



THE UNIVERSITY OF  
MELBOURNE

## APPLICATION FOR SCHOLARSHIP EXTENSION

**Please note:** turn overleaf for **IMPORTANT** information about your application for extension.

1. This form is for postgraduate students who wish to apply for an extension to the following scholarships: APA, MRS, MIRS, MIFRS, IPRS, PES, Science Faculty Scholarship or a prestigious scholarship.
2. Allow **at least 3 weeks** for your application for extension to be considered. This will enable your scholarship payments to continue without interruption.
3. For information about scholarship conditions local students can refer to [www.services.unimelb.edu.au/scholarships/pgrad/conditions/](http://www.services.unimelb.edu.au/scholarships/pgrad/conditions/). International students can refer to [www.services.unimelb.edu.au/scholarships/pgrad/acceptance/](http://www.services.unimelb.edu.au/scholarships/pgrad/acceptance/).

Title  Family name

Given names

Scholarship(s) to be extended

ID number  Degree

Department

Address  Postcode

Email  Tel

**Please note:** your email address may be used to contact you.

***I am enrolled in a postgraduate course and wish to:***

Extend my scholarship from  to

My candidature currently ends on

Reasons




Signature  Date

### Department section

Supervisor's comments

Supervisor's signature  Date

Head's comments

Head's signature  Date

### MSO use only

Continue scholarship payments from  to

MSO approval  Date

New submission date  Merlin updated

# APPLICATION FOR SCHOLARSHIP EXTENSION

MSO3

- Scholarships & Special Postgraduate Studentships cannot be extended beyond your candidature end date.
- As explained in the table below, the action required depends on:
  - the course in which you are enrolled;
  - whether you are seeking an extension to your 'scholarship and candidature' or 'scholarship only';
  - whether you are receiving a Special Postgraduate Studentship rather than a scholarship. Special Postgraduate Studentships are explained in item D of the table below.
- Key abbreviations, definitions & addresses:
  - SGS = School of Graduate Studies (located in the 1888 Building, Grattan Street);
  - MSO = Melbourne Scholarships Office (Level 3, John Smyth Building, Swanston Street);
  - The term 'scholarship' on this form refers to APAs, MRSs, MIRSs, MIFRSs, IPRSs, Science Faculty Scholarships, PESs & prestigious scholarships such as the Pratt Foundation Scholarship.

Item	Your situation	Action required
A	Any student seeking an extension to scholarship <b>only</b> .	Please complete and submit this MSO3 form to the MSO. As per point 1 above, your scholarship cannot be extended beyond your candidature end date.
B	<b>PhD</b> students seeking an extension to: <ul style="list-style-type: none"> <li>candidature &amp; scholarship;</li> <li>candidature only.</li> </ul>	Please complete the <i>Completion Report Form for PhD Candidates</i> available from the SGS and submit the completed form to the SGS.
C	You are <b>not</b> enrolled in a PhD & seek an extension to your candidature & scholarship.	<p>All students <b>not</b> enrolled in a PhD, MSc, MIS or MOptom should:</p> <ul style="list-style-type: none"> <li>apply for an extension to your candidature at the office (usually a faculty office) that administers your course;</li> <li>apply for an extension to your scholarship by completing &amp; returning this MSO3 form to the MSO.</li> </ul> <ul style="list-style-type: none"> <li><b>MSc, MIS &amp; MOptom</b> students cannot apply for an extension to their scholarship because Masters students can only hold a scholarship for up to 2 years. All MSc, MIS &amp; MOptom students are granted the allowable maximum scholarship tenure when they commence their scholarship.</li> <li><b>MSc, MIS &amp; MOptom</b> students seeking an extension to their candidature should complete an <i>Application for Extension to Candidature</i> form which is available from the SGS.</li> </ul>
D	You wish to extend a <b>Special Postgraduate Studentship</b> .	<p>The MSO notifies your Head of Department when your Special Postgraduate Studentship is about to end. To extend your Special Postgraduate Studentship they are required to complete and return an <i>Application for Extension of Special Postgraduate Studentship</i> (MSO6) form to the MSO.</p> <p>Your Special Postgraduate Studentship cannot be extended beyond your candidature end date. If you need to extend your candidature:</p> <ul style="list-style-type: none"> <li><b>PhD</b> students should follow the advice provided in item B above;</li> <li><b>all other</b> students should follow the advice provided in item C above.</li> </ul>

## Melbourne Scholarships Office Use Only

### CHECKLIST FOR ENROLMENT

- Is student enrolled  Yes  No
- Is enrolment  Confirmed  Authorised
- Is enrolment  Full time  Part time (weight is < 0.375)
- Degree enrolled in  Masters by research  Other

Submission date \_\_\_\_\_

Date last checked \_\_\_\_\_