

Stage 5 QUB PGR Application-Stipend Extension Due to CV19 Impact on Research 21/22

****Please ensure to read the guidance before completing the application****

This form should only be completed to request a funding extension if you are eligible to be considered for additional funding under Stage 5. 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 Stipend Only Funding Extension - to be completed by students with funding end date, or if self-funded normal period of study ends, on or before **30 September 2022**
- Section 3 Equality, Diversity and Inclusion information
- Needs Priority Form (separate form)- to be completed by students who meet Needs Priority Criteria, e.g. students with disability, long-term illness, caring responsibilities or neurodivergent who faced additional challenges in adapting research as a result of Covid-19 disruptions.

Application Deadline: 28 February 2022

****Please allow time to upload and submit your application form(s) by the deadline specified****

Our Ref: QUB Stage 5

* 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.

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.

5. School *

- Arts, English and Languages
- Biological Sciences
- Chemistry and Chemical Engineering
- EEECS - 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

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 October 2019

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

- Yes
- No

10. Visa Expiry Date *

Format: M/d/yyyy



11. Please state your current registration status *

- Full-time
- Part-time
- Thesis Only

12. Periods of temporary withdrawal

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

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

End date (month and year eg September 2022) *

This should account for any approved leave of absence(s) or other programme changes (e.g. change to part-time study).

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Request for Stipend Only extension to complete postgraduate research due to CV19 impact

To be completed by any student who meets eligibility criteria for this round of funding, who wishes to be considered for a stipend extension/funding support.

To facilitate consideration for a funding extension you will also be asked questions relating to how much additional research time you think you need, due to the impact of Covid-19. Eligible students are entitled to request a FFP1 (3 months FTE additional time with no fees attached) and a FFP2 (a further 3 months FTE additional time with no fees attached). Please note that whilst consideration of an extension of research time and extension of funding are undertaken by separate bodies within the University, both will be considered through this application process and you will receive the outcome of both requests in a single communication. **Approval of additional registration time does not mean that additional funding will be approved and vice-versa. Please refer to Guidance for further details**

Students potentially eligible for consideration in this funding round are:

- Students due to complete funding period, or normal research period if self-funded, up to 30 September 2022 (must have been registered at some point in 2019-20)

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14. Please 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"/>

15. 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.

16. 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*

17. 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). **

18. 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 one page maximum). *

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

School abbreviations to use: AEL; BIOL; CCE; EECS; 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

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

Yes

20. 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

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21. Time Extension Requested (in months) - to be completed by students who have been registered as a **full-time student for the majority of their study**

Based on your updated research plan, please indicate the total amount of additional time you wish to request to complete your research before you will submit your thesis or change to thesis only status. Please refer to "Extensions to study time and fee free period" in the Guidance notes. *

- Eligible **full-time** students registered in 2019-20 whose research is impacted due to CV19 may avail of an up to 3 month time extension without fees (FFP1). By indicating you require 3 months or less on this form, the FFP1 will be added to your student record automatically.
- Please note if you think you will need more than 3 months additional time without fees afforded by FFP1 please ensure to reflect this below, ie select 4 or above. A further up to 3 month time extension without fees (FFP2) is also available subject to School endorsement and approval from the University's Education Committee (Quality and Standards) (ECQS). By indicating that you require more than 3 months on this form, your case will be considered by your School and ECQS, and if approved, the FFP2 will also be added to your student record in addition to FFP1. Note FFP1 and FFP2 combined = total 6 months additional time without fees for full-time students.
- If you require additional research time beyond FFP2, you must demonstrate very exceptional impacts due to Covid-19 and are likely to be liable for the fees for this period.

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Other

22. Time Extension Requested (in months) - to be completed by students who have been registered as a **part-time student for the majority of their study.**

Based on your updated research plan, please indicate the total amount of additional time you wish to request to complete your research before you will submit your thesis or change to thesis only status. Please refer to "Extensions to study time and fee free period" in the Guidance notes. *

- Eligible **part-time** students registered in 2019-20 whose research is impacted due to CV19 may avail of an up to 6 month time extension without fees (FFP1). By indicating you require 6 months or less on this form, the FFP1 will be added to your student record automatically.
- **Please note if you think you will need more time than afforded by FFP1 (ie more than 6 months additional time without fees) please ensure to reflect this below, eg select 7 or above.** A further up to 6 month time extension without fees (FFP2) is also available subject to School endorsement and approval from the University's Education Committee (Quality and Standards) (ECQS). By indicating that you require more than 6 months on this form, your request will be considered by your School and ECQS and, if approved, the FFP2 will also be added to your student record in addition to FFP1. **Note FFP1 and FFP2 combined = total 12 months additional time without fees for part-time students.**
- If you require additional research time beyond FFP2, you must demonstrate very exceptional impacts due to Covid-19 and are likely to be liable for the fees for this period.

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Other

23. Have you already requested and been granted a FFP *

- No
- Yes, FFP1 only
- Yes, both FFP1 and FFP2

24. Proposed new submission date *

Please ensure that your anticipated submission date is reflected in your research plan, and that you indicate if you plan to avail of the Thesis Only period to undertake writing up.

Format: M/d/yyyy

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 2021-22 is £15,609 per annum (paid monthly £1,300.75).

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? *

Please indicate monthly stipend awarded, duration and if the extension covers fees.

32. Are you awaiting a decision from your current funder regarding a funding extension due to CV19 impact on your research? *

You must notify pgawards@qub.ac.uk (mailto:pgawards@qub.ac.uk) if your funder awards you a funding extension.

Yes

No

33. 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

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 students with a disability, those with long-term illness, who are neurodivergent or who have caring responsibilities.

Access the form from the website at: <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

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

SAMPLE