Please state month and year eg September 2018

9. Are you an international student on a Tier 4 Student visa? *

- Yes
- No

Sample

10. Visa Expiry Date *

Format: M/d/yyyy

11. Please state for the majority of your programme if you have been studying/registered on a full-time or part-time basis *

- Full-time
- Part-time

12. Please state your current registration status *

- Full-time
- Part-time
- Thesis Only

13. Periods of temporary withdrawal

Specify start and end dates for all periods of approved temporary withdrawals

Sample

Request for time extension to complete postgraduate research due to CV19 impact

You must complete Section 2 to request an extension to your maximum period of study (time extension). This form should only be completed to request a time extension if you are eligible to be considered for additional funding.

Please note that consideration of extension of research time and extension of funding are undertaken separately. Approval of additional registration time does not mean that additional funding has been approved.

This section will be considered by your School's Postgraduate Research Committee (SPRC), and if endorsed, will be sent to the Pro-Vice-Chancellor for approval. If granted, this approval will also include up to 6 months' fee-free period.

14. To relate these impacts and mitigation approaches to the amount of additional time being requested, please upload an updated research plan for the duration of the proposed extension period detailing how you will advance your research (i.e. what work do you need to do to complete your research to doctoral level, and how do you plan to achieve it within the proposed timeframe). (Please limit to 1 page maximum). *

Please ensure to name your research plan using the naming convention School_SurnameName_Student Number

School abbreviations to use: AEL; BIOL; CCE; EEECS; HAPP; LAW; MAE; MP; MDBS; NBE; QMS; NAM; PMY; PSY; THEO; SSESW.

Further details available in the Guidance if required.

 Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: Word, Excel, PDF

15. I confirm that I have discussed my updated research plan with my supervisor(s). *

Yes

16. Time Extension Requested (in months)

Based on your updated research plan, indicate the total amount of additional time you wish to request to complete your research and then move to thesis only or submit your thesis (including any additional time without fees/fee free period already granted). Please note that if a period of more than 6 months' additional research time is requested, and you are not registered as a part-time student, you must demonstrate very exceptional impacts due to Covid-19. *

The maximum time period that can be granted without additional fees is 6 months (or 12 months if you were registered as part-time for the majority of your programme). Please note that consideration of extension of research time and extension of funding are undertaken separately.

0

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Other

Sample

17. Proposed new submission date *

Format: M/d/yyyy

18. If your total time requested in the previous question is 3 months or less please indicate below if you wish to be considered for funding. *

No I do not wish to apply for funding. I wish to submit my form and for the School to process the 3 month time fee-free period

Yes I wish to apply for funding

N/A - I have requested more than 3 months

19. Have you already been allocated an extension of time without fees (Fee-Free Period).

*

Yes

No

20. Please indicate below how many months FFP you have been granted to date, ie maximum 3 months if full-time or 6 months if part-time. *

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Sample

21. Indicate factors impacting on ability to progress your research since March 2020 which is the basis for your request for extra time (tick all that apply): *

If you indicate additional Covid-19 caring responsibilities or Health and Wellbeing disruption below, and wish to have your application considered because of the impact of disability, long-term illness, caring responsibilities, neurodivergence or similar factors are causing additional barriers to adapting your research please follow the link at the end of this form to EDI form

	Yes	No
Postponement of critical research activities (such as experimental work or data collection)	<input type="radio"/>	<input type="radio"/>
Lack of access to laboratories	<input type="radio"/>	<input type="radio"/>
Lack of access to specialist facilities (e.g. computing, archives)	<input type="radio"/>	<input type="radio"/>
Inability to undertake field work	<input type="radio"/>	<input type="radio"/>
Additional Covid-19 related caring responsibilities	<input type="radio"/>	<input type="radio"/>
Health and Wellbeing disruption related to the Covid-19 pandemic	<input type="radio"/>	<input type="radio"/>
Redeployment to work on Covid-19-related research or other related tasks where you were not on a Leave of Absence during this period	<input type="radio"/>	<input type="radio"/>
Extended lack of supervision due to Covid-19 illness, redeployment of supervisor to clinical care or other Covid-19-related activity or disruption	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Sample

22. If you ticked Other above please specify or indicate not applicable.

Please DO NOT repeat any of the categories ticked above. Please use Other to describe unique factor(s) not covered by those already indicated in question 19.

23. Outline the Impact of Covid-19 on your research (e.g. access to laboratory, undertaking research or fieldwork, access to Library or computing facilities, change in childcare or health). Please indicate if or how these have been resolved or have changed. (Please limit to 250 words maximum. Words in excess of this limit may not be considered). *

You must outline how impacts have contributed to very significant delays,

- *Well-being impacts (physical or mental health, bereavement);*
- *Significant and/or sole carer with full-time caring responsibilities (e.g. children or vulnerable groups);*
- *Specific impacts on research/data gathering/fieldwork due to exceptional elements (e.g. research is seasonal or reliant on specific event or activity which did not happen in 2020)*
- *Indicate dates of disruption*

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24. How are you mitigating the impact of Covid-19 on your research? Have steps taken thus far been successful? What other approaches are you considering? Why has mitigation not been sufficient to allow you complete within the expected timeframe? (Please limit to 250 words maximum. Words in excess of this limit may not be considered). *

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Stipend extension/funding support to offset impact of CV19 on research

This section should be completed by students who are eligible for Stage 3 Stipend extensions and funding support to offset the impact of the disruption on academic progress or ability to progress.

Approval of additional registration time does NOT mean that additional funding has been approved. However, in order to be considered for additional financial support, your School Postgraduate Research Committee must have endorsed your request for additional time. If you are not able to gain a stipend extension for the period of time extension agreed, you may wish to shorten your extension period, which should be discussed with your Supervisor.

****Please read Guidance before completing this section, which includes eligibility to be considered for funding****

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(<https://www.qub.ac.uk/graduate-school/information/Weekly-update/PGR-covid-support-structure/>).

Students potentially eligible for consideration in this funding round are:

- Students due to complete funding period or normal research period up to 30 September 2021
- Students funded by UKRI at any stage of study who meet additional priorities for consideration - please complete a separate Needs Priority Form (link at end of this section).

25. Have you received funding or sponsorship for your research programme at any time? *

Please note funding/sponsorship does NOT include student loans

Yes

No

26. If yes, please indicate what type of funding you received. *

Full Studentship covering fees and stipend/maintenance

Fees Only

Fee contribution but did not cover all fees due

Stipend/Maintenance Only

Other

27. If you have received funding during your research degree, please select your funding body/sponsor name(s). *

Where two or more funding bodies/sponsors contribute to your funding please select all funding bodies/sponsors applicable.

- DfE - Department for the Economy NI
- UKRI/Research Councils including AHRC, BBSRC, ESRC/NINE, EPSRC, NERC/QUADRAT, STFC.
<https://www.ukri.org/councils/> (<https://www.ukri.org/councils/>).
- DAERA - Department of Agriculture, Environment and Rural Affairs
- China Scholarship Council
- School
- University
- EU Grant Funding eg ITN, MSCA or INTERREG
- Other

28. Please indicate amount of your annual stipend/maintenance provided by your funding body(ies)/sponsor: *

For example DfE/UKRI standard stipend rate 2020-21 is £15,285 per annum (paid monthly £1,273.75).

29. If funded, please state the duration of funding awarded (normally 3 years, 3.5 years or 4 years): *

30. Have you been awarded an extension of funding for fees or stipend by your funding body or sponsor? *

- Yes
- No

31. How much extension funding have you been awarded? *

32. Please state if you belong to a Doctoral Training Programme (DTP) and specify DTP below or indicate not applicable. *

- Northern Bridge DTP - AHRC
- NINE DTP - ESRC
- EPSRC DTP
- EPSRC CDT - PIADS
- QUADRAT DTP - NERC
- Not applicable. I am not in a DTP.

Other

Sample

33. Current funding end date or end date of your normal period of studies/research (if self funding):

End date (month and year eg Sept 2021) *

34. Please indicate if your research falls within the following subject areas. For the funding available to all students irrespective of funding body, prioritisation may be given to students whose research is in one or more of the key sectors which feature in either the Northern Ireland City and Growth Deal innovation projects, or the Department for the Economy's Rebuilding a Stronger Economy document. *

- AI/Digital
- Life and Health Sciences
- Advanced Manufacturing
- Creative Industries
- Clean Energy
- None of the above

35. Do you wish to demonstrate additional disruptions that have made adapting research or mitigating the impact of Covid-19 more difficult? *

In order to be considered on this criteria, you must complete the Needs Priority Form outlining additional challenges or difficulties in adapting research which requires priority consideration, for example disabled students, those with long-term illness, who are neurodivergent or who have caring responsibilities.

Access the form from the website: <https://www.qub.ac.uk/graduate-school/information/Weekly-update/PGR-covid-support-structure/> (<https://www.qub.ac.uk/graduate-school/information/Weekly-update/PGR-covid-support-structure/>).

- Yes, I will complete the Needs Priority Form
- No

Equality, Diversity and Inclusion

When you complete your registration, you are asked to disclose on Qsis data relating to equality monitoring. This information is part of annual statistical monitoring undertaken with statutory bodies as well as ongoing support for ensuring equality and fairness of our policies and procedures.

The University already undertakes equality monitoring relating to allocation of DfE and UKRI studentship funding. For funding and time extensions, the University will use answers you have registered in Qsis to determine if the process has been disadvantageous to any specific groups on the basis of protected / Section 75 characteristics, including disability and caring responsibilities (captured above), and additionally will undertake a review of outcomes by applicants':

Sex

Gender re-assignment

Age

Race

Religion and/or belief

Sexual Orientation

Marriage / Civil Partnership

36. Please confirm that your responses relating to equality, diversity and inclusion in Qsis are up to date to assist us in monitoring the equality impact of these processes.

Yes I confirm my information on Qsis is up to date

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37. Information in this form will be shared with the School Postgraduate Research Committee, who may seek confirmation from:

Student's supervisor

Graduate School

Academic Affairs and Student Registry where concessions or changes to registration are required

Vice Chancellor's Office (or nominee)

I confirm I give permission to share information as outlined.

38. Signed *

By signing off this form you are confirming that the information is accurate. Please type your name below

39. Dated *



Format: M/d/yyyy

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