



# UNIVERSITY OF CAMBRIDGE

Student Registry

## Eligibility Criteria and Guidance Postgraduate Hardship Awards

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

### Information

Postgraduate 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 postgraduate 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 postgraduate 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:

- students who have submitted their thesis (PhD, MPhil etc.), except when applying for thesis binding costs (see below);
- 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 conference or fieldwork travel or related costs;
- students applying for medical costs (applications should be made instead to [Crane's Charity](#));
- students applying for funds to cover a period of intermission;
- students in receipt of full funding;
- 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 Postgraduate 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.

**We regret that it is not possible to pay applicants after they have graduated. Applicants should therefore consult the timetable below and apply to a competition following which they will still be a registered student.**

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.

### **Note for supervisors and tutors**

The Hardship Committee will look favourably upon cases where financial support from departments and colleges has already been committed, or where the department or college is willing to match fund a hardship award. When a department or college has provided or is willing to provide such support, please indicate this in your reference.

## Appendix 1 – Postgraduate Degree Eligibility

### Postgraduate degrees eligible for hardship funding

Diplomas including:

- Diploma in the Conservation of Easel Painting
- Advanced Diploma in Economics
- Postgraduate Diploma in Legal Studies  
Postgraduate Diploma in International Law
- Advanced Diploma in Theology and Religious Studies

Full-time Masters level courses including:

- LLM
- MAST
- MCL
- MFin
- MLitt
- MMus
- MPhil
- MRes
- MSc

Part-time Masters level courses including:

- MEd
- MLitt
- MPhil
- MSt

Full-time Doctorate level courses including:

- EngD
- PhD
- VetMD

Part-time Doctorate level courses including:

- BusD
- EdD
- MD
- PhD

Other:

- CPGS
- PGCE

### Postgraduate degrees not eligible for hardship funding

Non-Member awards:

- Higher Doctorates e.g. MusD, ScD, LittD, DD, BD (Bachelor of Divinity)

Other:

- MBA
- EMBA