Doctoral students funded by the AHRC through LDoc can apply to extend their funding beyond the normal 3 year full time period for a number of reasons, including:

**AHRC Student Development Fund (SDF)**

## for Fees/Stipend Funding Extensions

**LDoc Funding Extension Form 2018/2019 V1**

**Placements** – where a student is undertaking a placement which is not an integral part of the research project.

**International placements** – where a student requires an extended period overseas.

**Skills development** - where extended time is intended for students who need to acquire additional skills, for example, high-level methodological skills, or significant and demanding new discipline-specific skills.

Students may receive an extension at any time during their award as a result of an SDF opportunity. The extension will change their funding end date, but **not** their submission date. It will effectively increase their studying time, and reduce their writing up time.

**For example**:

* Student A joins LDoc in year 1 of their studies on 1/10/2016, receiving full fees and a stipend. Their funding is due to end on 30/9/2019, and their submission date is 30/9/2020.
* They undertake a 3 month placement in year 2 of their studies, and apply for a 3 month extension to their funding.
* The extension is approved, changing their funding end date to 31/12/2019. The 3 months of writing up fees and stipend will be covered by the SDF budget. Their submission date will remain at 30/9/2020. After 1/1/2020, the student will be charged for their writing up fees, and will not receive a fee waiver or a stipend.

Applications are considered three times per year. Although an application may be considered between these dates, there is no commitment to do so.

Deadlines for 2018/19 are:

**28 September 2018**

**4 Jan 2019**

**26 April 2019**

 **What is Eligible for SDF?**

1. Only AHRC funded doctoral students are eligible to apply. LDoc Associates are not eligible to apply.
2. Extension applications should be for a minimum of 4 weeks.
3. Students may want to combine time spent on a number of different placements in one extension application. For example if they have a number of 1-2 week placements they want to combine to reach the 4 week minimum.
4. All extension applications must be supported by the student’s supervisor.
5. Home students will receive extended fees and stipend funding. EU students will receive extended fees funding. Institutions should continue to invoice these in the normal way to LDoc.
6. Submission of an SDF form to apply for funding for a placement will not automatically mean a student’s stipend and/or fees funding has been extended. Students must follow the above process and submit the separate LDoc Funding Extension Form.

**Applying**

There is a 2 step process to extend an LDoc studentship:

**Step 1: Internal Approval**

Each institution has a different process for extensions, please follow the process for your school:

**Kingston**

The student will need to collect form RD9B Application for Extension from the Research Office, and send to their supervisor and head of school for approval. The request will then be reviewed by the faculty committee.

**RCA**

The student should speak to their supervisor and their school office, and submit an extension request to the ABCD.

**UAL**

The student should discuss with their supervisor, and complete an LDoc funding extension application form. The supervisor’s signature is confirmation of UAL’s approval.

**Step 2: LDoc Ratification**

Once the extension has been approved by the institution, the research office should forward the proof of approval to the student.

The student will need to forward the proof of approval and a completed LDoc Funding Extension Form signed by their supervisor to the LDoc Co-ordinator (UAL students only need to submit a signed Funding Extension Form). The LDoc Management Group will ratify the funding extension at their next meeting.

The LDoc Co-ordinator will update the Research Office and the student on the outcome within four weeks of the meeting. Any changes to funding end date will need to be updated by the home Research Office in Je-S.

## Further information

<http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide-2015-16/> page 10 - 11

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**SDF Funding Extension Form**

**(*No more than 200 words in any one section)***

**SECTION 1**

|  |
| --- |
| 1. **Name of student:**
 |
| 1. **Student’s email address:**
 |
| 1. **Institution and Department/Programme:**
 |
| 1. **Year of study:**
 |
| 1. **Supervisor’s email address:**
 |
| 1. **If you have previously received AHRC RTSG or SDF funding, please state how much (£) and when:**
 |
| 1. **Proposed length of extension (in weeks/months):**
 |
| 1. **Proposed start and end date of funding extension:**
 |
| 1. **Description of the activity(ies) that have led to this extension request (to be completed by the student):**
 |
| 1. **How has the student benefitted from time spent away from their studies, and why is a funding extension essential to enable the student to complete their research (to be completed by the supervisor):**
 |

**SECTION 2**

**SIGNATURE of Student**

|  |  |
| --- | --- |
| Signature: | Date: |

**SIGNATURE of Supervisor**

|  |  |
| --- | --- |
| Name: | Job Title & Institution:  |
| Signature:  | Date:  |

Once completed, this form should be returned to ldoc@rca.ac.uk

**SECTION 3 – Approval by a Co-Director of LDoc Management Group**

i) I approve this application for funding from the AHRC LDoc SDF

ii) I do not approve this application for the following reasons:

|  |  |
| --- | --- |
| Name:  |  Job Title & Institution: |
| Signature:  | Date:  |

For LDoc administration use only

Date application received: