

# ACADEMIC YEAR 2024-2025

## STUDENT BURSARY CERTIFICATE OF COMMENCEMENT

*Student to complete the first section and submit it to your Supervisor.*

*Head of Department to complete, then authorise and pass the form to relevant Management Accountant in Finance by the 8<sup>th</sup> of the month. (List can be found on the last page of this document).*

### Student to complete:

Title (Mr/Mrs/ Miss/Ms/Dr ) ..... Forename(s).....  
(In Block Capitals)

Surname.....

Correspondence Address .....

.....

.....PostCode.....

Contact Email Address.....

Date of Birth 

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 N.I. Number 

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Student Registration No. 

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 UoG Supervisor .....

Banner ID 

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Student User ID (for access to Horizon Payslips) ..... @gre.ac.uk

**YOUR PAYMENT** will be made monthly, by direct credit to a U.K. bank or building society account on 28<sup>th</sup> of the month or preceding Friday if this falls on a weekend. Part months will be paid Pro-Rata.

You will have access to your Payslips on the Horizon Self-Service portal, via your student login.

If you have login issues, please contact [ITServiceDesk@Greenwich.ac.uk](mailto:ITServiceDesk@Greenwich.ac.uk) and [Payroll.Academic@Greenwich.ac.uk](mailto:Payroll.Academic@Greenwich.ac.uk)

Name of Bank .....

Sort Code 

		-		-		
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 Account Number 

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Building Society A/C 

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Signature of Student ..... Date .....

## Head of Department to complete:

(NB: \* indicates mandatory field to complete)

Faculty\* ..... Dept\* .....

Please select Location\*

**Greenwich / Avery Hill / Medway**

VC Scholarship\* **YES / NO**

Cohort/UBEL/Lido iCase Student\* **YES / NO**

Date to Commence\* ...../...../.....

Length of Studentship\* .....

End Date\* ...../...../.....

*NB: for Cohort students the length of Studentship will be 12 months. If the student is to remain at the University of Greenwich after their first 12 months, an Amendment form will need to be completed to extend the student's term of their Bursary.  
This is to ensure overpayments do not occur.*

Project Name (if known).....

## Remuneration

UKRI Recommended Stipend Rate for 2024-2025 is:- **£19,237** This will be automatically implemented unless a different amount is stated below. If approved, the UKRI rate will also be automatically updated, annually, normally in August, in line with GDP.

If this is a FIXED Bursary, or a different rate from the UKRI rate is to be used, please state the figures below:

**Year 1 £..... Year 2 £..... Year 3 £.....**

## Additional Payments

(Please tick where necessary)

London Weighting (£2000)

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*NB: VC Scholarships - LW is automatically applied to the UKRI annual rate depending on Location.  
Cohort/UBEL/Lido students - LW is automatically applied to the UKRI annual rate.*

Advanced Quantitative Methods funding (AQM) (£2000)

☐

Any Other Enhancement

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Normally £2000 but state if different £.....

**IMPORTANT** - Should the student take an interruption period, payments need to cease for the duration. An Amendment form will need to be completed with the start/end date of the interruption and the new end date.

Failure to notify Payroll will result in the original term of the Bursary continuing and will result in the student being overpaid.

Faculty/Dept. Head Approval\* ..... Date .....

**PLEASE NOW FORWARD THIS DOCUMENT TO YOUR RELEVANT MANAGEMENT ACCOUNTANT BY THE 8<sup>TH</sup> OF THE MONTH. THEY WILL NEED TO FORWARD THE FORM TO PAYROLL BY 10<sup>TH</sup> OF THE MONTH IN ORDER TO BE PROCESSED IN THAT MONTH.**

**Finance Approval\*:**

**Date:**

Code: ..... / ..... / ..... / **7 1 2 0 2** / ..... / .....  
Chart Fund Org. Account Prog Activity

# Finance Contacts List

## Management Accountants

### VC Scholarship Bursaries:-

- Ed Shaw - [E.W.Shaw@greenwich.ac.uk](mailto:E.W.Shaw@greenwich.ac.uk)

### NRI, REF/RAE and HEIF

- Amy Guyatt - [A.L.Guyatt@greenwich.ac.uk](mailto:A.L.Guyatt@greenwich.ac.uk)

### External Grants and Contracts

- **Engineering & Science (FES) –**  
CMS - Lucy Dearing - [researchfinancecms@greenwich.ac.uk](mailto:researchfinancecms@greenwich.ac.uk)  
Science - Alison Duncan - [researchfinancefes@greenwich.ac.uk](mailto:researchfinancefes@greenwich.ac.uk)
- **Education, Health and Human Sciences (FEHHS)**  
Dimada Komalage Don - [researchfinancefeh@greenwich.ac.uk](mailto:researchfinancefeh@greenwich.ac.uk)
- **Greenwich Business School (GBS)**  
Deborah Collymore - [researchfinancebus@greenwich.ac.uk](mailto:researchfinancebus@greenwich.ac.uk)
- **Liberal Arts and Sciences (FLAS)**  
Dominika Kubicz-Macauley [researchfinanceflas@greenwich.ac.uk](mailto:researchfinanceflas@greenwich.ac.uk)

### Faculty Funded Bursaries :-

- **Engineering & Science (FES) –**  
Ed Shaw - [E.W.Shaw@greenwich.ac.uk](mailto:E.W.Shaw@greenwich.ac.uk)
- **Education, Health and Human Sciences (FEHHS)**  
Adanech Gebremedehen - [A.Gebremedehen@greenwich.ac.uk](mailto:A.Gebremedehen@greenwich.ac.uk)
- **Greenwich Business School (GBS)**  
Helen Adams - [H.S.Adams@greenwich.ac.uk](mailto:H.S.Adams@greenwich.ac.uk)
- **Architecture, Computing & Humanities (FLAS)**  
Tsion Gebreegziabher - [T.Gebreegziabher@greenwich.ac.uk](mailto:T.Gebreegziabher@greenwich.ac.uk)

### Payroll Queries :-

- Carrie Postans – [Payroll.Accademic@greenwich.ac.uk](mailto:Payroll.Accademic@greenwich.ac.uk)