****

University co-funding of a PGR studentship application form

|  |
| --- |
| Complete this form if you are requesting:* University co-funding (in the form of maintenance, fee award or research support, or a combination of these) of a PGR studentship\*
	+ The external funding organisation might be an industry partner, a charitable or research organization, a government sponsor, or grant-making body.
	+ If the partner is from industry, it is expected that the studentship should cover 4 years full-time tuition fees and stipend (or part-time equivalent) and the industry funder most provide at least 50% of the studentship.
	+ It is expected that the University co-funds the fees and the stipend but that any RTSG or research expenses should be funded 100% by the external organisation.

or* A fee waiver for an overseas applicant who has secured a stipend / sponsorship elsewhere.
	+ Please note that it is University policy not to co-fund, match fund or waive fees for studentships where the student themselves, or their family, are funding the remainder of the costs.

\* Please note that this excludes studentships where these are already approved through a previous institutional agreement, for example, for a UKRI Doctoral Training Partnership (DTP) or CDT (Centre for Doctoral Training) |

Please complete sections, A, B and C below and return to Doctoral School (see [appendix 1](#scheme) for workflow)

**Section A**

|  |  |
| --- | --- |
| Name of lead academic: |  |
| Department: |  |
| Date of request: |  |
| Preferred start date for student:Please note that the student will not be able to start until the contract with the external organisation has been signed but it is useful to have a date to aim for. |  |
| Name of external organisation(s) contributing to the studentship(s): |  |
| Number of studentships: |  |
| Research title: |  |
| Outline of research proposal: |

**Section B – Studentship details**

1. **Overview**
* Please complete the details below for each of the studentships. You may add further columns if required.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Studentship 1** | **Studentship 2** **(if required)** | **Studentship 3****(if required)** |
| Studentship start date |  |  |  |
| Studentship duration (months) |  |  |  |
| Fees (Home, EU or Overseas) |  |  |  |
| Mode (full or part-time) |  |  |  |
| Where will the PGR be based?\* |  |  |  |

\* Please indicate whether the student will be based e.g. fully at the University, mostly at the University, 50/50 University / other organisation, mostly at the other organisation, or somewhere else

1. **Costings**
* Please contact Research and Innovation\* for support with completing the costings. (Please note that this this step is not required if the request is for a fee waiver only).
* If there are multiple studentships with different funding arrangements, please copy the table and create one for each different arrangement

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|   | **Stipend** | **Stipend** | **Fee** | **Fee** | **RTSG** | **Lab expenses** | **Totals** |  |
| **Year** | **Company** | **RHUL** | **Company** | **RHUL** | **company** | **Company** |  |  |
| **2023** |   |   |   |   |   |   |   |  |
| **2024** |   |   |   |   |   |   |   |  |
| **2025** |   |   |   |   |   |   |   |  |
| **2026** |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |  |
| **Total Costs** |  |  |  |  |  |  |  | % of price |
| Company |   |   |   |   |   |   |   |   |
| RHUL |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total Price** |   |  |

\* For industry co-funders, please contact:

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Departments** | **R&I Contact** | **Email address** |
| Business & Management**(B&M)** | All | Surjit Okram | Surjit.Okram@rhul.ac.uk |
| Engineering, Physical and Mathematical Sciences **(EPMS)** | All | Surjit Okram | Surjit.Okram@rhul.ac.uk |
| Humanities**(HUM)** | All | Miranda Joyce | Miranda.Joyce@rhul.ac.uk |
| Law and Social Sciences**(L&SS)** | All | Amanda Pearson | Amanda.Pearson@rhul.ac.uk |
| Life Sciences and the Environment**(LSE)** | Biological Sciences (A-L)Biological Sciences (M-Z)Earth SciencesGeographyHealth StudiesPsychology/Clinical Psychology | Amanda PearsonMiranda JoyceSurjit OkramMiranda JoyceAmanda PearsonAmanda Pearson | Amanda.Pearson@rhul.ac.ukMiranda.Joyce@rhul.ac.ukSurjit.Okram@rhul.ac.ukMiranda.Joyce@rhul.ac.ukAmanda.Pearson@rhul.ac.ukAmanda.Pearson@rhul.ac.uk |
| Performing and Digital Arts**(PDA)** | All | Amanda Pearson | Amanda.Pearson@rhul.ac.uk |
| Social Innovation and StoryFutures |  | Kristina Glushkova | Kristina.Glushkova@rhul.ac.uk |

For non-industry co-funders, please contact Research Contracts (mailto:researchcontracts@rhul.ac.uk)

1. **Split between external organisation(s) and the University**
* Please indicate below how much the University and the external company will contribute towards each cost
* It is expected that the University co-funds the fees and the stipend but that any RTSG or research expenses should be funded 100% by the external organisation.
* If there are multiple studentships with different funding arrangements, please copy the table and create one for each different arrangement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Studentship 1** | % of tuition fees | % of stipend | % of training and travel\*\* | % of research expenses | Duration – if not all years |
| The University will fund: |  |  |  |  |  |
| The external organisation(s) will pay the following to the University\*: |  |  |  |  |  |
| The external organisation(s) will promise to provide the following to the student\*: |  |  |  |  |  |

\* If the student will be based at the University, the other organisation must pay (its share of) the stipend, (its share of) the tuition fees, the Training and Travel, and the Research Expenses to the University. If the student will be based at the other organisation, the other organisation must pay (its share of) the stipend, (its share of) the tuition fees, and the Training and Travel to the University and has to give the University an assurance that it will make the Research Expenses available to the student.

|  |
| --- |
| It is expected that the University co-funds the fees and the stipend but that any RTSG or research expenses should be funded 100% by the external organisation. Please provide details here if the Training and Travel / Research Expenses are not being provided fully by the external organisation(s): |

**Section C – Additional information**

|  |
| --- |
| Please add any further notes of explanation or justification for your request here. If the student will not be based at the University, please explain how co-funding the student will benefit the University and how the University supervisor will support the student: |

On completion, please email the form to DoctoralSchool@rhul.ac.uk

Appendix 1 – University co-funding of a PGR studentship request process

* Lead academic contacts Research and Innovation so that the costings can be completed:
	+ For industry co-funders, please contact:

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Departments** | **R&I Contact** | **Email address** |
| Business & Management**(B&M)** | All | Surjit Okram | Surjit.Okram@rhul.ac.uk |
| Engineering, Physical and Mathematical Sciences **(EPMS)** | All | Surjit Okram | Surjit.Okram@rhul.ac.uk |
| Humanities**(HUM)** | All | Miranda Joyce | Miranda.Joyce@rhul.ac.uk |
| Law and Social Sciences**(L&SS)** | All | Amanda Pearson | Amanda.Pearson@rhul.ac.uk |
| Life Sciences and the Environment**(LSE)** | Biological Sciences (A-L)Biological Sciences (M-Z)Earth SciencesGeographyHealth StudiesPsychology/Clinical Psychology | Amanda PearsonMiranda JoyceSurjit OkramMiranda JoyceAmanda PearsonAmanda Pearson | Amanda.Pearson@rhul.ac.ukMiranda.Joyce@rhul.ac.ukSurjit.Okram@rhul.ac.ukMiranda.Joyce@rhul.ac.ukAmanda.Pearson@rhul.ac.ukAmanda.Pearson@rhul.ac.uk |
| Performing and Digital Arts**(PDA)** | All | Amanda Pearson | Amanda.Pearson@rhul.ac.uk |
| Social Innovation and StoryFutures |  | Kristina Glushkova | Kristina.Glushkova@rhul.ac.uk |

* + For non-industry co-funders, please contact Research Contracts (researchcontracts@rhul.ac.uk)
* Lead academic then completes [University Co-funding of a PGR studentship request form](https://wcms.rhul.ac.uk/Dialogue.aspx?DialogueType=351&DialogueKey_ProjectId=1&DialogueKey_LaunchedOnSecondScreen=false&DialogueKey_ContentID=64388&DialogueKey_ContentTypeID=0&DialogueKey_WorkflowType=2&DialogueKey_IsSiteMigrationMode=false&DialogueKey_ReadOnly=false&DialogueKey_ContentVersionID=281726&DialogueHeight=529px&DialogueWidth=1016px&IsInTabset=True&DialogueDisplayMode=2#contensis) and submits it to Nisha Patel (DoctoralSchool@rhul.ac.uk), Doctoral School Manager
* Costed applications will then be considered by the Associate Pro-Vice-Chancellor - PGR (Dawn Watling) with the intention of a quick decision. She will take advice from the relevant School Director of PGR Education and the Director of Research as necessary.
* The Doctoral School will inform applicants of the decision and advise on the next steps.

Please note:

* If the details of the co-funding arrangement change in the time between this form being approved and the studentship agreement being finalised, then a revised form should be submitted for approval.
* If a student is not recruited, or the University co-funding is no longer required, it is important that you inform Doctoral School as soon as possible so that the funding can be released for another purpose.

Appendix 2 – Costings guidance

When liaising with Research and Innovation about the costing, please ensure that the full costs of the studentship are considered. In particular:

* **Tuition fees**:
	+ These will depend on whether the student is a home, EU or an international student.
	+ Please just indicate whether the fees are home, EU or international and R&I will be able to complete the costings on this basis.
* **Stipend/maintenance**:
	+ The standard UKRI stipend for 2023/24 is £20,622 and for 2024/25 is £21,237.
	+ If the student is to receive the standard UKRI rate, please just write UKRI and R&I will be able to complete the costings on this basis.(and R&I can advise on the expected rates for future years).
* **Training and Travel (historically often called RTSG or Student Support)**:
	+ This cost should be covered 100% by the external organisation.
	+ This is the budget which can be used for a laptop, training courses, conference and associated travel.
	+ The University recommends a minimum of £1,000 per annum,
	+ Some departments have a policy that each student needs to be given an agreed amount of Training and Travel but the University otherwise acknowledges that the supervisor is best placed to estimate how much Training and Travel will be required.
* **Research Expenses (historically often called Bench Fees)**:
	+ This cost should be covered 100% by the external organization.
	+ This is the budget which is required to cover consumables, access to equipment, field trips, visits to the other organisation (or the University for students who are based at the other organisation) and associated travel.
	+ The University acknowledges that the supervisor is best placed to estimate how much Research Expenses will be required.