

Carnegie/Caledonian PhD Scholarships

Terms and Conditions of Award

1. Stipend

- a. The stipend value for academic year 2015-16 is £15,700. This amount is adjusted each year for inflation, in line with the practice of the Research Councils.
- b. The stipend is paid monthly, in advance, starting on 1st October. It is paid directly to the scholar's bank account. Award-holders will be notified of the payment dates at the start of each academic year.

2. Tuition fees

- a. The Carnegie Trust will pay the standard RCUK tuition fee rate (£4,057 for 2014-15) directly to the scholar's university, on receipt of an invoice.
- b. Where the tuition fees are lower than the standard RCUK tuition fee rate, the Trust will pay the lower amount.
- c. Universities charging higher fees than the standard RCUK rate are expected to waive the additional costs and these must not be passed on to recipients of the Carnegie, Caledonian or Henry Dryerre PhD Scholarships.

3. Research allowance

- a. Scholars are entitled to apply for a research allowance of up to £1000 in any one year.
- b. The allowance may be used to cover the costs of:
 - i. Travel, subsistence and accommodation expenses incurred as part of the scholar's research, including field trips, data collection, library or archival visits, attendance of conferences, seminars or workshops.
 - ii. Attendance at a summer school, or any other relevant training activities (expenses may include registration fees, travel, accommodation and subsistence).
 - iii. Use of specialised services (e.g. translator or interpreter, scribe, technician) necessary to the scholar's research.
 - iv. Small items of equipment necessary to the scholar's research.
 - v. Consumables necessary to the scholar's research.
- c. The Scholar will request payment of these expenses by completing, in advance, a request for expenses under the research allowance. The request must be endorsed by the Scholar's supervisor before the form is returned to the Trust. The supervisor and the Scholar should explain how the expenses relate to the Scholar's research. The form can be obtained by email from the contacts listed at the end of this document.
- d. Once agreed by the Trust, the payment will be made directly to the Scholar. Costs should not be incurred without prior approval from the Trust.

4. Additional Income

- a. Scholarships are not tenable simultaneously with any other full-time award.
- b. Scholars may earn in any one year, without deduction:
 - i. up to a maximum of £3,000 derived from bursaries, scholarships or prizes
 - ii. up to a maximum of £3,500 derived from fees from teaching and demonstrating activities
- c. All income exceeding £6,500 from these sources taken together will be deducted in full from this

scholarship. Income from other sources will be ignored.

5. Scholars' and Supervisors' Reports

- a. Scholars and Supervisors are required to send, by a stated deadline, an annual progress report to the Trust, in August, using the form emailed to them a month in advance.
- b. The form is composed of Part 1, to be completed by the Scholar, and Part 2, to be completed by the Supervisor.
- c. The Supervisor is then responsible for sending the whole form to the Trust as a Word attachment to an email. Payment of the Scholar's stipend may be withheld until these reports are received.
- d. The Reports are reviewed by the Trust's Advisers who will assess the Scholar's progress. The Trust may contact the Scholar and supervisor to discuss any issues raised by the Advisers.
- e. In cases where progress is deemed unsatisfactory, the Adviser may make a formal recommendation to the Trust as to any remedial action which could be undertaken to address the concerns raised.

6. Tenure

- a. Scholarships are tenable for up to 36 months, subject to satisfactory progress. If requested at the time of application and approved by the Trust in the award letter, a scholarship may be held for up to 42 months.
- b. The award can only be held while registered for a PhD programme at a Scottish university. Should the Scholar decide to transfer to a different university within Scotland, the Trust should be notified in writing at least 3 months before the transfer date. A transfer to a university outside Scotland may be requested but will require exceptional circumstances to have arisen.

7. Suspension or part-time study

- a. Scholars should be aware that the Trust does not offer sick pay, or paid parental leave as part of the Scholarship. Scholars are advised to notify the Trust of any illness lasting longer than 3 weeks that may have a negative impact on the progress of their research. Scholars are encouraged to bring the matter to the attention of their supervisors and their (Graduate) School/Department.
- b. A temporary suspension of the award may be requested in writing for any illness or period of leave (maternity, paternity leave, bereavement) lasting longer than 1 month. Payment of fees, stipend and other allowances will be discontinued during the suspension period.
- c. In certain circumstances, the Scholar may request continuing his, or her, studies on a part-time basis. Requests for part-time study should be approved by the scholar's supervisor and requested in writing to the Trust. Request for less than 0.5 of full-time will not be considered. The remaining award value will be calculated on a pro-rata basis.

8. Cancellation or termination of an award

- a. Scholars wishing to withdraw from their course should contact the Trust to discuss the matter informally.
- b. The Trust will only consider termination of a PhD Scholarship as a last resort. When a Scholar is experiencing difficulties, every effort must be made by their supervisor and university to work with the Scholar to enable the successful completion of their studies. The Trust may also wish to discuss the issues with the Scholar and the supervisor before agreeing to the termination of the award.
- c. If the Scholar then decides to resign from their tenure, the Trust should be notified in writing at least one month in advance.
- d. If a Scholar completes his, or her, studies and submits a doctoral thesis before the end of the

scholarship tenure, the Trust may terminate the funding, giving 1 month notice.

- e. If a Scholar submits their thesis before the end of their award, continuation of funding can be considered if the student has an agreed programme of work related to the publication of their research which they propose to pursue up to the end of his or her tenure.
- f. If a Scholar takes up paid full-time employment before the expiry date of his, or her, award, the award will terminate on the date of appointment unless a prior arrangement has been made with the Trust to transfer to a part-time award.
- g. It is the Scholar's and supervisor's responsibility to notify the Trust of the thesis submission date and/or new employment status.

9. Contact details

- a. For general enquiries, please email: admin@carnegie-trust.org
- b. For financial enquiries, please contact Miss Julie Black: jblack@carnegie-trust.org

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