Financial Support Office: Original COVID extension scheme application form

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**Original COVID extension scheme application form**

### Eligibility

#### Guidance

* + 1. Before completing this form, please refer to the guidance available [here](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/RDM-CoC-COVID-extensions-allG-23-24.04-LIVE.pdf). Please submit this form as an attachment to an extension application submitted [through the School’s change of circumstances system](https://info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students).

#### Enrolment status

* + 1. You should use this form if you started registration on your programme before August/September 2020 *and* have not yet applied for a COVID extension.

#### Disruption

* + 1. If your research plans have been significantly disrupted by the COVID-19 pandemic, you can use this form to apply for an extension of up to 6 months. You can also apply for an additional period of 3 months if you can demonstrate that, despite your best attempts at putting in place mitigating strategies, your research was severely disrupted by both the 2020 and the 2021 lockdowns (e.g. by the closure of schools and by the resulting caring responsibilities).

#### Use of School funds

* + 1. In the interest of fairness, it is vital that you only apply for a COVID extension if your research truly was significantly impacted by the pandemic. The financial support made available to fund this is a common good, which we are also responsible for – the studentship funds available in any one year are finite, and the more the School allocates through this scheme, the less it has to allocate to future generations of students.

### Information about yourself[[1]](#footnote-2)

|  |  |
| --- | --- |
| What is your source of funding? Please delete as appropriate. | LSE Studentship    Departmental studentship (fees & stipend)    Departmental studentship (fees only)    External funding (e.g. Grantham, please specify)  Self-funded |
| What is the end date of your funding? |  |
| What length of funding extension are you requesting?[[2]](#footnote-3) |  |
| Do you have a student visa? Please delete as appropriate. | Yes/No |

### Disruption

|  |
| --- |
| In no less than 250 words and no more than 500 words, explain how the COVID-19 pandemic has disrupted your research plans.  If you are applying for a cumulative extension of 9 months, please also explain specifically how your ability to carry out your research was also affected by the January 2021 UK lockdown. |
|  |

### Mitigation

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| --- |
| In no less than 250 words and no more than 500 words, explain how you have attempted to mitigate the disruption to your research plans, including the extent to which you have reformulated your research project. |
|  |

### Reasons for requesting extra time

|  |
| --- |
| In no less than 250 words and no more than 500 words, explain why you are unable to complete your research and submit your thesis by your existing submission deadline, i.e. why you need the extra time you are applying for. |
|  |

### Personal circumstances (if applicable)

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| --- |
| Use this section to describe any personal circumstances – such as disability, chronic illness, neurodivergence, caring responsibilities or other factors – that are relevant to this application, i.e., those that have exacerbated the disruptive effects of the pandemic on your research plans or that have made it difficult for you to mitigate these effects and adjust your research.  Please note that you don't need to disclose the details of your personal circumstances (e.g. the kind of chronic illness); rather, you need to explain how your personal circumstances (e.g. having a chronic illness) have interacted with the disruptive effects of the pandemic.  If you have already provided some of this information, for example if you have an Inclusion Plan or if you have already declared a disability on your Je-S form (for ESRC funded students), you can choose to share this information with the Panel. If you would like to provide evidence, please submit this as an attachment when you submit this form through the School’s [change of circumstances](https://info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students) system.  While you are likely to be best placed to fill out this section, if you prefer you can contact a person of confidence (a member of staff at the LSE, e.g. a member of faculty within or outside your department, your department’s PhD manager, a Disability and Wellbeing Service adviser, etc.) who has knowledge of your personal circumstances and who is able to comment on how they have interacted with the disruptive effects of the pandemic. |
|  |

### Frequently asked questions

#### What happens next?

* + 1. Your application will be forwarded to the School’s COVID Extensions Panel. This is composed of the PhD Academy Director, the Chair of the Research Degree Sub-Committee, and one Doctoral Programme Director. The panel considers applications by correspondence, on a rolling basis. Applications are sent to the panel in batches on a weekly basis, and it can take 1-2 weeks for the panel to return their decision. Once decisions are received, outcomes are processed as soon as possible, but this can also take up to a further 1-2 weeks.

#### Where can I find guidance on the operation of the School’s COVID-19 Financial support scheme?

* + 1. Please see [here](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/Covid-19-FAQs).

## Version log

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| --- | --- | --- |
| Review interval | New review start date | New review due by |
| Annual | August 2024 | September 2024 |

Version history

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| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 23-24.01 | 01/02/2022 | Financial Support Office Deputy Manager (PGR) | Extant published version. |
| 23-24.02 | 28/03/2024 | Financial Support Office Deputy Manager (PGR) | Transfer into house style for guidance documentation. Shift to submission of applications via the change of circumstances portal. |

Contacts

|  |  |  |
| --- | --- | --- |
| Query type | Contact | Email |
| Operational | PhD Academy | [phdacademy@lse.ac.uk](mailto:financial-support@lse.ac.uk) |
| Policy | Pam Rolfe, Deputy Manager (PGR), Financial Support office | [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk) |

Feedback

|  |  |
| --- | --- |
| Mechanism description | Mechanism access details |
| Email | [Financial-support@lse.ac.uk](mailto:Financial-support@lse.ac.uk) |

Communications and Training

|  |  |  |
| --- | --- | --- |
| Query | Answer | Notes |
| Will this document be publicised through internal communications? | Yes/~~No~~ | Inclusion in the PhD Academy newsletter, and dissemination via the Doctoral Programme Directors’ Forum and PhD Managers’ Forum mailing lists. |
| Will training needs arise from this document? | ~~Yes~~/No | N/A. |

1. You do not need to specify your name or student number in this form as, when this is submitted, your registry details (name, student number, email etc.) will be automatically visible to decision-makers.  
    [↑](#footnote-ref-2)
2. Please note: The School’s change of circumstances system will ask you to specify the duration of the submission deadline extension you are requesting. This can be different from the funding extension you request, as some students elect to request the maximum period of funded extension (i.e. 6 or 9 months) *as well as* an additional period of un-funded extension. Accordingly, please state the *funded* extension period you are requesting here.  
    [↑](#footnote-ref-3)