Studentship Details: Pro-forma

This form will facilitate the production of an accurate offer of studentship funding to an individual student. It is required in order to offer any PhD studentship. Sections 1 & 2 should be completed by the student’s main supervisor. Section 3 (Authorisation) should be completed by the Head of School or a nominated representative.

**Funding offer letters will be generated by the Graduate School and emailed to the candidate. Please note that, due to the mechanics of the finance system, if this form is received less than four weeks prior to the student’s start date (particularly at the busiest time of year, e.g. for autumn starters), timely payment cannot always be guaranteed. Once a decision on appointment to a studentship has been made, this form should be completed and returned to Christine Macfarlane (****christine.macfarlane@reading.ac.uk****) as soon as possible.**

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| **Section 1: Student Details (to be completed by the Main Supervisor)** |
| **Surname**  |  |
| **Forename** |  |
| **Student ID Number** |  |
| **School/Department** |  |
| **Programme (e.g. PhD in Mathematics)** |  |
| **Main Supervisor** |  |
| **Project Title** |  |

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| **Section 2: Details of studentship funding (to be completed by the Main Supervisor)** |
| **Studentship reference number if known** |  |
| **Duration of funding** | Start: dd/mm/yyyy End: dd/mm/yyyy |
| **Level of funding****(tick all that apply)** | **Fees**Home [ ]  RTSG ☐ £ paOverseas [ ]  Stipend [ ]  Provide annual level, or state UKRI minimum:  |

Please provide a breakdown of how the studentship is funded.

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|  | **University funding** | **External Funding** |
|  | **Graduate School** **%** | **School name** | **%** | **Research Council** | **%** | **External Partner(s)** | **%** |
| **Fees** |  |  |  |  |  |  |  |
| **Stipend** |  |  |  |  |  |  |  |
| **RTSG** |  |  |  |  |  |  |  |

Please provide the project codes to be used.

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| --- | --- | --- | --- | --- |
| **Fees** | *[project code will be supplied by Graduate School]* |  |  |  |
| **Stipend** |  |  |  |
| **RTSG** |  |  |  |

Note: where codes are unknown or not yet created, School codes will be used to underwrite stipend and fee payments.

For external funding only.

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| **If funding is external, has a contract been signed\*?** | Yes [ ]  | No [ ]  | In progress [ ]  |
| **Is there a CASE top up? Please provide amount and CASE Partner (e.g. Met Office).** | £ |  |
| **Please confirm the University will make stipend/fee payments and the School will invoice the external funder for reimbursement.**For other arrangement, e.g. direct payments from the external funder to the student, please discuss with the Graduate School as an offer may not be required. | Yes [ ]  | No [ ]  |

**Tax (This section is now required by the University Finance Office)**

In all cases a stipend is paid as a contribution to the student's costs associated with undertaking their doctorate which are not otherwise reimbursed and are not a payment for services rendered.

HMRC may require tax to be paid on stipend amounts **over £15,480** unless it is for either or both of the reasons below in which case it can be exempt. Please tick against the relevant justification below:

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| [ ] The amount is also to cover costs associated with study across multiple sites[ ] The amount is also to defray the cost of training (where there is no other such funding included in the award) |

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| **Section 3: Authorisation (to be completed by the Head of School or nominated representative)** |

In signing this form I confirm that I have checked and ensured that the necessary funding is in place to formally offer this award to the above-named candidate. I understand upon receipt of this form that the Graduate School will write to the candidate formally offering this funding. **This offer of funding legally commits this funding to be paid at the levels and duration stated above.**

**Where the source of funding is internal: I confirm that the School has given formal approval to this expenditure.**

**\*Where the source of funding is external (in full or in part): It is normal practice for the cost to be temporarily borne by the School where a student has commenced their studies but the formal contract has not yet been signed. This does not apply to Research Council Funded studentships.**

**If the project code from which the funds will be debited has not been set up when the student starts then I confirm that the interim payments can initially be debited from the School general project code in order to prevent a delay in the student receiving their stipend.**

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| **Name** |  |
| **Signature** |  |
| **Position\*** |  | **Date:** |  |

\*If you are not the Head of School please confirm you have HoS permission to sign this form. [ ]

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| **Additional Notes** |
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