THE CARNEGIE TRUST
FOR THE UNIVERSITIES OF SCOTLAND

Carnegie PhD Scholarships: Covid-19 Extension Policy

Updated 2023

The Carnegie Trust recognises that during the Covid 19 pandemic, a number of Carnegie PhD Scholars were affected by various measures such as (partial) closures of research facilities, limited access to research facilities, libraries or archives, or travel restrictions. Scholars have had to adapt their research plans or methodologies as a result of changing restrictions and rules.

The Trust further acknowledges that as a consequence of these disruptions, many Scholars whose doctoral research commenced on, or before, 1st October 2021 many may need additional time to compensate for time lost during the pandemic. This document explains the scope of the Trust's extension policy to support Carnegie PhD Scholars who have been adversely affected by the pandemic, irrespective of the field of research.

Who is eligible for an extension?

The policy covers Carnegie funded doctoral students who started their Carnegie Scholarship on 1st October 2021 at the latest and experienced various restrictions during academic year 2021-22. Often a combination of factors will have limited a student's ability to engage fully with their research during the pandemic. Therefore, all requests for funded extensions will be considered on a case-by-case basis, taking into account both the research challenges and the personal circumstances experienced by each Scholar.

What does the extension include?

The extension includes continuation of the stipend and use of the research allowance throughout the agreed extension period. The duration of the extension will be decided by the Trust on the basis of:

- the circumstances presented in the extension request
- documented evidence of delays incurred as detailed in the previous progress reports submitted to the Trust.

Extensions will not be awarded beyond the month in which the PhD thesis is submitted for examination.

Additional tuition fees are excluded, as are writing up fees, college or bench fees. Universities are expected to waive these fees for Carnegie Scholars during the extension and not to pass such costs on to the Scholar.

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When can Carnegie Scholars apply for an extension?

Carnegie scholars who wish to apply for a funded extension can do so approximately 3 months before the end of their scholarship. The application must include:

- a summary of the work completed since the previous annual progress report. This should include information on any delays incurred since this previous annual report was submitted.
- a description of the challenges caused by the pandemic
- a description of the steps taken to mitigate the effects of the pandemic
- an estimate of the amount of time lost since the start of the pandemic in March 2020
- a timetable for completion of the PhD up to a new submission date for the thesis.
- Written statement or letter from the Head of Department/Director of Graduate studies confirming that the university/department has approved the extension request and that any tuition/writing up/bench or college fees will be waived during the extension.

The application for an extension must be approved by the Scholar's supervisor who should confirm the extent of delays incurred and the feasibility of the plans for completion.

Progress reports and updates

It is essential that scholars and their supervisor continue to submit the progress reports requested by the Trust in each year of the Scholarship. Any delays or setbacks should be recorded by the Scholar in the annual progress reports and confirmed by their PhD Supervisor.

In addition, the Trust may, from time to time, request further updates by email during the academic year. Scholars and their supervisors are strongly encouraged to respond to any update requests from the Trust and to use their own initiative in order to share with us any concerns they may have about their progress.

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