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**Shortfall in research funded PhD fees**

A number of funding agencies place a ceiling on the level of PhD fees which they will fund, and some limit their funding to EU fees only. The University Management Team has agreed the following sequential steps to manage the shortfall in fees.

1. The VPRII will seek to have funding agencies increase the allowable fee within their grant budget policies.
2. Researchers are encouraged to include non-EU student fees in research proposals where possible. Where it is not possible to do this then the Researcher should advise their Head of School and College Principal of the potential shortfall at the time of proposal submission.
3. When there is a shortfall in fees the Researcher should generally seek to cover this from any discretionary funding which is available to them and within their control.
4. Where no other source of funding is available to the Researcher they should discuss the shortfall with their Head of School and College Principal. If approved by the HOS & CP the unfunded shortfall may be charged to their School, to a special category of 'Fee Related Expenditure'. This will not impact on the School's non-pay budget.
5. Only in exceptional circumstances where all other options have been exhausted may the student be asked to cover the shortfall in fees.

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