



# Handbook

for Commonwealth Scholars and Fellows  
in the United Kingdom

2016



## **DISCLAIMER**

The Commonwealth Scholarship Commission in the UK (CSC) uses all reasonable skill and care to ensure that the information contained in this publication is accurate at the time of printing. However, matters covered in this publication are subject to a continuous process of review and to unanticipated circumstances. The CSC therefore reserves the right to make any changes without notice.

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# Glossary and key

- **AWARD:** a Commonwealth Scholarship or Fellowship
- **AWARD TENURE:** the duration of a Commonwealth Scholarship or Fellowship
- **HOST ORGANISATION:** an organisation that hosts Commonwealth Professional Fellows
- **NOTIFICATION OF AWARD:** the document outlining the formal offer of a Commonwealth Scholarship or Fellowship
- **STIPEND:** living allowance, paid quarterly to Commonwealth Scholars and Fellows
- **UNIVERSITY:** a university, college, NHS Trust, or other higher education or academic institution

Throughout this Handbook, advice and regulations for specific types of Commonwealth Scholars or Fellows is highlighted using the following colours:

APPLICABLE TO ALL COMMONWEALTH SCHOLARS

APPLICABLE TO ALL COMMONWEALTH SCHOLARS STUDYING PHDS

APPLICABLE TO ALL COMMONWEALTH SCHOLARS STUDYING MASTERS' DEGREES

APPLICABLE TO ALL COMMONWEALTH SCHOLARS FROM **DEVELOPING** COMMONWEALTH COUNTRIES STUDYING PHDS

APPLICABLE TO ALL COMMONWEALTH SCHOLARS FROM **DEVELOPED** COMMONWEALTH COUNTRIES STUDYING PHDS

APPLICABLE TO ALL COMMONWEALTH FELLOWS

APPLICABLE TO ALL COMMONWEALTH ACADEMIC FELLOWS

APPLICABLE TO ALL COMMONWEALTH PROFESSIONAL FELLOWS

APPLICABLE TO ALL COMMONWEALTH MEDICAL FELLOWS

# Foreword

Congratulations!

You are one of a very select group who have gained a prestigious award from the Commonwealth Scholarship Commission in the UK (CSC). Your success reflects your intellectual ability, your commitment to development, your potential for leadership, and the high quality of your study plan.

I hope that living and studying in the UK will be successful and enjoyable for you. Please find out about and participate in the CSC events, networks, and other activities. I and my fellow Commissioners look forward to meeting you and hearing about your progress and interests. When you finish your award, we also look forward to keeping in touch with you as an active member of our alumni network.

This Handbook is designed to be of use to you throughout your award. It explains our administrative arrangements and contains general information about the CSC. It also sets out the rules we will abide by to ensure fairness and equity in the delivery of our programmes.

Please make this Handbook the first point of enquiry if you need to know something about your award. If questions remain after reading the Handbook, please, of course, contact your Programme Officer at the CSC Secretariat.

I am confident that your time as a Commonwealth Scholar or Fellow will be immensely rewarding. On behalf of all of the Commissioners and our Secretariat, I wish you success. Our aspiration for you is that you will continue to thrive in your academic or professional career, and that your experience in the UK will boost your personal contribution to the development of your country when you return home.

**Richard Middleton**

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Chair  
Commonwealth Scholarship Commission

# Commonwealth Scholarship Commission in the United Kingdom

As at 1 June 2016

## **Chair**

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Richard Middleton

## **Deputy Chair**

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Professor Graham Furniss OBE, FBA

## **Commissioners**

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Professor Anne Anderson OBE

Sandy Balfour

Dr Nick Brown

Richard Burge

Anthony Cary CMG

Professor David Cope

Professor Brian Faragher

Professor David Francis

Sarah Laessig

Dr Joanna Newman MBE

Mark Robson

Dr Mary Stiasny OBE

Professor Jeff Waage OBE

## **Executive Secretary**

---

Dr John Kirkland OBE

## **Director of Operations**

---

Dr Jonathan Jenkins

## **Account Manager – British Council**

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Maria Campbell

For more information, visit [www.gov.uk/cscuk](http://www.gov.uk/cscuk)

# Administration

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is the body appointed by Act of Parliament to supervise the operation of the Commonwealth Scholarship and Fellowship Plan (CSFP) in the UK. The CSC is responsible for setting policy, making selections, and providing general direction. Day-to-day administration is undertaken by the Association of Commonwealth Universities (ACU), which provides the CSC Secretariat. The CSC Secretariat is responsible for providing all on-award administration, as well as assisting the CSC with selecting candidates for Commonwealth Scholarships and Fellowships, securing university placements for them, and supervising their studies. The CSC Secretariat is also responsible for payments, accommodation advice, and welfare. The British Council is responsible for providing a pre-departure briefing and is involved in working with our alumni overseas.

## HANDBOOK

This Handbook explains the regulations for the administration of Commonwealth Scholarships and Fellowships in the United Kingdom. These regulations do not apply to Commonwealth Shared Scholarships. Regulations may be changed without notice during the term of a Commonwealth Scholarship or Fellowship and any changes will apply with immediate effect.

This Handbook provides general guidelines only and does not cover in detail every aspect of all awards. You and your supervisors/hosts should always check with the CSC Secretariat, after consulting the Handbook, about specific issues. Your Notification of Award will detail any conditions specifically applicable in your case.

This Handbook is also available online at <http://bit.ly/cscuk-handbook-forms>

## PROGRAMME OFFICERS

Your Notification of Award names your Programme Officer. You should contact your Programme Officer in the event of any queries or difficulties during your award. Your Programme Officer will arrange for your initial allowances to be paid, and will provide contact details for queries about the financial aspects of your award, travel arrangements, and visa and welfare issues. Your Programme Officer may change from time to time during your award.

## CSC SECRETARIAT CONTACTS

PROGRAMME OFFICERS		
William Bramwell	+44 (0)20 3751 7877	william.bramwell@cscuk.org.uk
Irene Costello	+44 (0)20 7380 6774	irene.costello@cscuk.org.uk
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Vanessa Worthington	+44 (0)20 7380 6797	vanessa.worthington@cscuk.org.uk
SENIOR PROGRAMME OFFICER		
Annabel Boud	+44 (0)20 7380 6763	annabel.boud@cscuk.org.uk
SENIOR WELFARE AND IMMIGRATION OFFICER		
Ratha Senthinathan	+44 (0)20 7380 6783	ratha.senthinathan@cscuk.org.uk
PROGRAMME ASSISTANTS		
Christine Odro	+44 (0)20 3714 8361	christine.odro@cscuk.org.uk
Kirsty Scott	+44 (0)20 3794 5931	kirsty.scott@cscuk.org.uk

## GENERAL QUERIES

WELFARE AND IMMIGRATION		
	+44 (0)20 7380 6783	welfare@cscuk.org.uk
FINANCE		
	+44 (0)20 7380 6796	finance@cscuk.org.uk

## OTHER QUERIES

STUDENT ENGAGEMENT		
Korede Bolade		engage@cscuk.org.uk
ALUMNI		
James Phillips		alumni@cscuk.org.uk
EVALUATION AND MONITORING		
Rachel Day		evaluation@cscuk.org.uk

If you need to provide forms or documents to your Programme Officer or any other member of staff, you can send them to the CSC Secretariat office at: Commonwealth Scholarship Commission in the UK Woburn House, 20-24 Tavistock Square, London WC1H 9HF, United Kingdom



# Before your award

## VISAS

Most Commonwealth Scholars and Fellows who are not EU citizens will need to obtain a visa to enter the UK. For information on current visa regulations and guidance on applying for a visa, visit the UK Visas and Immigration (UKVI) website at [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

UK immigration rules are constantly changing. For up-to-date news and information on changes relating to international students, you should consult the UK Council for International Student Affairs (UKCISA) website at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

The British Council has produced several brochures to help you make sure your time in the UK is safe and enjoyable. The brochures, along with general information about studying in the UK, are available at [www.educationuk.org/global](http://www.educationuk.org/global)

It is your responsibility to ensure that your permission to enter or remain in the UK and that of any accompanying dependants is valid throughout your time in the UK.

### **FAMILY MEMBERS (DEPENDANTS)**

**SCHOLARS:** You must ensure that you and any accompanying family members (dependants) meet all of the UK immigration requirements. You should check the requirements and procedures for obtaining visas for family members carefully at [www.ukcisa.org.uk/information--advice/visas-and-immigration/dependants](http://www.ukcisa.org.uk/information--advice/visas-and-immigration/dependants). You are liable for any costs incurred in obtaining visas for your family members, and are responsible for supporting your family members while they are in the UK.

### **VISA APPLICATION FEES**

If a tuberculosis test is required for your visa application, you will be charged a fee and you should submit the receipt for reimbursement to your Programme Officer after you have arrived in the UK.

**SCHOLARS:** If you are applying for a visa from outside the UK, in most cases you will be applying for a Tier 4 (Chevening, Marshall and Commonwealth) Student visa and your application fee will be waived. If you are charged for your visa application, you should query this with the visa application centre immediately and inform the CSC and your university.

If you are applying inside the UK for an extension of your Tier 4 visa, you will be charged an application fee and you should submit the receipt with a claim form for reimbursement to your Programme Officer after you have arrived in the UK.

If you are applying for any other type of visa, as instructed by your university, you will be charged an application fee and you should submit the receipt with a claim form for reimbursement to your Programme Officer after you have arrived in the UK.

**FELLOWS:** You will be charged an application fee when you apply for your visa. This fee and any pre-approved immigration health surcharge (IHS) costs (if applicable) will be automatically loaded onto your cash card once you have arrived in the UK.

## FINANCIAL PREPARATIONS

### CASH CARD

You will be sent a pre-paid bank card – known as a ‘cash card’ – and instructions on how to activate the card with your Confirmation of Award. When you arrive in the UK, the CSC will credit your warm clothing allowance (if applicable) and your first quarter’s stipend to the cash card. You can use the cash card at cash points (ATMs) across the UK.

You must book your flight with the CSC Secretariat and have received your e-ticket or itinerary before you activate your card. The cash card has no monetary value until it has been activated.

As with any other card of this nature, you are responsible for its security after you have acknowledged receipt of it. If you lose the cash card, you should immediately report the loss to the card issuer. Contact details for the card issuer are included on the back of the cash card and in the guide provided to you by your Programme Officer.

### RESEARCH SUPPORT GRANT

**PHD SCHOLARS:** Your supervisor may claim a Research Support Grant (often known as ‘bench fees’) during the negotiations for your placement at a university. If you think you will need a Research Support Grant, please contact your supervisor before you arrive in the UK.

## ACCOMMODATION

### ARRANGING ACCOMMODATION

Before you arrive in the UK, you must contact the accommodation office at your university/host organisation. The CSC does not have a supply of accommodation anywhere in the UK.

Your stipend will be paid from the first day of your award, as stated on your Notification of Award, or the day that you arrive in the UK, whichever is later. You must arrange your travel and accommodation accordingly and ensure that you do not pay for accommodation before you arrive in the UK.

For general advice on the types of accommodation available in the UK, application procedures, and useful links to short-term accommodation, visit [www.ukcisa.org.uk/information--advice/living-in-the-uk/choosing-your-housing](http://www.ukcisa.org.uk/information--advice/living-in-the-uk/choosing-your-housing)

If you accept university residential accommodation, you will usually have to stay there for one academic year if you are a Scholar, or for the duration of your award if you are a Fellow. Since this type of accommodation is in high demand, you may have to live in private rented accommodation instead. If your university is unable to offer you accommodation, or if you want to live in private rented accommodation, the accommodation office at your university should be able to provide with a list of private landlords or agencies.

You are strongly advised not to sign any contract for private accommodation without first viewing the accommodation to assess its suitability. Any signed contract is legally binding, so you should always check the terms and conditions carefully before signing.

If you decide to leave your accommodation before the end of your contract, you will be personally liable for any fees and outstanding costs.

Accommodation that is suitable for families is scarce and in high demand in most university towns. You may have to spend some time in temporary accommodation before securing suitable long-term family accommodation. You are strongly advised not to allow your family to join you in the UK until you have arranged suitable long-term accommodation.

You must consult your academic supervisor/host and your Programme Officer before renting accommodation so far from your place of study that it may be considered unreasonable (for example, in London, over 15 miles), to ensure this will not have an impact upon your attendance.

You must inform your Programme Officer immediately of any change of address, whether temporary or permanent, during your award.

### **ACCOMMODATION DEPOSITS**

The CSC is unable to reserve or pay a deposit for any accommodation on your behalf before you arrive in the UK. Your Programme Officer is also unable to act as a referee or guarantor for you in any application for accommodation. If you have been offered university accommodation that requires a deposit to secure the accommodation before arrival, your Programme Officer may be able to provide a deposit deferral letter, provided your university will accept this. If this is the case, you will still need to pay the deposit upon, or shortly after, taking up your accommodation. It is very unusual for private landlords to accept this type of letter.

If, after you arrive in the UK, you need to make a substantial deposit or rental payment, the CSC may be able to arrange an advance of your stipend. If you want to apply for such an advance, you must forward your rental agreement for the full academic year, which must clearly state the period for which the agreement applies and the schedule of all rental payments you will need to make during that year, to your Programme Officer. If agreed, your Programme Officer will send you a repayment plan which you must sign before the advance is released.

## **TRAVEL TO THE UK**

### **TRAVEL ARRANGEMENTS**

Your award covers the cost of travel from the nearest major airport in your home country to the nearest major airport to your university/host organisation in the UK (as determined by the CSC) and one standard class train or coach fare in the UK, if appropriate. You will only be able to book your flight once you have received your UK visa.

Your Programme Officer will provide you with detailed instructions on how to book your flight using the CSC-approved travel agent. Any flights booked without following these instructions will not be reimbursed.

If you are already in the UK when your award is confirmed and you do not return home before your award commences, you will not be eligible for an airfare or a warm clothing allowance.

If you want to travel after the official start date of your award, you must ask for approval from your university and your Programme Officer, giving the reasons for the delay. You should not assume that approval will be given.

The CSC cannot accept responsibility for accidents during your journey or for the loss of luggage, wherever or however these may occur. You should arrange appropriate insurance to cover your travel to the UK.

### **Travel expenses**

Your award will usually cover the following incoming travel expenses:

- **Fares:** One approved airfare from the nearest major airport in your home country to the nearest major airport to your university/host organisation in the UK (as determined by the CSC).
- **Incidental expenses:** One night's hotel accommodation, only if your journey involves a necessary overnight stop en route to the UK as determined by the CSC travel agent and confirmed in advance by your Programme Officer.
- **Excess baggage:** In addition to the standard airline allowance, the cost of bringing up to 10kg or one piece (depending on your airline) of luggage from your home country to the UK. You must submit receipts clearly showing the weight or number of additional pieces and cost incurred with a claim form for reimbursement to your Programme Officer after you have arrived in the UK.

You must submit all claims for reimbursement within three months of your arrival in the UK. To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

### **Family members' fares**

You are personally responsible for the fares and luggage expenses of your family members. These can be arranged by the CSC travel agent and billed to you separately.

### **CURRENCY**

You should carry with you sufficient UK currency (pounds sterling) to meet any expenses that you may incur immediately when you arrive, in case there is a problem with accessing the funds on your cash card. A sum of £200.00 should be sufficient. If you are accompanied by dependants, you will need a correspondingly larger sum.

# On award

## CODE OF CONDUCT

As a Commonwealth Scholar or Fellow, you are an ambassador for both the CSC and your home country, and your actions and remarks will have an impact on the reputation of both. You are therefore expected to adhere to high standards of conduct and behaviour and to show respect to others and your surroundings at all times.

The CSC aims to enable a free exchange of ideas during all its activities in order to achieve the maximum potential impact for all participants. Recognising the diversity of backgrounds among our award holders – in terms of race, religion, gender, sexuality and cultural values – you are reminded to always be respectful to others.

Any complaints received will be taken very seriously and any behaviour that does not adhere to the above values and expectations will be addressed by the CSC.

## ARRIVAL

### RECEPTION ON ARRIVAL

The CSC does not offer a reception on arrival service in the UK. Your university's international office may be able to provide a 'meet and greet' service. You may have been given information about this with your university offer letter. Alternatively, you can contact your university's international office for instructions on how to travel to your final destination; contact details are available on the university's website.

**PROFESSIONAL FELLOWS:** You should make suitable arrangements with your host organisation.

### REGISTRATION FORM

When you arrive in the UK, you must complete the registration form provided by the CSC and submit it, with any claims for reimbursement of approved pre-award costs, to your Programme Officer. To download the registration form and claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

## **AWARD ALLOWANCES**

### **CONCURRENT AWARDS**

A Commonwealth Scholarship or Fellowship covers fares, fees, and personal maintenance. Other scholarships, awards, or bursaries that cover the same costs may not be held concurrently. If in doubt, you should ask for advice from your Programme Officer. If you accept another award without declaring it to the CSC, the CSC reserves the right to withdraw your Commonwealth Scholarship/Fellowship.

### **BANK ACCOUNTS**

If your award is more than three months long, in order to receive your allowances and to minimise bank charges, you must open a UK bank account. The information and documentation you need to open a bank account may vary between different banks, as well as the time it takes. For further information, visit [www.ukcisa.org.uk/information--advice/living-in-the-uk/opening-a-bank-account](http://www.ukcisa.org.uk/information--advice/living-in-the-uk/opening-a-bank-account)

You must submit your bank details to the CSC using the form available at <http://bit.ly/cscuk-handbook-forms>. The CSC cannot accept account details provided in a name other than your own.

If you do not open a UK bank account within the first three months of arriving in the UK, you may risk having your stipend suspended.

The CSC will not transfer remaining allowances on a cash card to your UK bank account – you must do this yourself.

It is very important that you inform your Programme Officer about any changes to your bank account details. If you decide to change your bank account, you must provide the new details to your Programme Officer as soon as possible. You must keep your old account open until your stipend is credited to your new account. If you do not keep your old account open, there may be a delay in receiving any allowances paid during this period.

### **WARM CLOTHING ALLOWANCE**

Where applicable, you will receive a warm clothing allowance when you first arrive in the UK. This payment will be transferred automatically onto your cash card upon arrival.

### **STIPEND (LIVING ALLOWANCE)**

You will receive a quarterly stipend (living allowance) which is calculated to cover your basic living expenses, such as accommodation, meals, personal expenses, daily travel, and an element for books and other sundry items. Your stipend will be higher if you are studying at a university/hosted by an organisation within the Greater London area, as indicated in your Notification of Award. Your Programme Officer will inform you of any changes to your stipend rate as and when they occur.

Your stipend will be paid from the first day of your award, as stated on your Notification of Award, or the day that you arrive in the UK, whichever is later. Your stipend will stop on the last day of your award, as stated on your Notification of Award, or the day that you leave the UK, whichever is earlier. You should arrange your accommodation accordingly.

## Payment dates

All regular quarterly allowances will usually be paid into your bank account in advance, by the last day of the preceding quarter. Although the money will often reach your account a few days earlier, you should arrange for any direct debits to be paid in the first week of the quarter. Allowances cannot be paid before the due date.

Payment of your allowance is initiated ten working days before your bank account is credited. If you change your bank account, you must inform your Programme Officer well in advance of due payments.

Your final quarter's stipend will be suspended and will not be released until you make contact with your Programme Officer to discuss your departure arrangements. Your stipend and allowances will be released only after you confirm your homeward flight booking, or your request to defer your homeward airfare is approved.

## TUITION FEES

Your university will send invoices for approved fees or grants to the CSC. If you receive an invoice for these fees, you should forward the original copy of the invoice to your Programme Officer and inform your institution that you are a Commonwealth Scholar/Fellow.

**SCHOLARS:** Approved fees usually include fees for tuition, use of a laboratory, and compulsory subscriptions to a university union or comparable body. You must pay subscriptions to any university or college clubs or societies that you join yourself.

**FELLOWS:** The CSC pays a fixed support grant to your host institution as part of your Fellowship. This grant is non-negotiable.

**PROFESSIONAL FELLOWS:** Your host organisation is granted a flat fee as part of your Fellowship. It may also negotiate additional fees (for example, for short courses) with the CSC, before your Fellowship is confirmed.

## STUDY TRAVEL GRANT

If you would like help with the expenses of study-related travel, you should apply for a study travel grant, using the form provided by the CSC. To download a study travel grant application form, visit <http://bit.ly/cscuk-handbook-forms>

The amount of study travel grant available to you is stated in your Notification of Award. You should apply for a study travel grant usually in advance of travel. The sum you apply for should cover travel, conference fees, accommodation, and any other expenses. You cannot apply for a study travel grant for travel to be undertaken after the end of your award.

**MASTER'S SCHOLARS:** You are also eligible for a thesis grant. You cannot claim for thesis expenses beyond the amount stated in your Notification of Award. Payments will be made automatically during the second half of your award.

**PROFESSIONAL FELLOWS:** You are not eligible for study travel grants, as these expenses should be included in your host organisation's original application.

### **PERSONAL COMPUTER LOAN**

If your award is more than six months long, you can apply for an advance of your quarterly stipend to buy a personal computer. To apply for this, you must complete the stipend advance form and return it to your Programme Officer. To download a stipend advance form, visit <http://bit.ly/cscuk-handbook-forms>. Approval of any such advances depends on individual circumstances and is at the discretion of the CSC. Any stipend advances must be repaid.

**PHD SCHOLARS:** Before you apply for a personal computer loan, you should check the dates of your award tenure. If your award has not been extended to its maximum tenure date, any loan repayments must be made by the initial tenure date.

### **REIMBURSEMENTS**

You can claim reimbursement for certain costs incurred either before the start of your award, or during your award. Before incurring any costs, you should confirm with your Programme Officer that they will be reimbursed.

For costs incurred before your award, you must submit all claims for reimbursement within three months of your arrival in the UK. For costs incurred during your award, you must submit all claims for reimbursement within three months of incurring the cost.

To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>. You should submit this form with original receipts to your Programme Officer. The CSC aims to process all claims within 10 working days of submission.

### **OVERPAYMENTS**

Any cases where an award holder is found to have falsely claimed expenses, not declared their absence from the UK, or failed to repay a stipend advance or an overpayment to which they were not otherwise entitled will be considered under the CSC's anti-fraud policy. If you believe that you have been overpaid any amount of money, you must contact your Programme Officer immediately.

### **FAMILY ALLOWANCES**

If your scholarship is at least 18 months long, or if you are widowed, divorced, or a single parent, you may be eligible to claim spouse and/or child allowances. These allowances are intended to be only a contribution towards the cost of maintaining your family in the UK. The true costs are likely to be considerably higher, and you should bear this in mind when you are deciding whether to bring your family to the UK. The CSC assumes that, if you are accompanied by your spouse and children, your spouse will be primarily responsible for child care. If this is not the case, you should contact your university as soon as possible to determine what child care facilities may be available.

Spouse and child allowances are paid only from the date your spouse and/or children arrive in the UK. You are not eligible to claim spouse or child allowances if you are receiving a grant or allowances for the support of your spouse or children from another source. If you receive spouse or child allowances, you will not be eligible for a mid-term visit to your home country.



You may be required at any time during your award to provide proof that your spouse and/or children are still in the UK.

### **SPOUSE ALLOWANCE**

**SCHOLARS:** Spouse allowance is payable only in respect of a legally recognised marriage or civil partnership. You are eligible to claim spouse allowance if you and your spouse are living together at the same address in the UK for a continuous period of at least three months. You are not eligible to claim spouse allowance if your spouse is also in receipt of a scholarship, a citizen or permanent resident of an EU country (including the UK), or residing in the UK on a working visa.

To claim spouse allowance, you should send a completed family record form to your Programme Officer with a copy of your valid marriage/civil partnership certificate (with certified English translation, where necessary) and copies of your spouse's passport pages showing his/her photograph, entry stamp, and leave to remain stamp.

You must inform your Programme Officer in advance of any expected change in your family circumstances (for example, arrival or departure of your spouse in the UK), as this will affect your entitlement.

### **CHILD ALLOWANCE**

Eligibility for child allowance **does not** guarantee that your child/children will be eligible for a UK visa. You should read carefully the current immigration requirements carefully before applying for a visa for your child/children. For guidance, visit [www.ukcisa.org.uk/information--advice/visas-and-immigration/dependants](http://www.ukcisa.org.uk/information--advice/visas-and-immigration/dependants)

### **Scholars accompanied by children and spouse**

**SCHOLARS:** If your scholarship is at least 18 months long and you are accompanied by your spouse and children, you are eligible to claim child allowance for the first, second, and third child under the age of 16, provided that they are living with you in the UK for a continuous period of at least three months. You can also claim child allowance for children between the ages of 16 and 18 who remain in full-time education in the UK during your award.

To claim child allowance, you must provide copies of each child's passport and visa with a copy of the entry date stamp, or birth certificate if the child is born in the UK. To claim child allowance for children between the ages of 16 and 18, you must provide documentary evidence that they are still in full-time education.

You must inform your Programme Officer immediately of any change in the number of your children who qualify for child allowance.

### **Award holders accompanied by children only**

If you are widowed, divorced, or a single parent (i.e. you do not have a partner in your home country), you are eligible to claim child allowance for up to three of your accompanying children, provided that they are living with you in the UK for a continuous period of at least three months. You can also claim child allowance for children between the ages of 16 and 18 who remain in full-time education in the UK during your award.

To claim child allowance, you must provide proof of your child's arrival in the UK and/or birth (passport details and birth certificates, with certified translations, where necessary) and proof of your single parent status. To claim child allowance for children between the ages of 16 and 18, you must provide documentary evidence that they are still in full-time education. If any children join you at a later date or are born in the UK, proof of their arrival/birth will be required before child allowances can be paid.

You must inform your Programme Officer immediately of any change in the number of your children who qualify for child allowance.

## **COUNCIL TAX**

Council Tax is an annual charge for the services provided by local councils (authorities). It is based on the value of dwellings.

You must never ignore any bills you receive for Council Tax, even if you believe that the amount is incorrect or that you should not be paying the charge. If you are in any doubt, you should contact your local council immediately.

**SCHOLARS:** If you are living in university halls of residence, a hostel owned by a charity, or a home shared with other full-time students or with their family, then you should not have to pay Council Tax. If you receive a demand for Council Tax and you are not living in student accommodation, you should obtain a Certificate of Student Status from your university, which may entitle you to exemption or a reduction.

If you are eligible to claim reimbursement of Council Tax charges, you should send a claim form with a copy of the annual bill and original receipts to your Programme Officer. To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

For further information on Council Tax, visit [www.ukcisa.org.uk/information--advice/fees-and-money/council-tax](http://www.ukcisa.org.uk/information--advice/fees-and-money/council-tax)

## AWARD REGULATIONS

You must observe the regulations of your university/host organisation.

The CSC supports full-time study only.

### RESIDENCE

You are expected to reside in the UK for the entire length of your award. The only exceptions to this rule are if:

- You are undertaking study travel or holiday travel overseas; or
- If you are a PhD Scholar, you are undertaking approved fieldwork or a mid-term visit

To find out more, refer to 'Overseas travel' (page 18), 'Fieldwork' (page 20), and 'Mid-term visits' (page 21).

### EMPLOYMENT

You cannot serve on the staff of the official representative of your country in the UK.

**SCHOLARS:** You are expected to study full time for the entire length of your scholarship. The only usual exception to this rule is if you are employed in a role relevant to your studies for not more than six hours per week. If you want to take up such employment, you must apply to your Programme Officer.

If a paid internship is a compulsory part of your course, then your stipend will be suspended for the duration of the internship.

If you think that there are exceptional academic circumstances in your case, you should ask your Programme Officer in advance for approval.

You must not take up any employment that is not permitted by your visa.

**FELLOWS:** You cannot usually undertake any paid employment within your university/host organisation or elsewhere in the UK during your Fellowship.

### PROGRESS REPORTS

**PHD SCHOLARS:** You must submit a report on your work to your Programme Officer at the end of your first term, at the end of each academic year, and at the end of your scholarship. You will be instructed when to submit the report; the form is available at <http://bit.ly/cscuk-handbook-forms>. Your supervisor must also report on your progress at the end of your first term, at the end of each academic year, and at the end of your scholarship. They will be sent a CSC report form for this purpose. You will be instructed when your supervisor is required to submit their report.

**MASTER'S SCHOLARS:** You must submit a report on your work to your Programme Officer at the end of your first term, and at the end of your scholarship. You will be instructed when to submit the report; the form is available at <http://bit.ly/cscuk-handbook-forms>. Your tutor must also report on your progress at the end of your scholarship.

**FELLOWS:** You must submit a report on your work to your Programme Officer at the end of your Fellowship.

### **DURATION AND TERMINATION OF AWARD**

Your award will start on the date stated on your Notification of Award or on the date you arrive in the UK, whichever is later.

Your award may be terminated at any time for reasons of unsatisfactory conduct, progress, or attendance, or if your registration is suspended or terminated by your university/host organisation for any reason. If you have any concerns about your study/programme or delays to your study/programme for any reason, or if you fail any component of your course, you must report this to your Programme Officer immediately. This will help your Programme Officer to assist you appropriately.

You must inform your Programme Officer immediately if your university registration is terminated or suspended for any period. You must also inform your Programme Officer immediately if you experience any problems with your visa or if you leave the UK unexpectedly.

**SCHOLARS:** Your scholarship will continue until the date stated on your Notification of Award, the date that you complete or discontinue your studies, or the date that you leave the UK, whichever is earlier. If your scholarship is for more than one year, its continuation is conditional on positive recommendation from your supervisor each year.

**FELLOWS:** Your Fellowship will continue until the date specified on your Notification of Award or the date that you leave the UK, whichever is earlier, subject to your compliance with the terms of your Fellowship. Fellowships cannot be extended under any circumstances.

### **OVERSEAS TRAVEL**

If you are planning to travel overseas during your award, you are responsible for arranging any visas that may be required. You are strongly advised to arrange adequate insurance to cover your possessions, accidents, and illness.

**SCHOLARS:** Your scholarship is for study in the UK and you are expected to spend the majority of your time on award in the UK.

If your scholarship is at least 18 months long and you want to travel overseas at your own expense, you can do so for a period not exceeding four weeks during any one academic year.

If your scholarship is less than 18 months long and you want to travel overseas at your own expense, you can do so for a period not exceeding two weeks.

Such travel should usually take place during the university vacation and must be at a time approved by your supervisor/head of department in the UK. If you are following a taught course, you must ask your supervisor to approve any overseas travel during term time, however short the trip.

You do not have to ask your Programme Officer to approve overseas travel within the limits outlined above, but you must notify your Programme Officer of each proposed trip, in advance, with an address and telephone number at which you can be contacted in an emergency. You must also ensure that your passport and UK visa are valid for a reasonable period from your expected date of return, and that you have your Notification of Award with you when you re-enter the UK, in case you are asked to produce it.

If for any reason you want to travel overseas for longer than the periods outlined above, you must ask your Programme Officer in advance for approval. Approval is not likely to be granted, with the exception of short absences made necessary by special circumstances. If you travel overseas for longer than the periods outlined above without approval from your Programme Officer, your scholarship and all associated payments (including tuition fees) may be suspended and any overpayments made will have to be returned to the CSC immediately.

If your family is planning to travel overseas for any period of time, you must inform your Programme Officer at least one month in advance, as spouse and/or child allowances will be suspended for the duration of their absence. If you are unable to inform your Programme Officer in advance, you must contact them as soon as reasonably possible.

**FELLOWS:** You have been awarded a Fellowship in the UK and you are expected to spend the majority of your time on award in the UK, unless your programme has an element of overseas travel (for example, attendance at a conference) which has been previously approved by the CSC and for which Academic and Medical Fellows can use their study travel grant.

If you want to travel overseas for any reason not associated with your programme, you must ask your Programme Officer in advance for approval. Approval is not likely to be granted, with the exception of short absences made necessary by special circumstances. In the case of a long absence, your Fellowship and all associated payments will usually be suspended or terminated.

You must inform your host organisation and your Programme Officer in advance of any overseas travel.

### FIELDWORK

**PHD SCHOLARS:** Your supervisor must confirm that fieldwork is essential to your plan of study and ask for approval from your Programme Officer, either in principle before you are formally offered your scholarship, or within three months of your arrival in the UK. You must inform your Programme Officer of any changes to the timing of your fieldwork and confirm your return to the UK in writing.

Your Programme Officer must approve the actual timing of your fieldwork, eight weeks in advance of travel before any arrangements or flights can be confirmed. Fieldwork flights must be booked through the CSC travel agent. Any flights booked without following these instructions will not be reimbursed.

You should discuss any fieldwork requests not covered by the standard provision outlined below in detail with your Programme Officer.

If you are eligible for a mid-term visit, this will be forfeited if you receive a return airfare to your home country for fieldwork. To find out more, refer to 'Mid-term visits' (page 21).

Any period of fieldwork during which you are paid your stipend, or a reduced rate stipend, is considered part of your award tenure.

If your stipend is suspended during fieldwork and you need to extend your award tenure by an equivalent period in order to complete your studies, you must ask your Programme Officer for formal approval.

Any excess baggage costs incurred while on fieldwork will not be reimbursed.

Spouse and child allowances cannot be paid for any period of time when your family is not in the UK. If your family stays in the UK while you are away on fieldwork, spouse and/or child allowances will be maintained, in addition to your stipend. If you choose to have your stipend suspended after six months of fieldwork, spouse and/or child allowances will also be suspended, even if your family is still in the UK.

**PHD SCHOLARS FROM DEVELOPING COMMONWEALTH COUNTRIES:** Standard fieldwork provision covers the reasonable costs of one return flight and the maintenance of your stipend for a period of up to six months. Your stipend will continue to be paid into your UK bank account on a quarterly basis.

Exceptional fieldwork provision covers the maintenance of your stipend at a reduced fieldwork rate beyond the six-month period. This fieldwork rate is one third of the standard stipend (excluding London Allowance), for a specified period agreed in advance by your Programme Officer.

You can ask for your stipend to be suspended for the full period of your fieldwork or, if applicable, for a period beyond the six months of your agreed fieldwork period. If the suspension is approved, then your scholarship tenure dates will be adjusted accordingly.

**PHD SCHOLARS FROM DEVELOPED COMMONWEALTH COUNTRIES:** Standard fieldwork provision covers the reasonable costs of one return flight and the maintenance of your stipend for the full period of your fieldwork.

**MASTER'S SCHOLARS:** Your tutor must confirm that fieldwork is essential to your plan of study and ask for approval from your Programme Officer, either in principle before you are formally offered your scholarship, or within three months of your arrival in the UK. You must inform your Programme Officer of any changes to the timing of your fieldwork.

You can take your homeward airfare early to return to your home country for fieldwork, if your university has given you permission to submit your dissertation from your home country. If this is the case, your stipend will not be paid for the final month of your scholarship, as it is assumed that this month is used for writing up your dissertation. To find out more, refer to 'Travel arrangements' (page 30).

Any excess baggage costs incurred while on fieldwork will not be reimbursed.

## **MID-TERM VISITS**

**PHD SCHOLARS:** You are eligible for a paid mid-term visit to your home country if:

- You have received written confirmation from the CSC that your scholarship has been extended to its maximum tenure;
- You have not claimed (and do not intend to claim) spouse and/or child allowances during your scholarship; and
- You have not received a return airfare to your home country for fieldwork

The mid-term visit is for a period not exceeding four weeks, usually between the 15th and 28th month of your scholarship. Requests for visits towards the end of your scholarship may be refused.

You must submit your request for a mid-term visit to your Programme Officer using the form provided by the CSC, at least eight weeks in advance of your intended date of travel. To download the mid-term visit form, visit <http://bit.ly/cscuk-handbook-forms>. You must state your preferred outward and return journey dates on the form, which must be countersigned by your supervisor. Any flights booked without following these instructions will not be reimbursed.

You cannot book open-dated return flights, arrange stopovers, or take a mid-term visit to a country other than your home country. Any excess baggage costs, or subsistence costs incurred due to flight schedules and/or delays, will not be reimbursed.

You must ensure that your passport and UK visa are valid for a reasonable period from your expected date of return, and that you have your Notification of Award with you when you re-enter the UK, in case you are asked to produce it.

**PHD SCHOLARS FROM DEVELOPING COMMONWEALTH COUNTRIES:** If your request for a mid-term visit is approved, the CSC travel agent will book you a return flight from the nearest major airport in the UK to the nearest major airport to your destination in your home country on the most economic route available. You will not be reimbursed if you book your own flights.

Your stipend will be suspended from the day that you leave the UK until the day that you arrive back in the UK. A visits home allowance, payable for the purposes of retention of lodging, can be paid for up to 28 days. This will be limited to the actual costs incurred, or a pre-determined daily rate (currently £12.40 per day), whichever is lower. You must submit your claim for reimbursement, with receipted bills and/or rental agreements, to your Programme Officer within three months of your return to the UK. To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

Your award tenure will be extended by the length of your mid-term visit – to a maximum of 28 days – once you return to the UK.

**PHD SCHOLARS FROM DEVELOPED COMMONWEALTH COUNTRIES:** You must contact both your Programme Officer and your university funding contact at least eight weeks in advance of your intended date of travel, to confirm your eligibility for a mid-term visit and the arrangements for your travel. Your stipend will not be suspended during the mid-term visit and your award tenure cannot be extended.

### **SCHOLARSHIP RENEWALS AND EXTENSIONS**

**SCHOLARS:** Commonwealth Scholarships are awarded for the completion of one course of study or research only and for periods of tenure up to 36 months.

If your scholarship is for a taught course leading to a university qualification, it will usually be awarded for the full duration of your course, as specified by your university. If your scholarship is for doctoral research, it will be awarded for one or two years in the first instance.

Your Notification of Award will state:

- The initial dates of your award tenure
- If you are eligible to apply for an extension of tenure; and
- If so, the grounds on which you can do so

If your scholarship is initially more than 15 months long, you should apply for an extension 12-14 months after it starts. If your scholarship is initially 15 months long or less, you should apply for an extension six or seven months after it starts.

If, by the appropriate time of application, you have not yet met the conditions for extension, you should still submit your application and state when you hope to meet the conditions.

To apply for your scholarship to be extended to its maximum tenure, you must send the following documents to your Programme Officer:



- A written request from yourself
- A letter from your university confirming that you have upgraded from MPhil to DPhil/PhD status; and
- A letter of support for the extension from your supervisor

Your supervisor will be consulted before any extension is approved.

## VISA EXTENSIONS

**SCHOLARS:** If you need to extend your visa before the end of your award, you must apply during the last three months of your current permission to stay. You should speak to your university's International Office to arrange this. Your Programme Officer can provide a letter to support your application to extend your visa to your current award or deferment end date.

It is your responsibility to apply for an extension and to do so in good time. Failure to do so may delay the extension of your award at the appropriate time and will result in the suspension of your stipend and other allowances.

You are eligible for reimbursement of the standard postal application fee (£448.00), the biometric information enrolment fee (£19.20), and immigration health surcharge (IHS) costs for yourself only. Application fees for dependants will not be reimbursed. In addition, you are eligible for reimbursement of a standard application fee to cover one agreed period of deferment. Any subsequent application fees to cover any additional deferment periods will not be reimbursed. You should submit the receipts with a claim form for reimbursement to your Programme Officer. To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

## DEFERMENT OF HOMEWARD AIRFARE

**PHD SCHOLARS:** You may request deferment of your airfare home if:

- The government/university in your home country which nominated you for your scholarship agrees; and
- You are still working for the degree for which your scholarship was originally awarded

Requests for deferments are not automatically approved, and are usually approved for PhD Scholars who are registered at a UK university only. Deferments for you to undertake further studies beyond the scope of your scholarship, or to stay in the UK to attend graduation ceremonies after the end of your award, will not be approved.

To apply for a deferment, you must write to your Programme Officer at least six weeks before the end of your scholarship, stating the reasons for the deferment and how long you want to defer for, with a letter of support from your supervisor. Failure to give sufficient notice will result in the suspension of your stipend.

The CSC does not support the Doctorate Extension Scheme.

**PHD SCHOLARS FROM DEVELOPING COMMONWEALTH COUNTRIES:** If deferment of your homeward airfare has been approved, you are eligible for a half-rate stipend allowance (based on the current stipend rate at the time) for up to six months after the end of your scholarship. If you are eligible for child allowance as a single parent, you will continue to receive this allowance for the six month period only. The CSC will determine your final entitlement to any family allowances.

This additional stipend will be paid quarterly for up to six months, as long as you remain in the UK. You must keep in touch with your Programme Officer if you are likely to leave the UK before the approved end date of your deferment.

**PHD SCHOLARS FROM DEVELOPED COMMONWEALTH COUNTRIES:** If deferment of your homeward airfare has been approved, you are eligible for a viva allowance (equivalent to one month's stipend) once you have submitted your thesis. To claim the viva allowance, you should contact your university funding contact.

## HEALTH AND WELFARE

### NATIONAL HEALTH SERVICE (NHS)

The NHS (National Health Service) is the UK's state health service. NHS regulations are subject to change and vary slightly in Scotland, Wales and Northern Ireland. For information on how the UK healthcare system works, visit [www.ukcisa.org.uk/information--advice/living-in-the-uk/health-and-healthcare](http://www.ukcisa.org.uk/information--advice/living-in-the-uk/health-and-healthcare). You should also check the NHS website for your location:

- NHS: [www.nhs.uk](http://www.nhs.uk)
- NHS Scotland: [www.scot.nhs.uk](http://www.scot.nhs.uk)
- NHS Wales: [www.wales.nhs.uk](http://www.wales.nhs.uk)
- NHS Northern Ireland: [www.hscni.net](http://www.hscni.net)

### IMMIGRATION HEALTH SURCHARGE (IHS)

If your award is at least six months long, you may need to pay the immigration health surcharge (IHS) in order to receive free health services under the NHS. To find out more about the IHS, visit [www.gov.uk/healthcare-immigration-application](http://www.gov.uk/healthcare-immigration-application)

**SCHOLARS:** If you are applying for a Tier 4 visa from outside the UK, the IHS will be waived, but you will still need to complete the section of the form relating to the IHS and select Tier 4 (Chevening, Marshall and Commonwealth) Student as your visa type. If you are asked to pay the IHS, you should query this with the visa application centre immediately and inform your Programme Officer and your university.

If you are applying to extend your visa from within the UK, you must pay the IHS before you can complete your visa application. You are eligible for reimbursement of the IHS for one approved visa extension application; you should submit the receipt with a claim form for reimbursement to your Programme Officer. To download the claim form for reimbursement, visit <http://bit.ly/cscuk-handbook-forms>

If you are accompanied by your spouse and/or children, they may need to pay the IHS in order to be eligible for the same medical treatment as you. To find out how much your dependants will need to pay, visit [www.gov.uk/healthcare-immigration-application](http://www.gov.uk/healthcare-immigration-application)

**FELLOWS:** If your award is six months long or less, you will not be able to pay the IHS and may not be eligible for free hospital treatment except for emergencies. You will have to pay for any healthcare that you receive through the NHS at the point that you use it and may be charged up to 150% of the cost of NHS treatment, or you may need to seek private treatment, which is expensive in the UK. You must therefore ensure that you have private health insurance to cover your entire time in the UK, and arrange this insurance before you arrive in the UK. The CSC cannot advise on insurance policies; however, you should note that, if you are able to buy insurance from your home country, this is likely to be much less expensive than insurance purchased in the UK. If your award is more than six months long, you should check whether you are required to pay the IHS when you apply for your visa, as this will depend on the visa category you are applying under.

### **REGISTERING WITH A DOCTOR (GP)**

When you arrive in the UK, you should register with a local doctor (known as a GP) as soon as possible. Many universities have their own health centres that you can use – you should check your university's website for information about healthcare and access to local health services. For further information, visit [www.ukcisa.org.uk/information--advice/living-in-the-uk/health-and-healthcare](http://www.ukcisa.org.uk/information--advice/living-in-the-uk/health-and-healthcare)

### **EMERGENCY DENTAL AND EYE CARE**

Not all dental practices accept NHS patients, and you may find that registering with an NHS dentist is difficult. If this is the case, you should ask your university/host organisation for advice, as they may be able to assist with finding an appropriate dental practice.

You may claim, on production of receipts, certain costs of emergency dental treatment, as well as opticians' costs of eye tests and basic spectacles up to a predetermined maximum allowance per academic year. The assessment of individual claims is at the discretion of the CSC and may not be reimbursed if the treatment is unlikely to benefit the period of study itself.

### **NOTIFICATION OF ILLNESS**

If you fall ill, you must inform your Programme Officer and university/host organisation as soon as possible. You should ask your Programme Officer for further information about the CSC's ill health policy.

**PHD SCHOLARS:** If you are unable to study because of an illness lasting more than four weeks, you may be eligible for an extension of your scholarship on grounds of ill health, for a maximum of 13 weeks. If this is the case, you must inform your Programme Officer immediately, by email or letter, of the date of onset of the illness.

### **ALLOWANCES WHILE IN HOSPITAL**

If you are admitted to hospital, you are eligible to receive your stipend in full for the first 14 days. After this period, your stipend will be suspended and you will receive a daily allowance for incidental expenses, retention of lodging allowance (if applicable), and spouse and/or child allowances (if applicable). If you need to stay in hospital for more than 28 days, your allowances will be reviewed.

### **MATERNITY LEAVE**

**PHD SCHOLARS:** Any maternity leave must be approved by your university. While you are in the UK, you are eligible for:

- Paid maternity leave for the period of authorised absence granted by your university, up to a maximum of 17 weeks; and
- Unpaid maternity leave, if an authorised absence is approved by your university, up to a further 35 weeks. This must immediately follow the paid leave.

Your maternity leave must start during your scholarship, and no earlier than 11 weeks before the expected date of delivery and no later than the date the baby is born.

The CSC must be notified in writing by the 26th week of pregnancy. Before any maternity leave can be approved, you must also provide:

- Written confirmation from your university that you will be granted an authorised absence, and of your amended study and completion schedule
- Written confirmation from your GP (doctor) of the expected date of delivery
- The proposed start date of your maternity leave; and
- If approved by your university, the amount of unpaid leave you propose to take

You should ask your Programme Officer for further information about the CSC's maternity policy.

### **PATERNITY LEAVE**

**PHD SCHOLARS:** You are eligible for two consecutive weeks of paid paternity leave. The paternity leave must be taken either during the last 11 weeks of the pregnancy of your partner, or within 13 weeks of the birth of the baby.

You must inform your Programme Officer of your intention to take paternity leave prior to the birth of the baby. You must also send a copy of the birth certificate to your Programme Officer

within three months of the birth of the baby. This is in addition to sending the birth certificate to the CSC in relation to any child allowance payments.

You should ask your Programme Officer for further information about the CSC's paternity policy.

## STUDENT ENGAGEMENT

The CSC offers a range of student engagement activities to bring Commonwealth Scholars and Fellows together, and to create opportunities that will enhance your award experience.

### EVENTS

You will have the chance to take part in a wide range of activities, events, and conferences throughout your time in the UK. The CSC organises a series of activities every year and will also let you know about opportunities to attend events organised by other Commonwealth or educational organisations.

To find out more, visit <http://bit.ly/cscuk-events> and browse photos from past events at [www.flickr.com/cscuk](http://www.flickr.com/cscuk)

### Welcome Events

The CSC hosts celebratory events at the beginning of every academic year to welcome new Commonwealth Scholars and Fellows. Held in a prestigious venue, the Welcome Events are an exciting opportunity to celebrate your award, meet other Scholars and Fellows based around the UK, and create links and networks that can be built upon throughout your time on award.

### Lecture and workshop series

The CSC hosts a series of lectures and workshops throughout the year. Focused on academic topics, the lectures explore topical issues with expert speakers or panel discussions. The workshops provide the opportunity for small groups of Scholars and Fellows to take part in interactive sessions with a focus on skills and professional development.

### Development Module

**PHD SCHOLARS FROM DEVELOPING COMMONWEALTH COUNTRIES:** The CSC Development Module aims to enhance the PhD scholarship experience and empower researchers to make an impact, both in their own careers and in the wider community.

The Development Module is offered through two residential workshops, one early in the PhD programme and one towards the end of the study period. The workshops explore international development and relevant issues, and provide training to allow you to create personal development strategies to be implemented during and after your scholarship.

To find out more about the Development Module, visit <http://bit.ly/cscuk-development-module>

### **REGIONAL NETWORKS**

The CSC Regional Networks connect Commonwealth Scholars and Fellows in the same university or region across the UK. They offer enriching opportunities to get to know other Scholars and Fellows, through a wide range of events and activities organised throughout the year.

Open to all Scholars and Fellows, each Regional Network has its own Facebook group and a dedicated coordinator from among its members. To find out more about activities in your region and to get in touch with your coordinator, visit <http://bit.ly/cscuk-regional-networks>

### **LINKEDIN**

The Commonwealth Scholarships LinkedIn group provides a forum for Commonwealth Scholars, Fellows and alumni to discuss issues and post news of conferences, events, and research activities. To join the community, visit <http://linkd.in/commonwealthscholarships>

### **Professional Networks**

You can also join one of the eight CSC Professional Networks on LinkedIn, which cover a wide range of disciplines and are coordinated by experts in the field. To find out more, visit <http://bit.ly/cscuk-professional-networks>

### **COMMON KNOWLEDGE**

*Common Knowledge* is the CSC's magazine for the Commonwealth Scholarships community. It features articles on the work and achievements of current and former Commonwealth Scholars and Fellows, as well as news, events, and alumni updates. The magazine is published twice a year, and is also available online. To find out more, visit <http://bit.ly/cscuk-common-knowledge>

The CSC is always keen to hear from Scholars and Fellows, so send in your news to your Programme Officer to be included in the magazine or on the CSC website at [www.dfid.gov.uk/cscuk](http://www.dfid.gov.uk/cscuk)

## CREDITING YOUR AWARD

If you want to credit your award in your thesis, dissertation, presentation, poster, or other appropriate medium, you should do so in the following ways.

### **SCHOLARS:**

[Your name] is a Commonwealth Scholar, funded by the UK government.

### **ACADEMIC FELLOWS:**

[Your name] is a Commonwealth Academic Fellow, funded by the UK government.

### **PROFESSIONAL FELLOWS:**

[Your name] is a Commonwealth Professional Fellow, funded by the UK government.

### **MEDICAL FELLOWS:**

[Your name] is a Commonwealth Medical Fellow, funded by the UK government.

# End of your award

## **COMPLETION OF TENURE**

Commonwealth Scholarships and Fellowships aim to equip Scholars to contribute to the development of their home countries, and to help Fellows benefit their employing universities/organisations. When you accepted your award, you signed an undertaking to return to your own country as soon as possible after the end of your award.

You should leave the UK within one month of completing your award. Failure to do so may result in the withdrawal of your airfare and excess baggage entitlement.

You must leave the UK within one month after the end of your award tenure or one month after the end of your programme, whichever is earlier. You cannot remain in the UK to attend graduation ceremonies that take place after this point.

You must inform your Programme Officer of your departure date at least eight weeks in advance, so that a suitable flight can be arranged and your allowances are paid correctly. Your stipend and spouse and/or child allowances will stop on the last day of your award, or on the day that you leave the UK, whichever is earlier.

Your final quarter's stipend will be suspended and will not be released until you make contact with your Programme Officer to discuss your departure arrangements. Your stipend and allowances will be released only after you confirm your homeward flight booking.

## **TRAVEL FROM THE UK**

### **TRAVEL ARRANGEMENTS**

If you did not book a return flight when you came to the UK, your Programme Officer will advise you on the procedure for booking your flight home. Any flights booked without following these instructions will not be reimbursed.

Your award covers the cost of travel from the nearest major airport to your university/host organisation in the UK to the nearest major airport to your address in your home country. The flight/airfare will be chosen by the CSC travel agent. If you want to specify a particular airline, you may be asked to pay the difference in the cost of the airfare. Deviations from the approved route are not usually approved and are subject to limitations; you must pay any extra costs.

If you need to change the date of your flight for reasons within your control, you must pay the cost of any changes. You must contact your Programme Officer as soon as possible if you need to change your flight.



**Travel expenses**

Your award covers the following travel expenses:

- **Fares:** One standard-class train or coach fare, if appropriate, and one single economy airfare booked through the CSC travel agent on an approved carrier using the most economic and practical route possible, in accordance with airline schedules.
- **Luggage expenses:** A fixed rate (non-negotiable) non-accountable allowance for excess baggage. This will allow you to send considerably more baggage by air freight or as unaccompanied personal effects.

Taxi, Tube or local bus fares will not be reimbursed.

**Family members' fares**

You are personally responsible for the fares and luggage expenses of your family members. These can be arranged by the CSC travel agent and billed to you separately.

# After your award

## ALUMNI

Towards the end of your award, you will be reminded about the CSC alumni network and we will contact you to confirm your home address and contact details.

Alumni membership is free and benefits include receiving a CSC certificate verifying your award, receiving our twice-yearly magazine *Common Knowledge*, and being eligible for inclusion in the Directory of Commonwealth Scholars and Fellows. You will also be kept informed of networking and alumni events in your home country. The CSC currently has alumni associations in a number of countries, with more being added soon. To find out more about the CSC alumni programme, visit <http://bit.ly/cscuk-alumni>

## EVALUATION

The CSC Evaluation and Monitoring Programme is responsible for investigating the outcomes and impact of Commonwealth Scholarships and Fellowships and providing evidence of this impact to the CSC's funders and other stakeholders.

The Evaluation team relies on Scholars and Fellows to help with this, through alumni surveys and in some cases more in-depth activities, such as interviews or focus groups. The team aims to ensure that this is not onerous for alumni – most of you will simply be asked to respond to survey requests at a set time period after your award.

To find out more, visit <http://bit.ly/cscuk-evaluation>. Thank you in advance for your assistance with this very important work.





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SCHOLARSHIPS

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