

2024 Thesis Completion Support Grant Form

For Higher Degree by Research Students



UTS

UNIVERSITY
OF TECHNOLOGY
SYDNEY

Graduate Research School research.scholarships@uts.edu.au

Level 2 Building 15, 622 Harris St, Ultimo

Please refer to the [Thesis Completion Support Grant guidelines](#) before submitting this application. Completed and approved forms including all signatures and requested documents must be received by the Graduate Research School by the published closing date.

1. Student Details

Surname

Faculty

Course

Domestic or
International

First name

Student ID

Study mode

Full-time

Part-time

2. Financial Consideration

Applicants must demonstrate financial hardship by providing evidence of low income from the compulsory household income and expenses table in addition to one of the categories below (if applicable):

(Please refer to the application guidelines for the required supporting documentation)

1. Current Health Care/Pension/Low Income Card issued by Centrelink ☐ Yes ☐ No ☐ Attached
2. Receiving Centrelink payment such as Austudy, parenting payment, carer payment, rental allowance or other financial assistance ☐ Yes ☐ No ☐ Attached

It is **compulsory** that you provide an estimate of your monthly household income and expenses in the table below, and attach evidence of your and/or your partner's income (e.g. copies of payslips and your Australian Taxation Office - Notice of Assessment, Tax Return).

Household Income (please include all income)	Per Month	Household Expenditure	Per Month
Paid employment		Rent/Mortgage	
Centrelink benefits		Food and groceries	
Scholarships		Household bills (e.g. electricity, gas, phone, internet)	
Income from assets (e.g. trust fund, rent, etc.)		Care arrangements for dependents (e.g. child care)	
Partner's income		University expenses	
Child support		School fees	
Personal savings		Medical bills	
Other		Transport expenses	
		Insurance (e.g. health, household, car)	
		Sport/Leisure	
		Other	
TOTAL:		TOTAL:	

3. Eligibility Consideration

To be eligible for the Grant, applicants must provide evidence of financial hardship (low income) and meet eligibility for one or more of the following criteria.

(Please refer to the guidelines for the required supporting documentation)

1. Are you an Australian Aboriginal and/or Torres Strait Islander*? ☐ Yes ☐ No ☐ Attached
2. Do you have a disability, impairment, chronic medical condition, ☐ Yes ☐ No ☐ Attached

illness, or long-term medical condition that affects your studies?

3. Are you a sole parent**? ☐ Yes ☐ No ☐ Attached
4. Do you have carer responsibilities***: one of your dependents, experienced a significant health-related matter that prevented you from engaging in your research studies? A medical certificate and any relevant ongoing treatment documentation must be provided. ☐ Yes ☐ No ☐ Attached
5. Are you a female student in a non-traditional area of study? ☐ Yes ☐ No ☐ Attached

* Australian Aboriginal and/or Torres Strait Islander. Find out more about confirmation of Aboriginal or Torres Strait Islander descent via the [Australian Institute for Aboriginal and Torres Strait Islander Studies website](#). Applicants may be required to provide evidence of the above to the Jumbunna Institute for Indigenous Education and Research.

** To be considered as having sole parenting responsibilities, an applicant must meet the criteria of being a person of any age who is single and has at least one dependent child under 18 who is wholly or primarily in their care and who is in Australia.

*** To be considered having carer responsibilities an applicant must meet the criteria of being a person of any age who, without being paid, cares for another person who is in Australia and who needs ongoing support because of a long-term medical condition including COVID-19 related, a mental illness, a disability, frailty or the need for palliative care. A carer may or may not be a family member and may or may not live with the person they care for, but must be residing in Australia; or may be in receipt of a Centrelink Carer Allowance or Carer Payment. Volunteers under the auspices of a voluntary organisation are not included.

4. Proposed Use of the Grant

Applicants must show how they plan to use the Grant to complete their thesis within 6 months.

1. What is the grant amount that you are applying for?
2. Are you within your Funded EFTSL period
i.e. Expected Work Submission (EWS) date?
3. When is your official Expected Work Submission (EWS)?
4. When do you plan to submit your thesis for examination?

Please attach a Statutory Declaration addressing the following points:

- Why you are applying for the Grant, including your financial circumstances and eligibility for one or more of the eligibility groups as described in section 3.
- Your own assessment of progress on your thesis to date as well as a timeline for completion.
- A budget summary of how you would use the Grant to complete your thesis within 6 months (use of the funds may include, but are not limited to, your thesis submission costs, support for your studies, or household costs).
- If you are a carer, one of your dependents experienced a significant health-related matter directly or indirectly related to COVID-19, which prevented you from progressing your research studies.

For further information regarding the Statutory Declaration, including a list of the required supporting documentation, please refer to the application guidelines.

5. Eligibility Check

Please check that you have met all the eligibility conditions by ticking the boxes below:

☐ I am enrolled as a student in a higher degree by research Master or Doctoral degree; **and**

<input type="checkbox"/>	My thesis is estimated to be within six months of thesis completion; and
<input type="checkbox"/>	I have demonstrated financial hardship (low income); and
<input type="checkbox"/>	I belong to at least one of the eligibility groups set out in Section 3; and
<input type="checkbox"/>	I am not currently on any full-time scholarships unless it's due to expire; and
<input type="checkbox"/>	I have not previously received the Thesis Completion Support Grant (formerly known as Thesis Completion Equity Grant).

6. Declaration

- I declare that all the information on this application and in the documentation/information attached is correct and complete and I have met the eligibility conditions as stated.
- I understand that deliberate inaccuracies and omissions may result in the cancellation of my application.
- I have read all the information on this application and understand that UTS reserves the right to seek verification of the information supplied by me including verification of employment status, income, entitlements and status as a sole parent and/or carer.

Applicant's Name	Signature	Date

7. Faculty/Institute Support

Principal Supervisor's Support

Do you support this student's application for the Thesis Completion Support Grant? ☐ Yes ☐ No

If yes, is the timeline for completion as stated in Section 4 is realistic? ☐ Yes ☐ No

Have you attached a supporting statement to this application? ☐ Yes ☐ No

Please include in your supporting statement an assessment of the student's progress to date, what remains to be done, completion time frame and student's potential to achieve these plans within the specified time frame, along with your confirmation that you are able to support the student to meet this timeline.

Principal Supervisor			
	Name	Signature	Date

Responsible Academic Officer's Support

Do you approve this student's application for the Thesis Completion Support Grant? ☐ Yes ☐ No

Responsible Academic Officer			
	Name	Signature	Date

8. What to do with the Completed Form

Please submit the completed form along with your supporting documentation by email or to the Graduate Research School (Building 15, Level 2, 622 Harris St, Ultimo, NSW, 2007) after getting your Faculty/Institute's approval. You will be notified of the outcome of your application via your **UTS student email** within 4-5 weeks of the application closing date.