



H.M. TREASURY

NOTES ON AWARDS
made to
POST-GRADUATE STUDENTS
by the Treasury Committee
for Studentships in
Foreign Languages and Cultures

His Majesty's Stationery Office

1948

THREEPENCE NET

COMMISSION FOR STUDENTSHIPS
IN LANGUAGES AND CULTURES

1947

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|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| 1. INTRODUCTION | ... | ... | ... | ... | ... | ... | ... | ... | ... | 4 |
| 2. UNIVERSITY SPONSORS AND SUPERVISORS OF STUDIES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 4 |
| 3. CONDITIONS OF ELIGIBILITY FOR AWARDS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 5 |
| 4. COURSES OF STUDY | ... | ... | ... | ... | ... | ... | ... | ... | ... | 5 |
| 5. NATURE OF AWARDS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 5 |
| 6. APPLICATION FOR AWARDS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 6 |
| 7. FEES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 6 |
| 8. PAYMENT OF FEES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 7 |
| 9. MAINTENANCE ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 7 |
| 10. PAYMENT OF MAINTENANCE ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 7 |
| 11. SENIOR STUDENTSHIP ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 8 |
| 12. PAYMENT OF SENIOR STUDENTSHIP ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 8 |
| 13. OVERSEAS ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 8 |
| 14. OVERSEAS PASSAGE ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 15. OVERSEAS TRAVELLING AND SUBSISTENCE ALLOWANCES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 16. SPECIAL CLOTHING OUTFIT ALLOWANCE | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 17. PAYMENT OF RESEARCH EXPENSES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 18. PAYMENT OF MEDICAL FEES AND EXPENSES | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 19. INCOME TAX | ... | ... | ... | ... | ... | ... | ... | ... | ... | 9 |
| 20. TERMINATION OF AWARDS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 10 |
| 21. PROGRESS REPORTS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 10 |
| 22. TEACHING BY STUDENTS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 10 |
| 23. HOLIDAYS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 11 |
| 24. ABSENCE ON ACCOUNT OF SICKNESS | ... | ... | ... | ... | ... | ... | ... | ... | ... | 11 |

NOTES ON AWARDS MADE TO POST-GRADUATE STUDENTS BY THE TREASURY COMMITTEE FOR STUDENTSHIPS IN FOREIGN LANGUAGES AND CULTURES

INTRODUCTION

1. The Treasury Committee for Studentships in Foreign Languages and Cultures awards a limited number of studentships in Oriental, Slavonic, East European and African Studies with the object of enabling their holders, both men and women, to fit themselves for a career of teaching and research in these studies in the universities of the United Kingdom, and also to a limited extent in museums and libraries and in the Foreign Service.

The Treasury Committee was set up in accordance with a recommendation made in the Foreign Office "Report of the Interdepartmental Commission of Enquiry on Oriental, Slavonic, East European and African Studies" (the Scarbrough Commission's Report). This report, published in April, 1947, by His Majesty's Stationery Office, contains detailed reference to the studies which it is desired to encourage, together with proposals for the future development of university departments and overseas centres of study. Its main recommendations have been accepted by government.

These notes are for the guidance of the Treasury Committee, and for the information of students and of university and other authorities concerned.

UNIVERSITY SPONSORS AND SUPERVISORS OF STUDIES

2. A candidate for an award must be sponsored by the Faculty Board of Studies (or other university or college body discharging similar functions) appropriate to the studies chosen by the student. Where teaching is not organised in faculty boards of studies or in similar bodies a candidate must be sponsored by the senior teacher of the studies chosen by the student. The sponsoring body or individual sponsor must belong to a university, college or institution in receipt of a Treasury grant.

In carrying out its duty to maintain a high standard of scholarship the Treasury Committee rely upon the co-operation of sponsors for the selection of only the most promising candidates.

Where a sponsor recommends more than one candidate for an award he should indicate the order of his preference.

Sponsors will be required to arrange, in agreement with the Committee, for the supervision of students' studies. Supervisors will be appointed in the United Kingdom and, where possible, overseas. Supervisors in the United Kingdom will receive reports on students' work while overseas (see paragraph) and will remain responsible for general supervision.

CONDITIONS OF ELIGIBILITY FOR AWARD

3. Awards are restricted to students who have a *bona fide* intention of following a career of teaching and research in foreign languages and cultures in the United Kingdom. No guarantee of employment can, however, be given.

Candidates are normally expected to hold a first class honours degree of a university within the British Commonwealth. Awards may, however, be made to graduates without first class honours who have had exceptional experience, and who are specially recommended by their sponsor: the criterion is the sponsor's opinion on whether the candidate shows promise of being able to follow successfully a career of teaching and research in the chosen studies.

Awards will not ordinarily be made to candidates under 21 or over 27 years of age. It is realised, however, that, at the time of the institution of these awards (1948) there may be some older candidates who, in view of the additional university appointments now to be provided, might wish to relinquish their present employment and seek a career in the studies in question. The Treasury Committee is prepared to consider applications made before 1st July, 1949, on behalf of any such candidates up to 35 years of age, but not ordinarily over this age.

Candidates must have completed any period of compulsory military service for which they may be liable, or must have obtained exemption from service as a condition of eligibility for an award.

COURSES OF STUDY

4. In recommending a candidate for an award sponsors are required to submit at the same time a course of study for the approval of the Treasury Committee.

Courses of study will not normally be shorter than three years, and may extend to six. It is intended that not less than one-third of the period shall be spent in the countries to which the studies relate.

Proposals for studies should indicate where each subject will be studied and the period to be spent on each. Proposals should be as detailed as possible for the first year. For subsequent years proposals will be regarded as tentative and subject to modification and further approval. Modifications should be submitted to the Treasury Committee together with progress reports (see paragraph 21).

Sponsors should mention in the original proposals what opportunities will be provided for the student to show that he is apt in teaching and in research work, and, either in the original proposals or subsequently, for what higher degrees, if any, they recommend that the student should study.

NATURE OF AWARDS

5. The studentships awarded by the Treasury Committee are of two kinds: junior and senior. The first consists of payment of approved fees and of maintenance allowance, and the second of approved fees and of senior studentship allowance. A junior studentship is intended to cover a probationary period of study in the United Kingdom of not more than eighteen months.

After the successful conclusion of the period of probation junior studentships will be replaced by senior studentships. Senior studentship allowance is at higher rates than maintenance allowance, and is intended to give the student an income comparable with what he might earn in alternative fields of employment open to him. In addition, those awarded senior studentships will be paid certain contingent allowances—see paragraphs 13 to 16.

APPLICATION FOR AWARDS

6. Applications for awards must be made by sponsors on behalf of candidates on the special forms provided.*

Applications for junior studentships will be considered by the Treasury Committee twice yearly and should reach them not later than 15th January or 15th July. No applications received after either of these dates can be considered until the next date, unless the Treasury Committee are satisfied that there are special reasons for a late submission.

Application for a senior studentship will normally not be made on behalf of a student earlier than 12 months after the effective date of the award of a junior studentship to him, and should reach the Treasury Committee at least a month before the date of any one of their quarterly meetings (in the second half of October, January, April and July). This will allow time for the Committee to receive replies to any questions they may wish to put to the student in deciding the rate of his allowance (see paragraph 11). In applying for a senior studentship sponsors are required to propose an effective date for the cessation of maintenance allowance and the commencement of senior studentship allowance.

In exceptional cases the Treasury Committee are prepared to consider applications on behalf of mature candidates for the initial award of a senior studentship, without the necessity of their undergoing the 12 months minimum period of probation.

Where a sponsor recommends a candidate from another university or college, or from another department or faculty of the same university, the sponsor, in forwarding the application form to the Treasury Committee, is required to attach to it the recommendation of the senior teacher of the student's studies hitherto.

A candidate may be required to attend for an interview at the Treasury. In that case all out-of-pocket expenses will be met.

FEES

7. The fees which will be paid will include necessary university and college fees (excluding fees for the maintenance of a student resident in college), necessary fees for any higher degrees study for which is included in the student's approved course, compulsory club fees, and such other fees as the Treasury Committee in their discretion may approve.

* Forms may be obtained from the Secretary, the Treasury Committee for Studentships, Foreign Languages and Cultures.

PAYMENT OF FEES

8. The Treasury Committee will notify university and other authorities concerned of grants of awards and of their termination, and will pay approved fees as they fall due on demand by the authorities.

Fees for maintenance of students resident in college should be paid by students direct to college authorities.

MAINTENANCE ALLOWANCE

9. Basic rates are so fixed as to enable unmarried students to meet the cost of living over a period of a year at a standard agreed with university authorities to be reasonable. Consequently they are subject to deductions in respect of certain other income received by students. They will be reviewed from time to time by the Treasury Committee.

Basic rates

Where a student is accommodated during term time by his parents in their home the basic rate of allowance is £180 per year, and where he is accommodated in college, hostel, lodgings or elsewhere the basic rates of allowance are:—

| | <i>per year</i> |
|-----------------------------|-----------------|
| Oxford and Cambridge | £260 |
| London | £250 |
| Other universities | £220 |

Deductions from basic rates

Deductions from basic rates will be made in respect of the net amount of any investment or other private income received by the student, not including any allowance which the student may receive from his parents; other studentships, scholarships, grants and the like held by the student; 50% of any teaching fees currently earned by the student (see paragraph 22).

Additional Maintenance Allowance

Additional maintenance allowance may be granted at the discretion of the committee to married students who, at the time application for award was made on their behalf, were considered as in the category of older candidates (see paragraph 3). The rate of this allowance will be fixed by the committee and will not exceed the rate which would be granted if the scales and conditions of the Further Education and Training Scheme of the Ministry of Labour and National Service were applicable.

PAYMENT OF MAINTENANCE ALLOWANCE

10. Maintenance allowance will be paid to the student monthly in arrear. The supervisor of the student's studies is required to notify the Treasury Committee of the date on which the student began work: the first payment will not be made until this notification has been received. Subsequent payments will be subject to the receipt of the following certificates at least seven days before every third payment is due:—

- (a) a certificate, signed and dated by the supervisor as near as conveniently possible to the due date of payment, to the effect that the student's work continues to be satisfactory, and

- (b) a certificate, signed and dated by the student not earlier than fourteen days before the due date of payment, setting out
- (i) the circumstances of the student's accommodation during term time in the past three months (see paragraph 9, Basic rates and
 - (ii) the amounts received by the student during the past three months in respect of private income, other studentships, etc., and teaching fees (see paragraph 9, Deductions from basic rates).

Any delay in the submission of these quarterly certificates will involve delay in the payment of maintenance allowance.

SENIOR STUDENTSHIP ALLOWANCE

11. Rates of senior studentship allowance will be fixed individually by the Treasury Committee after consideration of all relevant circumstances. Starting rates will not be less than £440 per annum, nor, normally, more than £500 per annum, and will be subject to periodical review by the Committee. Annual increments of £15 per annum will be payable.

Senior studentship allowance is subject to deduction in respect of other studentships, scholarships, grants and the like held by the student, but is not subject to deduction in respect of any private income received by the student, nor in respect of any teaching fees earned by him.

PAYMENT OF SENIOR STUDENTSHIP ALLOWANCE

12. Senior studentship allowance will be paid to students monthly in arrear and will follow straight on after the last payment of maintenance allowance (see paragraph 10). Where the Treasury Committee fix the effective date of a senior studentship award earlier than the beginning of the month in which they make the award (see paragraph 6), arrears of difference between maintenance allowance and senior studentship allowance will be paid together with the first monthly payment of senior studentship allowance.

Students must notify the Treasury Committee as soon as they occur of any changes in the amounts of any other studentships, scholarships, grants or the like held by them, in order that adjustments in the rate of allowance may be considered by the Committee.

OVERSEAS ALLOWANCE

13. Students pursuing an approved course of study overseas, will be paid overseas allowance. This is designed to meet the additional expense of residence overseas, and rates will be fixed by the Treasury Committee for each place separately, regard being had to the cost of available accommodation considered by the Committee to be suitable. At present (1948) comparative costs of living in the United Kingdom and overseas indicate a minimum rate of allowance of £180 per annum.

Overseas allowance will be paid monthly in arrear with effect from the date of the student's arrival at his overseas place of study, and will cease with effect from the date of his departure. The supervisor of the student's studies required to notify the Treasury Committee of these dates.

OVERSEAS PASSAGE ALLOWANCE

14. A student awarded a senior studentship will be provided by the Treasury Committee with a free outward and return passage to enable him to pursue an approved course of study overseas, and will receive for each journey a consolidated sum to cover reasonable out-of-pocket expenses up to his destination.

OVERSEAS TRAVELLING AND SUBSISTENCE ALLOWANCES

15. A student pursuing an approved course of study overseas and journeying beyond the boundaries of the town or locality in which his studies are centred, and in which he is accommodated, will be reimbursed for fares and will be paid subsistence allowance for each day of absence. Subsistence allowance will not be paid concurrently with overseas allowance, and claims for subsistence allowance will be subject to deduction in respect of overseas allowance for the same periods.

Claims for refund of fares and for subsistence allowance must be supported by a letter from the supervisor of the student's studies certifying that the purpose of the journeys is approved by him as part of the student's studies.

Rates of subsistence allowance will be determined by the Treasury Committee for each country separately and will be notified to students and authorities concerned.

SPECIAL CLOTHING OUTFIT ALLOWANCE

16. A student whose approved course of study includes a stay in a country having a severe climate will be paid a consolidated sum to cover the cost of an outfit of special clothing.

PAYMENT OF RESEARCH EXPENSES

17. Where a supervisor recommends to the Committee that a student engaged in research work should have the use of special technical material, or should secure the paid services of local informants and others, the cost will be met by the Treasury Committee provided that the total amount to be spent has been agreed with the Committee beforehand.

PAYMENT OF MEDICAL FEES AND EXPENSES

18. Students about to proceed overseas on an approved course of study will be required to undergo such prophylactic treatments as the Treasury Committee may be advised are desirable. Necessary fees will be met by the Treasury Committee.

Students pursuing an approved course of study overseas who undergo exceptionally lengthy or frequent medical treatment, or who are admitted to hospital, will be reimbursed for such expenses to an amount considered reasonable by the Treasury Committee after consideration of all relevant circumstances.

INCOME TAX

19. The Board of Inland Revenue authorises the statement that for income tax purposes maintenance allowance (see paragraph 9) is not regarded as income.

Senior studentship allowance (see paragraph 11) is subject to income tax.

Allowances payable under paragraphs 13 to 16 will not be taxable.

Students will, of course, be liable to tax in respect of teaching fees earned by them.

TERMINATION OF AWARDS

20. The Treasury Committee may terminate an award at any time if they are not satisfied with the progress or conduct of the student. They will normally terminate a junior studentship if, at the end of a probationary period of eighteen months, the student has not been recommended by his sponsors for a senior studentship.

The Treasury Committee will normally terminate an award if, after absence on account of sickness (see paragraph 24), they receive a report from a qualified doctor to the effect that the student is unlikely to be fit to return to his studies for at least six months. If the student is overseas at the time such a report is made on him the Committee will normally arrange for his return to the United Kingdom as soon as possible, and will terminate the award with effect from the date of his return.

If a student, for any reason other than sickness or injury, ceases to pursue his studies in accordance with his approved course, the supervisor of his studies must at once inform the Treasury Committee of the effective date of his doing so. The Committee will then terminate the award with effect from the same date. The student will then become liable to refund to the Committee any monies paid to him, or disbursed by them on his behalf, which they, in their discretion, and taking into consideration the reasons for the student's ceasing to pursue his studies, may call upon him to pay.

PROGRESS REPORTS

21. Supervisors of studies in the United Kingdom are required to send full progress reports periodically to the Treasury Committee through the student's sponsor.

Reports on studies in the United Kingdom should reach the Committee not later than two weeks after the end of the last term of each academic year. Reports on studies overseas should reach the Committee at intervals of 6 months.

Sponsors are required to arrange with overseas supervisors for progress reports to be sent to supervisors in the United Kingdom every two or three months and where no overseas supervisor has been appointed, sponsors are required to arrange with students for reports and plans for future work to be sent to supervisors in the United Kingdom at the same intervals (see paragraph 2).

Supervisors should comment particularly on the extent to which students are fulfilling the promise which led to awards being granted, and on any teaching and research work done by them.

TEACHING BY STUDENTS

22. Teaching by students should not exceed three terms and should be paid for at normal rates.

Authority of the university or college is required to receive the amount of any fees paid to students in receipt of. In accordance with the provisions of paragraph 22, the amount shall be deducted from sums subsequently due to students.

All students will be expected to devote all their time to their studies, except holidays during university vacations not exceeding ten weeks. Any absence, including, as restricted by paragraph 22, may be reckoned as study leave of this paragraph.

REPORT ON ACCOUNT OF SICKNESS

A student who is unable on account of sickness or injury to pursue his studies shall, at the end of a fortnight, obtain and send to the supervisor of his studies a report from a qualified doctor stating that the student is under a specified sickness or injuries, and that he may be expected to be able to return to his studies within a specified time. The supervisor of the student's studies shall report to the Treasury Committee the student's continued absence at the end of each fortnight. At the end of the second fortnight if the student has not returned to his studies the Treasury Committee will review the matter and decide what action to take.

If a student's absence has been reported to the Treasury Committee the student's studies is required to report also the date on which the student returns to his studies. In the absence of this report payment of the student's stipend shall be stopped.

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