**FACULTY OF ARTS AND HUMANITIES**

**TERMS AND CONDITIONS FOR POSTGRADUATE RESEARCH EXPENSES ALLOWANCE**

**1. Allowance details**

A limited Faculty Fund is available to pay an allowance (the ‘Allowance’) to student(s) registered for a research MPhil/PhD (the ‘Programme’) within the Faculty of Arts and Humanities at Canterbury Christ Church University (‘CCCU’ or ‘University’).

The Allowance is for research expenses such as registration fees, travel to a conference, library or archive and research materials. It is not given for the purchase of books or computing equipment, or for travel to meetings with supervisors. NB Priority may be given to students who have not previously received funds from this source.

Value: up to a maximum sum of £200 per student in one academic year.

**2. Application and Deadlines**

Student(s) must apply using the Application Form for Postgraduate Research Expenses (the ‘Application Form’) which can be obtained from the Faculty Director of Research.

There will be two deadlines for applications per year in January and May. Students may apply in advance or after the expenditure has been incurred, as long as the expenditure falls within the current academic year.

**3. Eligibility**

Applications are NOT open to

(a) Students who already receive a research expenses allowance from the Faculty of Arts and Humanities or CCCU. This includes a scholarship or international research allowance, support from the Ian Coulson Bursary Fund or similar.

(b) Students of a Faculty other than the Faculty of Arts and Humanities

The student’s eligibility to receive an Allowance is determined solely on the basis of the information supplied in the Application Form.

CCCU reserves the right to decline any application that is not made using the Application Form.

Students must be fully enrolled at CCCU and be a student within the Faculty of Arts and Humanities at the time that the Allowance payment is due.

No payment will be made to any student during any period where the student interrupts their study.

Allowances are awarded for the current academic year only and cannot be deferred until a later academic year. The academic year is determined by the published term dates. Applicants who defer their studies will forfeit any Allowance awarded.

**4. Notification and Payment**

Successful applications will be informed by email to their University email address.

Students must claim their expenses using the prescribed student claim form and supported by receipts. All expenses must be incurred during the academic year. Payments will be made directly into the student’s UK personal bank account using the BACS process. Expenses will not be paid in cash or by cheque.

**5. Withdrawal of the Allowance**

CCCU reserves the right to withdraw an Allowance from any student who is found to have misled CCCU about any aspect of their eligibility. The University will seek repayment of any monies already paid to the student by CCCU by appropriate means.

**6. Decision**

The decision in respect of the award of an Allowance shall rest solely with CCCU.

Any decision made by CCCU shall be final and is not subject to appeal. In the event that an applicant wishes to make any complaint in connection with the Allowance, complaints should be submitted in writing and sent to the Faculty Director of Research.