

PHD CANDIDATES WITH EXTERNAL FUNDING: TUITION AND/OR BENCH FEES

External scholarships for PhD studies

Some international scholarship providers (mostly governmental funding agencies) support students to undertake full PhD studies abroad. The Graduate School of Medical Sciences (GSMS) supports students in their external funding applications, provided a UMCG PI has agreed to supervise the candidate. Prospective PhD students need a Letter of Acceptance (LoA) to submit with their application to the scholarship. The GSMS issues this letter after the PI has submitted the request form “Letter of Acceptance externally funded PhD Student” to the GSMS.

1. Request for tuition/bench fees

a) External funding

In some cases (e.g. LPDP/Indonesia, Colciencias/Colombia, Becas Chile/Chile), applications for full PhD studies allow UG/UMCG to request tuition and/or bench fees.

It is GSMS policy to always apply for tuition/bench fees, if possible. Tuition for PhD studies is established annually by UG in its [Regulations for Registration and Tuition Fees](#). The GSMS may apply a (partial) fee waiver in justified cases.

The PI/supervisor communicates this to the GSMS along with the information as described under (1).

b) UMCG funding

In case the scholarship provider does not fund tuition/bench fees (which may be so if there is an agreement between UG and the scholarship provider, e.g. CSC/China; CONACYT/Mexico), the GSMS provides the PI with an annual standard bench fee.

2. Claim of tuition/bench fees upon award of the scholarship

a) External funding

Once the scholarship has been awarded, the PhD candidate should contact the GSMS and submit the scholarship letter issued by the funding agency (NB other documentation will be requested to initiate e.g. visa procedures) This letter includes information on the amount of tuition/bench fee and the way in which funding can be claimed. In most cases fees are to be claimed (bi-)annually by invoicing the scholarship provider. The PhD candidate usually needs to upload the same information to an online system and/or send the invoice to the scholarship provider. The following internal UMCG procedure applies:

1. PhD candidate or supervisor sends scholarship letter to GSMS (j.e.fongers@rug.nl)
2. GSMS informs the PI with the request to inform the relevant *Manager Bedrijfsvoering* (MB) of the department on fees that may be claimed from the scholarship provider by forwarding the scholarship letter, cc Jeanette van der Meulen (j.f.van.der.meulen@umcg.nl).
3. In case the scholarship letter lacks invoicing instructions; the MB contacts the PhD student to obtain this information
4. MB keeps track of invoicing and sends instructions to *Financiële Administratie* (FA) (administratieoeno@umcg.nl) each time an invoice needs to be issued
5. FA sends invoice to scholarship agency, cc the PhD candidate and MB.

6. In case of problems (e.g. payments overdue), FA informs the MB. The MB gets in touch with the PhD candidate to find out about the nature of the problem and takes action accordingly.

b) UMCG funding

In case a bursary PhD candidate has been awarded a full PhD scholarship by an external funding agency and the scholarship does not include tuition/bench fees, the GSMS may provide an annual (contribution towards) bench fee¹. The Graduate School informs the financial department of the admission of the candidate. Subsequently, the financial department creates a project code and automatically transfers the annual fees. In case of questions, the MB may contact Jeanette van der Meulen (j.f.van.der.meulen@umcg.nl).

¹ 2018 fees: EUR 5.500 for all Institutes except SHARE. SHARE: EUR 3.500