
Please refer to the guidance on the coronavirus scholarships extensions fund website before completing this form: https://www.ox.ac.uk/students/fees-funding/covid-extension-fund

It is important that your form is submitted by the relevant deadline, which is published on the website. This means all supervisory supporting statements must have been obtained and the form submitted by this date.

Only applications submitted through this online form will be considered. Your application must be completed within a single session; it is not possible to save a part-completed application. Therefore please ensure that you have all required information ready before you begin your application. There are no more than 30 questions.

Please refer any queries to the relevant Divisional contact below with ‘CSEF’ in the subject line:

Humanities: graduate.admin@humanities.ox.ac.uk
Medical Sciences: graduate.school@medsci.ox.ac.uk
MPLS: graduate.studies@mpls.ox.ac.uk
Social Sciences: studentships@socsci.ox.ac.uk

* Students enrolled on interdisciplinary CDTs/DTPs should refer to the website for guidance on submitting their form: https://www.ox.ac.uk/students/fees-funding/covid-extension-fund

** PLEASE NOTE: THERE IS A LIMIT OF 4000 CHARACTERS, INCLUDING SPACES (APPROXIMATELY 600 WORDS), FOR EACH ANSWER UNDER SECTION 2, WHERE APPLICABLE.

* Required

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

Section 1 – APPLICANT DETAILS - to be completed by the student.

1. Title (Mr/Mrs/Ms/Mx etc)

2. First name (in full) *

3. Surname *
4. College *

5. Academic Department or Faculty *

6. Student Number (noted on your University award letter) *

7. Student's Single Sign-On (SSO) *

8. Data Protection Statement
All information that you provide on this form and any supporting materials submitted in support of your application are treated confidentially and stored securely. In order to process your application this information will be shared with a number of necessary individuals on a strictly need to know basis in order that a decision can be made on your application. This group may include your supervisor, graduate studies committee/director of graduate studies (or equivalent), the relevant departmental and divisional administrators, divisional panel members, course director (or equivalent), college senior tutor and administrator (or equivalent). In some circumstances the Disability Advisory Service, Education Policy Support, Proctors' Office and Education Committee will also be consulted. Input is needed from each of these areas of the University in order to assess your application and to record the outcome so that it can be administered effectively.

Once a decision on your application has been made, your application may need to be shared with any funders or co-funders of your scholarship. This will include the statement you make in section two.

Further information about the University’s Data Protection Policy can be found at http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/ (http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/).

After your application has been completed, the paperwork will be retained for six years after the end of your student relationship as part of your student record. Information on how your student data is dealt with can be found here: https://www.ox.ac.uk/students/life/it/studentrecord/data?wssl=1 (https://www.ox.ac.uk/students/life/it/studentrecord/data?wssl=1).

I CONSENT TO DISCLOSURE WITHIN THE LIMITS STATED ON THIS FORM.

(If you do not consent to the sharing of relevant information, or if you withdraw your consent (which you may do at any time) for the sharing of this data before your application has been considered, you should be aware that the processing of your application will cease with immediate effect). *

☐ Yes
☐ No
9. Signature of Student: (Typed full name accepted) *
Section 2 - ELIGIBILITY - to be completed by the student.

10. Please confirm which of these options applies to you (if both apply, please choose the top option). *
   I commenced my studies before 1 March 2020 and:
   ○ My original funding package has an end date between 1 March 2020 and 15 January 2023
   ○ My original funding package has an end date beyond 15 January 2023 and I can demonstrate specific personal circumstances that prevent me from mitigating the effects of the pandemic on my project (for example due to a diagnosed disability or long-term illness, neurodiversity or caring responsibilities)

11. Please select the specific personal circumstances that closest describe your reason for applying *
   You will be asked later in the application form (question 17) to give details on steps taken to mitigate the effect on your project and should provide further details there as applicable. Note that applications under this category can only be made in relation to personal circumstances, not difficulties in mitigation arising from the nature of the project itself.
   ○ Disability or long-term illness
   ○ Neurodiversity
   ○ Caring responsibilities
   ○ Other

12. If you selected 'other' please give further details in no more than 50 characters *
Section 3 – FUNDING EXTENSION REQUEST - to be completed by the student.

The University will consider requests for extensions of stipend funding where you have been unable to work for a substantial period due to coronavirus (COVID-19), and delays cannot be fully mitigated by academic adjustments. Please note that financial assistance is unlikely to cover the full period lost, particularly if you were able to continue some work, nor is it intended for unrelated events that cause you to overrun, or activities which are not essential for completion of the thesis e.g. conference attendance or publications which do not form part of the thesis.

The majority of extension requests approved are likely to be for up to three months, although longer extensions may be granted in exceptional cases up to a maximum of six months.

13. Upload Supervisor’s Supporting Statement in pdf (a template can be found on the Fees and Funding website here: https://www.ox.ac.uk/students/fees-funding/covid-extension-fund (https://www.ox.ac.uk/students/fees-funding/covid-extension-fund) *  
As part of the application process, you must obtain a supporting statement from your Supervisor, which should be uploaded here in pdf.

Upload file

File number limit: 1  Single file size limit: 10MB  Allowed file types: PDF

14. Supervisor’s name (first name and surname) *


15. Supervisor’s University email address *

Please include the full email address


16. Reason for requesting funding extension, based on COVID-19 disruption:

Please give details of how your research plans have been affected by COVID-19, including when and why you were unable to work at full capacity and the amount of time lost (in weeks/months). This could also include disruption to your future plans for access to research materials, facilities, or fieldwork sites. Note that those reviewing your application may not have an expert understanding of your discipline. Wherever possible, give specific dates and time frames, as well as locations (if relevant). Please refer to your log to assist with completion of this section.

If you are reapplying to the fund, please clearly state what has changed in your circumstances since your previous application. Please note additional extensions will not normally be granted unless new information is brought to the panel’s attention.

PLEASE NOTE: THERE IS A LIMIT OF 4000 CHARACTERS, INCLUDING SPACES (APPROXIMATELY 600 WORDS). *
17. Indicate below any steps you have taken or are considering that may mitigate the impact of coronavirus (COVID-19) on your research.

This may include, but is not limited to, steps taken to bring forward analytical or theoretical work while it was not possible to access research materials, facilities or fieldwork sites, rescheduling or redesigning the project, or gaining access to alternative resources. Note that students are not expected to make up for lost time by working excessive hours or foregoing leave.

If you were not able to adapt your project or mitigate the impact of the pandemic for specific reasons, please give details of these - for example if you have a disability or long-term illness, are neurodivergent, or have caring responsibilities. Note that applications made by students with funding end dates beyond 15 January 2023 for these reasons can only be made in relation to personal circumstances, not difficulties in mitigation arising from the nature of their project itself.

PLEASE NOTE: THERE IS A LIMIT OF 4000 CHARACTERS, INCLUDING SPACES (APPROXIMATELY 600 WORDS). *

18. What do you estimate to be the overall delay to your project (in months, rounded to the nearest half-month) as a direct result of coronavirus (COVID-19) after taking into account any academic mitigation put in place?

The majority of extension requests approved are likely to be for up to three months, although longer extensions may be granted in exceptional cases up to a maximum of six months. *

[Blank field]

The value must be a number

19. Was your status suspended for any reason during the period your research was disrupted as a direct result of coronavirus (COVID-19)? *

- Yes
- No
20. If yes, please list the term(s) suspended: *
   - [ ] Hilary Term 2020
   - [ ] Trinity Term 2020
   - [ ] Michaelmas Term 2020
   - [ ] Hilary Term 2021
   - [ ] Trinity Term 2021
   - [ ] Michaelmas Term 2021
   - [ ] Hilary Term 2022
   - [ ] Trinity Term 2022

21. Have you lost any research time due to illness since 1st March 2020? (This could include physical sickness or mental health problems). *
   - [ ] Yes
   - [ ] No

22. In some cases additional financial support may be available in the form of sickness pay. To help to determine whether this is the case, please answer the following questions. *
   *Was your illness directly attributable to the COVID-19 pandemic or in the case of pre-existing mental health problems aggravated by the COVID-19 pandemic?*
   - [ ] Yes
   - [ ] No

23. Please provide brief details including how much time (in weeks) you lost due to sickness in total since 1st March 2020 *
   Please also state here, in the case of reapplications, if any sick pay has previously been granted for this period.
24. Which scholarship(s) provide your fees and/or living cost allowance? Please write only the name of the scholarship(s), as it appears on your award letter (to be uploaded below): *

25. Upload a copy of your scholarship award letter(s) here:

.Upload file

File number limit: 3  Single file size limit: 10MB  Allowed file types: Word, PDF, Image

26. If you have not attached a copy of your award letter(s), please include details of the office and main contact for your award here:

27. Is your award co-funded? *

- Yes
- No

28. If yes, please provide details of all co-funders *
29. When is your stipend/living cost allowance funding due to end (date DD/MM/YYYY)? *

Format: M/d/yyyy

30. How much is your monthly stipend at the time of application? *