



Procedures for Managing PhD Scholarships

- **Externally funded Scholarships:**
 - Stipend must be paid at the maximum permissible within the budget. This will be checked and enforced by RAO at set up stage.
 - Any shortfall in fees must be waived by the host College, using QA200, QA203 or Credit Note, unless the student is in a position to fund the shortfall.
 - Student levy must be paid by the student unless stipulated by the external funder whereby it is waived using QA203.
 - Internal funding may not be used to cover overtime / write up fees.
- **Internally funded Scholarships:**
 - New and existing scholarship stipends will be paid at current national agreed rate where this can be accommodated within local budgets.
 - Fees must be waived by the host College for a maximum of four years for full-time students, with a list of approved waivers communicated by Colleges to the Fees Office.
 - Student levy must be paid by the student.
 - PhD Scholarships should sit in the research ledger (RII internally funded research accounts). A new RII will be set up annually for each College/ Central funding source with annual transfers of internal income.
 - Internal funding may not be used to cover over-time / write up fees.
- **Implementation**
 - Version 1 of this policy came into effect on 1st September 2021.
 - Version 2, of this policy, came into effect on 1st September 2022.
 - Version 3 of this policy, if approved, will come into effect on 1st September 2023.

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19th May 2023.

Version 1: Approved: Research Committee 4th June 2021, UMT 15th June 2021, FRC 17th June 2021, Údarás 24th June 2021

Version 2 – amendment of “should” to “must”, inclusion of maximum permission length of waiver of fees and inclusion of overtime / right up fees.

Version 3 – amendment of internal scholarship amount and inclusion of mechanism for approval of fee reduction and waiver.

QA200 is the PhD International Merit Scholarship (to waive fee from Non-EU to EU)

QA203 is for Marie Curie Scheme and Chinese Scholarship Council (to waive full fee)

Credit Notes are used to waive the fee difference between the external funding amount and the EU fee e.g. EU Fee = 5,750, External Funding (SFI) = 5,500, Credit note is used to waive €250 (currently the waiver is for €26 as the fee is €5,526).

Further information available at: [Graduate studies - University of Galway](#)