

Postgraduate Research Studentship Nomination Form – Guide to Completion

Section A: General Information

- Student details should be taken from the Admissions application.
- For externally funded studentships, the start date is taken from the contract or date otherwise agreed by the funder.
- Studentship duration means funding duration. University studentships are usually 3.5 years.
- Studentship duration is not always the same as course length, so students are usually personally liable for the writing up fee.

Section B: University Funding

- Section B is for studentships that have no funding other than from the University (excluding anything the student receives directly from a funder).
- Detail the amount the University is contributing to the fees and stipend.

Section C: External Funding

- Section C is for studentships with funding (partly or entirely) from an external source, this includes those that may also have some University contribution).
- Approved co-funding from the University will require the authorisation to be uploaded prior to any studentship offer being sent out.
- Name the funder(s), enter the contract reference and the date the Studentship Agreement was signed (if applicable).
- For each funder, detail the % of total funding or fixed amount that is being contributed to the studentship.
- **Fees** - Identify whether the student will be charged Home or International fee rates.
- **Writing Up Year fees** - usually can be determined from studentship duration, however note some 4-year studentships include a Masters year and others are 4 years of the PhD.
- **Stipend** - UKRI rates are standard, although some commercial funders pay different rates. This should be detailed in the award. If following UKRI rates, just enter "UKRI" and inflation will be added automatically each year of the studentship.
- If you have any queries, please contact DoctoralSchool@royalholloway.ac.uk.

Section D: UKRI Information

- For studentships funded (entirely or partly) through UKRI.
- The student's supervisor should be able to supply this information.
- There is an online form which also needs to be completed, except for students funded by the EPSRC.
- Do not delay sending the nomination form. If part of this information is unavailable, it can be sent later to DoctoralSchool@royalholloway.ac.uk.

Section E: Additional Information

- Add any details relevant to studentship set-up or special conditions.
- Checklist for completion.
- Before submitting the form you must receive approval from the relevant DPL and DPE. The form will need to be saved to enable it to be emailed to the DPL and DPE, to save press 'Ctrl' and the letter 'P' at the same time, choose 'Save as PDF' in the PRINTER option. If you leave the MS Form before submitting, your answers will be automatically saved within the MS Forms platform and will be available when you return to the form.
- Once the form has been sent to and approved by the relevant DPE and DPL, go back into the form and tick the boxes before submitting it.
- Once the Studentship Nomination Form is completed you will be able to save a copy of the completed form, this will be located in the MS Forms homepage.