

## **Global Partner Research Scholarships - Finances**

### **Incoming students**

Incoming students will be treated as visiting scholars and the Visiting Postgraduate Scholars (VPS) procedure should be followed.

The academic with an accepted proposal should contact their Graduate School who should send the student a link for them to complete an on-line application.

The Graduate School should add the students onto Fund Management, fund: R-UNVPS. A separate occurrence will be set up for each award year. One of the questions here asks to select the name of the partner institution from a drop down list. You may have to contact Karen Toogood to have that institution added to the list.

There will be no fees to pay. For maintenance, students will be given £1,000 per month for the number of months of their stay up to a maximum of £6,000. The student will have to fund all costs out of this sum: flights and other travel, accommodation and subsistence. We can only pay the student once they have completed the registration process. For incoming students, we would look to pay 50% on arrival and 50% half way through the visit. However, we can be flexible with this and load the first payment to take account of up-front costs. We would look to pay most of this into a bank account, either a UK bank account that the student has opened up (see below) or their overseas account. In the latter case the amount the student receives will be net of bank charges and subject to the exchange rate at the time. We can, if requested, make part of the first payment in cash, up to £1,000. In this case, the student will be issued a cash cheque which they can cash at Barclays (the University bank) with the help of our Payments Office. A time would need to be arranged to pick up the cheque and be accompanied by a member of the Payments Office to the bank. The cash can be used to cover their expenses until they open an account and/or until the first maintenance cheque has cleared. Part of the cash can also be used to put some initial funds into the bank account that can be drawn down immediately

The Graduate School should inform the Studentship team in Finance ([fos-pgstu@bath.ac.uk](mailto:fos-pgstu@bath.ac.uk)) as to the exact requirements at least 2 weeks before the student's start date. They will need to know the student's name and student number.

It is possible to set up a UK bank account for short visits. Of the campus banks, Santander will charge £5 a month to the student, but the account can be set up very quickly and the student can withdraw cash from the branch before the cards arrive a week or so later, (although it will take a few days for a cheque paid in to clear). Barclays do not charge a fee, but require a minimum of 4 months stay and the student has to arrange an interview, so could take a little longer. Once fully registered, the student will need to request (through ROL) a letter for the bank confirming that they are a student. This letter, once processed, can be picked up from Student Services in 4 West.

### **Outgoing students**

The Graduate School should add the students onto Fund Management, fund: R-UNVPS.

Outgoing students will also be given £1,000 per month for the number of months of their stay up to a maximum of £6,000. The student will have to fund all costs out of this sum: flights and other travel, accommodation and subsistence. We would look to pay 50% at the start of their visit and 50% half way through. However, we can be flexible with this and load the first payment to take account of up-front costs.

The payments will always be made into the student's UK bank account.

The Graduate School should inform the Studentship team in Finance ([fos-pgstu@bath.ac.uk](mailto:fos-pgstu@bath.ac.uk)) as to the exact requirements at least 2 weeks before the student's start date. They will need to know the student's name and student number.

**Global Research Scholarship Fund**  
**Incoming student**

BE-\*\*1GPS

Dept \_\_\_\_\_

Student's name \_\_\_\_\_

Student number \_\_\_\_\_

Home Institution / Country \_\_\_\_\_

Length of stay:

From \_\_\_\_\_ to \_\_\_\_\_

Total number of months \_\_\_\_\_ months

Total maintenance payable (at £1,000 pm up to max of £6,000) £ \_\_\_\_\_

Costs paid on behalf of student : flights £ \_\_\_\_\_ 4174; P-TPA-00

Costs paid on behalf of student : accomodation £ \_\_\_\_\_ 4175; P-TPB-02

Costs paid on behalf of student : other £ \_\_\_\_\_ 4175; various

Costs paid on behalf of student : TOTAL £ \_\_\_\_\_

Balance of Maintenace after costs listed above £ \_\_\_\_\_

Divided in to 2 payments:

Payment 1 date £ \_\_\_\_\_

Payment 2 date £ \_\_\_\_\_

How is the first payment to be made?

Payment 1

a Cash £ \_\_\_\_\_

b Cheque £ \_\_\_\_\_

c Bank transfer to a UK bank a/c (*if already set up*) £ \_\_\_\_\_

d Bank transfer to an overseas bank a/c £ \_\_\_\_\_

If c or d, please give full bank a/c details

Account name \_\_\_\_\_

Account number \_\_\_\_\_

Name & Address of bank \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sort Code (UK bank) \_\_\_\_\_

SWIFT/IBAN No (overseas bank) \_\_\_\_\_

Second payment

The second payment will be made into a bank account. If it is to be a UK bank account, please ask student to supply bank details once the UK bank a/c has been set up.

Requested by: \_\_\_\_\_ date \_\_\_\_\_

*Please pass to the the Studentship team in Finance (fos-pgstu@bath.ac.uk*

**Global Research Scholarship Fund**

BE-\*\*1GPS

**Outgoing student**

Dept \_\_\_\_\_

Student's name \_\_\_\_\_

Student number \_\_\_\_\_

Visiting Institution / Country \_\_\_\_\_

Length of stay:

From \_\_\_\_\_ to \_\_\_\_\_

Total number of months \_\_\_\_\_ months

Total maintenance payable (at £1,000 pm up to max of £6,000) £ \_\_\_\_\_

Costs paid on behalf of student : flights £ \_\_\_\_\_ 4174; P-TPA-00

Costs paid on behalf of student : accomodation £ \_\_\_\_\_ 4175; P-TPB-02

Costs paid on behalf of student : other £ \_\_\_\_\_ 4175; various

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c Bank transfer to a UK bank a/c (*if already set up*) £ \_\_\_\_\_

d Bank transfer to an overseas bank a/c £ \_\_\_\_\_

If c or d, please give full bank a/c details

Account name \_\_\_\_\_

Account number \_\_\_\_\_

Name & Address of bank \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sort Code (UK bank) \_\_\_\_\_

SWIFT/IBAN No (overseas bank) \_\_\_\_\_

Second payment

The second payment will be made into a bank account. If it is to be a UK bank account, please ask student to supply bank details once the UK bank a/c has been set up.

Requested by: \_\_\_\_\_ date \_\_\_\_\_

*Please pass to the the Studentship team in Finance (fos-pgstu@bath.ac.uk*