Eligibility Criteria and Guidance
Graduate Hardship Awards

Applicants are requested to read these notes before completing the online application form.

Information

Graduate Hardship Awards are available to students experiencing financial hardship as a result of unexpected changes in their financial circumstances. The awards are administered by the Student Registry, and funded by the Lundgren Fund, the Harry Desai Fund, and University funding. In assessing applications the Student Registry will take account of a student’s application and comments from his/her supervisor and Graduate Tutor.

Students experiencing financial hardship should consult their college Graduate Tutor in the first instance. Tutors may advise eligible students to apply for a hardship award and the student should then complete the online application form. Tutors should provide information about any financial assistance offered by the college.

Please note that students experiencing a collapse in funding early in their studies may be better advised to intermit until they can put an adequate funding package in place. It is not within the remit or scope of the Hardship Fund to provide significant continuing support for students. Students can only apply once to these funds in each academic year.

Financial hardship

Applicants are reminded that the Student Registry holds financial guarantees for graduate students, received in fulfilment of the conditions of their admission to the course concerned. Applicants for a hardship award must demonstrate in what manner and by how much the financial assistance originally guaranteed has been reduced. Note that all students are advised at the start of their course to ensure sufficient funds are available for the full duration of their course (see ‘An Explanation of Your Offer and its Conditions’).

Eligibility

Eligibility is restricted to students who:

- are formally registered for a graduate degree (see Appendix 1 for list of eligible degrees);
- have relied on a substantial part of the required fees and living expenses being met from their own funds or other private resources; and
- are in demonstrable need of financial assistance, as a result of unforeseen changes in their financial circumstances.

Awards may be made to students of all nationalities.

We regret that the following groups are not eligible:

- PhD students who have completed less than four terms of research;
- students whose financial need has arisen as a result of foreseeable events. Please note that small delays to research (for instance, delivery of apparatus taking longer than expected, or an archive being temporarily unavailable) are considered foreseeable;
- students applying for fieldwork or travel costs;
- students who have received a Hardship Award in the current academic year.

Please note that all PhD students are advised in their offer of admission to ensure they have sufficient funds for more than 9 terms if required. Candidates applying for funding for a fourth year must therefore demonstrate either:
a) that the need for work to be extended beyond nine terms was unforeseeable, or
b) that the unavailability of funding for the 10th term was unforeseeable.

The Fund will not usually provide more than £2,000 in any case.

Applications for thesis binding costs

From 1 November 2017, applications for thesis binding costs will be considered by the Graduate Hardship Fund, rather than by application through college tutors. Applicants should apply to the fund in the normal way, indicating that they require funds specifically to cover thesis binding costs. There will be no limit on the amount for which a student can apply. The fund will not, however, be able to meet the total cost of printing and binding for each student and will continue to depend on the current level of support from colleges. Applicants should indicate if they will or will not receive a college contribution on their application form.

Applications for support from other sources

Applicants are required to inform the Student Registry of other funding they have been awarded (e.g. from their college).

What you will need to complete an application

You will be asked to provide information about your fee status, course details, dependants, disability or medical condition, funding and annual income, and expenditure. As part of your application, your Graduate Tutor may wish to see documentation regarding your income and expenditure. The sort of documentation they may ask for includes:

- Evidence of funding (e.g. notification of your student finance arrangements, or scholarship award letter)
- Evidence of other income (e.g. family contributions, loans, wages)
- Evidence of government benefits or Tax Credits
- A rent or mortgage agreement
- Bank/Building Society statements
- Evidence of significant expenditure commitments, e.g. childcare costs
- Evidence relating to any special circumstances noted in your supporting statement

References

Each application will need to be approved by a student's Graduate Tutor and supervisor (or other senior person acquainted with the applicant's academic work and circumstances), both of whom should have expressed a willingness to provide a reference in connection with the application. Contact details will need to be entered onto the online form which will then automatically submit to the supervisor (first) and Graduate Tutor (second).

Payment

Following notification of the outcome of the competition, award payments are made via BACS directly to a student's college. To collect their award, successful applicants should liaise with their college's finance office.

Timetable

<table>
<thead>
<tr>
<th></th>
<th>Applications open</th>
<th>Deadline for application submission</th>
<th>Deadline for supervisor comments</th>
<th>Deadline for graduate tutor comments</th>
<th>Awards announced and payments made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term</td>
<td>3 October</td>
<td>10 November</td>
<td>17 November</td>
<td>24 November</td>
<td>December</td>
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<tr>
<td>Lent Term</td>
<td>16 January</td>
<td>9 March</td>
<td>16 March</td>
<td>23 March</td>
<td>April</td>
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<tr>
<td>Easter Term</td>
<td>24 April</td>
<td>25 May</td>
<td>1 June</td>
<td>8 June</td>
<td>June</td>
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Please note that the closing dates are strictly observed and the applicant is advised to contact their Graduate Tutor and supervisor prior to application.

**Appendix 1 – Graduate Degree Eligibility**

<table>
<thead>
<tr>
<th>Graduate degrees eligible for hardship funding</th>
<th>Graduate degrees not eligible for hardship funding</th>
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<tbody>
<tr>
<td>Diplomas inc:</td>
<td>Non-Member awards</td>
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<tr>
<td>• Diploma in the Conservation of Easel Painting</td>
<td>Higher Doctorates e.g. MusD, ScD, LittD, DD, BD (Bachelor of Divinity)</td>
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<tr>
<td>• Advanced Diploma in Economics</td>
<td>Other:</td>
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<tr>
<td>• Postgraduate Diploma in Legal Studies</td>
<td>• MBA</td>
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<tr>
<td>• Postgraduate Diploma in International Law</td>
<td>• EMBA</td>
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<tr>
<td>• Advanced Diploma in Theology and Religious Studies</td>
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**Full-time Masters level courses incl:**
- MPhil
- LLM
- MCL
- MRes
- MMus
- MLitt
- MAST
- MFin
- MSc

**Part-time Masters level courses incl:**
- MEd
- MSt
- MPhil (part time)
- MLitt (part time)

**Full-time Doctorate level incl:**
- VetMD
- PhD
- EngD

**Part-time Doctorate level courses incl:**
- PhD (part time)
- BusD
- MD
- EdD
- Other:
- PGCE
- CPGS

Reviewed August 2017