

## Guidance on payments to students in or beyond submission pending

The University's Manchester Doctoral College Management Committee on 13<sup>th</sup> December 2016 agreed that payments to students in submission pending and beyond via Campus Solutions (CS) would cease, and that the Student Admissions and Administration Division would work with Graduate Administrators Group to define exceptions for payments through Campus Solutions, and determine relevant processes. MDC noted that students are still able to undertake employment with the University and elsewhere during SubP and beyond, which makes the University more vulnerable to investigation by HMRC in respect of untaxed payments to students.

From 1<sup>st</sup> June 2017, any awards added to CS will be automatically stopped from going through for payment if the student status is any of those listed in Schedule A of this document, unless it meets one of the following agreed exceptions which must be approved by appropriate Faculty representatives in advance:

1. Where awards become out of sync – there are a small number of cases where stipend payments are not paid at the correct point in time during programme and these payments may therefore be paid during SubP to ensure the student receives the correct total number of stipend payments.
2. Where the external funder agrees in advance to fund a student for a period which exceeds the standard duration of their studies that takes them into submission pending and beyond. For example, agreements to fund a student for four years. There needs to be clear evidence to support these arrangements, e.g. agreements in writing with the external sponsors.

Each Faculty has nominated representatives (listed in Schedule B) to consider whether awards meet the relevant exceptions criteria and that the necessary evidence has been provided. Therefore, before any awards to students in submission pending and beyond are entered on CS, Schools/Faculties should email details of the awards to the nominated Faculty reps for consideration. Faculty reps will be responsible for checking a) the student's CS record to confirm details of missed payments that have caused payment to become out of sync, or b) written evidence of agreements with external funders relating to payments over an extended duration have been provided.

Assuming the award meets one of the agreed exceptions for payment, outlined above, the award can be posted on CS in the usual manner. The Faculty rep will be responsible for providing confirmation to the Funding Team in the Student Services Centre via email to [funding@manchester.ac.uk](mailto:funding@manchester.ac.uk) that the award meets one of the exceptions.

For each weekly student payment run, checks will be undertaken to identify the status of all students receiving an award. Those students scheduled for payment, with any of the statuses listed in Schedule A, that have not been pre-approved and notified to the Funding Team, will have their awards withheld.

These awards will then be referred back to the nominated Faculty reps who will be responsible for contacting colleagues in the relevant School/Faculty office to determine if the award can be processed as an exception via CS. If it can, then the Funding Team will be notified to release payment on the next available run. Those payments not eligible to be processed via CS will be cancelled.

#### Payment for work

From analysis previously undertaken a number of payments appear to have been made for work, such as payment in recompense for lab work, research projects specified by a supervisor or 'incentives' paid by supervisors

Where students are being paid for research work, or work of any kind, which falls outside of their programme of study then payments must be made via one of the standard HR routes and subject to tax and national insurance. Where there is doubt as to what constitutes employment, reference should be made to the Employment/Supplier Status - Guidance for Managers (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11011>). It is most likely that students would need to be employed either on a casual or fixed term contract basis, see section 3. Any queries regarding payment for work should be referred to [HRServices@manchester.ac.uk](mailto:HRServices@manchester.ac.uk).

#### Existing awards already on CS

It has been agreed that awards already entered on CS prior to the issuing of these guidelines will be processed via CS without the need to seek formal approval.

## SCHEDULE A

The following statuses come under the new arrangements:

<b>Program Action</b>	<b>Action Reason</b>	<b>Description</b>
DATA	AWRE	Awaiting results
DATA	EXTS	Extension to Submission Pending Date
DATA	LSUB	Late submission of thesis
DATA	POTG	Potential Graduate
DATA	REF2	Referred, 12 months
DATA	RSUB	Resubmission of thesis
DATA	SUBM	Submitted awaiting viva
DATA	SUBP	Submission Pending
PGDR	A204	Aii, 4 Weeks
PGDR	A212	Aii, 12 Weeks
PGDR	B106	Bi, 6 Months
PGDR	B112	Bi, 12 Months
PGDR	B206	Bii, 6 Months - with Oral
PGDR	B212	Bii, 12 Months - with Oral
PGDR	B312	Biii, 12 Months - with Oral
PGDR	BM04	B, 4 Months
PGDR	C1XX	Ci (Reject but award MPhil)
PGDR	C204	Cii, 4 Weeks
PGDR	C212	Cii, 12 Weeks
PGDR	C306	Ciii, 6 Months
PGDR	RA24	Resubmission Aii, 4 Weeks
PGDR	RA2B	Resubmission Aii, 12 Weeks
PGDR	RC1X	Resubmission Ci - Award MPhil
PGDR	RC24	Resubmission Cii, 4 Weeks
PGDR	RC2B	Resubmission Cii, 12 Weeks

## SCHEDULE B

The nominated Faculty representatives are:

### FBMH

Izzy Cooper	izzy.cooper@manchester.ac.uk
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James Power	james.k.power@manchester.ac.uk
Helen Eccles	helen.eccles@manchester.ac.uk

### FSE

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Janine Calland	janine.calland@manchester.ac.uk

### Humanities

Nichola Ellis	nichola.ellis@manchester.ac.uk
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