

**Information relating to the University of Greenwich Vice-Chancellor's
PhD Scholarship Scheme
2023-2024**

Aim

1. The aim of the University of Greenwich Vice-Chancellor's PhD Scholarship Scheme is to provide top-performing and appropriately qualified students with financial assistance to enable them to engage in an individual programme of research that, on successful completion, will lead to the award of Doctor of Philosophy (PhD).

Purpose

2. The purpose of this document is to set out to prospective applicants for such Scholarships, those awarded such a Scholarship (the 'Scholar') and those members of university staff assigned to supervise such Scholars, the terms and conditions associated with the award of such a Scholarship. These terms and conditions are set out below.

Terms and Conditions

3. Scholars will receive a stipend equivalent to the national minimum doctoral stipend (NMDS) set by UK Research and Innovation (UKRI). For 2023-24 this amount will be £18,622 full-time equivalent, plus London weighting (at a rate to be announced). The stipend is linked to the NMDS for the duration of the Scholarship. If a student undertakes a part-time (PT) study route, the stipend is available at a pro-rata value, i.e. the same total amount is available over the studentship period.
4. Tuition fees will be waived up to a maximum amount equivalent to the university's Home tuition fee for a FT or PT MPhil/PhD student. For 2023-24 this amount for FT study will be £4,712 and for PT study this will be a pro-rata value. No bench fees are included.
5. International Scholars are normally expected to pay the difference between the international and home tuition fee. In exceptional cases where the difference between home and international fees is paid from another funding source then this must be agreed prior to the studentship being advertised.
6. Partial VC scholarships will provide 50% stipend, waiver of UK fees; no bench fees. Partial scholarship conditions include: Other 50% of stipend must be funded by an external party – not with internal money including QR/HEIF; Students themselves cannot pay the other half of the bursary - because it is against the spirit of building external partnerships and will probably lead to students needing to do a lot of external work to cover their living costs. Normally, bench fees, where applicable, should be paid by external partners. For international students, external partner could pay the difference between the home and international fees or this may be covered by the university where applicable. It must however be agreed prior to a studentship being advertised.

7. Scholarships are available for up to three years FT duration and six years PT duration from the date Scholars first register as an MPhil/PhD student with the university. After this period, full tuition fees will become payable at the relevant rate according to students' official domiciliary status, unless the Scholar qualifies for the lesser amount charged under the Reduced Tuition Fees Scheme, details about which are provided in:
<https://www.gre.ac.uk/research/support/supervisors/recruitment-and-selection-procedures>
8. Where a student completes their studies before the maximum available scholarship time period, the Scholarship (stipend and fee-waiver) will cease from the date when the final thesis is received by the Research and Enterprise Training Institute (RETI).
9. FT Scholars are required to devote at least 35 hours per week to their research studies and PT Scholars are required to devote at least 16 hours per week to their research studies.
10. Scholarships will be available for take up by selected Scholars by a date agreed between Greenwich Research & Innovation (GRI) and Faculties, having successfully registered with the university as a postgraduate research student.
11. Scholarships are available for top-performing students. Candidates must demonstrate that they have achieved a taught or research Masters degree with a minimum average of 60% in all areas of assessment, and/or a First Class or Second Class, First Division (Upper Second Class) Honours degree, in a subject area relevant to the proposed research project. Advice on UK equivalence of qualifications should be obtained from the Admissions Office. For further information go to <https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards>
12. In accordance with university regulations, Scholars will register for MPhil in the first instance, with the possibility of transferring registration to PhD at a later stage, subject to satisfactory progress. Should a Scholar fail to successfully transfer from MPhil to PhD within 24 months' studying on a FT basis, and 48 months' studying on a PT basis, from the initial date of registration with the university, the Scholarship (stipend and fee-waiver) will cease.
13. Scholars may register directly for PhD providing they hold a Masters award in a relevant discipline, have engaged in formal training in research methods, with the major project element of such an award directly relating to the proposed area of research. Before offering a Scholarship on this basis, supervisors must consult the Academic Guide.
14. Scholars whose first language is not English, or who are from a country where English is not the first language, must demonstrate a language proficiency score in English of an average of 6.5 with a minimum of 6.5 in each element (for the faculties of Business, Education Health and Human Sciences, Liberal Arts and Sciences), and an average of 6.5 with a minimum of 6.0 in each element (for the Faculty of Engineering and Science) of the International English Language Testing System (IELTS), or an acceptable, demonstrable equivalent meeting the same thresholds, unless their first or Masters degree was taught in English and obtained in the UK or a majority English speaking country. For further information go to:
<https://www.gre.ac.uk/research/study/apply>
15. Supervisors of potential Scholars are required to work with University's Marketing Team regarding advertising (contact details: Marketing Manager Morgan Brown Morgan.Brown@greenwich.ac.uk), and Postgraduate Research Admissions pgr@greenwich.ac.uk on all matters relating to recruitment, selection and admission of Scholars.
16. Where possible, the supervisory teams of all VC Scholars must include a University of Greenwich Early Career Academic (ECA).

17. All short-listed candidates must be interviewed by the Faculty. All panel members must have undertaken relevant university training. Details regarding the interview panels and required university training can be found at <https://docs.gre.ac.uk/rep/gre/interview-panel-recruitment-and-selection-of-pgr-students>. A report on the interviews should be forwarded to the Admissions Office, clearly indicating the successful candidate, their qualifications and proficiency in English (where applicable), so that a formal university offer letter may be forwarded to them. No selected candidate will be considered to be a Scholar under this scheme until the Admissions Office is in receipt of the documents to be signed by the candidate as set out in the offer letter, and the candidate has registered with the university as a postgraduate research student, and has paid the relevant tuition fees (where applicable).
18. For applicants from those countries where certain research disciplines and the associated methodologies are to be employed in the research programme, approval under the Foreign and Commonwealth (FCO), Academic Technology Approval Scheme (ATAS) may be required. Before offering a Scholarship, supervisors are required to seek advice from Admissions on this matter.
19. It is a requirement that the host Faculty inform all unsuccessful candidates, shortlisted or not.
20. Payment of the stipend to a Scholar will begin when the University of Greenwich registration process is fully complete, and it is the responsibility of the host Faculty to liaise with Academic Payroll to ensure this happens.
21. Supervisors and Scholars should ensure that the proposed research plan is submitted for consideration and approval by the appropriate Faculty Research Degrees Committee (FRDC), using the Research Plan Approval form in PULSE (PGR management system), no later than two months for FT and six months for PT students after the date when registration of the Scholar with the university was fully completed. Late submission of this documentation without valid reason may result in automatic discontinuation of the Scholarship and cessation of the stipend.
22. Continuation of the Scholarship is subject to the Scholar and the supervisors submitting annual progress reports (Form RDA4) to the relevant Faculty office by no later than the anniversary date of the student's initial registration as a research student with the university. These reports will be considered by the appropriate FRDC and continuation of a Scholarship is subject to approval of such reports and the progress described therein.
23. The scholarship will cease where a student is withdrawn from the university for an unsatisfactory RDA4, or for non-submission of an RDA4, after due process has been followed for withdrawal. When students have been withdrawn, the relevant university departments will be notified in order to ensure that the payment of the stipend, fee charges, and the fee waiver are stopped.
24. In cases where the FRDC officially approves an interruption to a Scholar's studies the relevant departments will be notified in order to ensure that payment of the stipend, fees charges, and the fee waiver are stopped for the duration of the approved period of interruption to studies. On resumption of a Scholar's re-engagement with their research programme the relevant departments will ensure the stipend, fee charges, and the fee waiver are reactivated.
25. In cases where a Scholar fails to successfully transfer registration from MPhil to PhD, or, in cases following successful transfer of registration to PhD and then, at a later date, the Scholar applies to submit for MPhil, both will result in automatic discontinuation of the Scholarship. In such cases the payment of the stipend and allowance of the fee waiver will be stopped.
26. In cases where a Scholar makes an application to transfer their mode of study from FT to PT, an automatic reprofiling of the Scholarship will take place. In such cases the relevant departments

will be informed in order to ensure that payment of the stipend, fee charges, and the fee waiver are adjusted accordingly.

27. Continuation of a Vice-Chancellor's PhD Scholarship is subject to the Scholar abiding by the regulations of the University. Any breach of regulations leading to sanctions applied through disciplinary proceedings will result in automatic discontinuation of the Scholarship. In such cases the relevant departments will be informed in order to ensure that payment of the stipend and allowance of the fee waiver are stopped.
28. Scholars are required to operate in accordance with the requirements set out in the Academic Regulations for Postgraduate Research Awards <https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards> and the Postgraduate Research Students' and Supervisors' Handbook <https://docs.gre.ac.uk/rep/gre/research-students-supervisors-handbook> and nominated supervisors are required to take the responsibility for ensuring this.
29. Scholars are permitted to engage in supporting teaching related activities and will be paid at the rate set by the university for such duties. Such engagement will be subject to meeting the requirements set out in the Postgraduate Research Teaching Assistant Handbook <https://docs.gre.ac.uk/rep/gre/pgrta-handbook>. It is not a mandatory requirement on the part of the university that Scholars engage in such teaching related activities, and Scholars cannot demand that their Faculty provides them with opportunities to do so, as this will depend on operational needs and requirements. Any such engagement must be by mutual consent.
30. Full-time postgraduate research students studying for a doctorate at a UK university do not pay Income Tax on educational grants, scholarships, stipends and bursaries, providing they are not conducting any work of an employment nature as part of this grant, scholarship, stipend or bursary (HMRC Statement of Practice 4/86) [*EIM06220 - Employment income: scholarship income: Statement of Practice 4/86: academic years commencing on and after 1 September 2007 - HMRC internal manual - GOV.UK \(www.gov.uk\)*](#).
31. Please note that work done as a PGRTA may be taxable under the same HMRC Statement of Practice where the annual income exceeds the threshold set. [*EIM06225 - Employment income: scholarship income: rates of payment under Statement of Practice 4/86 - HMRC internal manual - GOV.UK \(www.gov.uk\)*](#).
32. All postgraduate research students are liable for their own Income Tax and National Insurance arrangements associated with income earned from engaging in paid employment, in exactly the same way as other paid workers in the United Kingdom. These liabilities will depend on personal circumstances. For further information on such matters students are advised to consult: <https://www.gov.uk/income-tax> <https://www.gov.uk/national-insurance>.
33. Provisions for parental leave will be in-line with the university processes and procedures that are in place at the date a Scholar starts such leave. Further information can be found in the Postgraduate Research Students' and Supervisors' Handbook <https://docs.gre.ac.uk/rep/gre/research-students-supervisors-handbook> and the Pregnancy and Maternity Policy for Students <https://docs.gre.ac.uk/rep/sas/pregnancy-and-maternity-policy-for-students>.