

Claims are paid by the Department for which you are undertaking supervision, but should be submitted in all cases to the Mathematics Graduate Office Administrator in the first instance for approval on behalf of the Degree Committee. **Please make sure that claims are made on at least an annual basis before financial year-end (i.e. by mid-July).**

This form is for non-University Teaching Officers and those not already in receipt of payment for graduate supervision (i.e. CTOs, retired Faculty staff, externals) who have formally been appointed to supervise graduate students by the Degree Committee of the Faculty of Mathematics. For information on eligibility, see the attached notes.

Payment is conditional on submission of a supervision report in the online system PFRS via CamSiS for each student, for each term for which a claim is being made.

----- 1 CLAIMANT -----

| | | | |
|-----------------|--|---------------------|--|
| Surname* | | Fore name 1* | |
|-----------------|--|---------------------|--|

----- 2 SUPERVISION DETAILS -----

Please continue on separate sheet if necessary.

| Student's name* | Terms for which claim is made* (delete as appropriate and add relevant year) | To be completed by the Degree Committee authorising the claim PFRS progress reports have been submitted* |
|-----------------|---|---|
| | MT LT ET | |
| | MT LT ET | |
| | MT LT ET | |

* indicates mandatory fields

----- 3 SUPERVISORS WHO ARE ON THE UNIVERSITY PAYROLL -----

University of Cambridge Payroll

- If you are **paid via University of Cambridge payroll**, please provide the Employee Number from the centre of your payslip. **You will be paid with your monthly salary. TAX will be deducted before payment in the normal way** Go to Section 5 Declaration - do not complete the bank details section overleaf
- If you are **NOT paid via the University payroll**, please complete all the details in Section 4 on the reverse of this form and the Declaration

| |
|------------------------|
| EMPLOYEE NUMBER |
| |

PTO

----- 4 PAYMENT DETAILS - SUPERVISORS WHO ARE NOT ON THE UNIVERSITY PAYROLL -----

| | | | |
|-------------------------|---------------------|------------------------|--|
| Surname* | | Email Address** | |
| Forename 1* | | Number/Street* | |
| Title* | | Local Area | |
| Date of Birth* | (DD/MM/YYYY) | Post Town* | |
| NI Number* | | Country | |
| Gender (circle)* | M / F / Undisclosed | Post Code | |

Bank Details (UK only)

| | | | |
|------------------------------------|--|------------------------|--|
| Bank Name* | | Branch | |
| Sort Code* | | Account Number* | |
| Roll Number (if applicable) | | | |

----- 5 DECLARATION - SUPERVISORS WHO ARE NOT ON THE UNIVERSITY PAYROLL -----

Declaration: I acknowledge and declare that:

- I will be wholly responsible for any liability and payment and payment of tax arising from these payments.
- I will abide by university policies including but not limited to those governing health and safety and dignity at work and comply with reasonable requests as regards compliance with such policies. I consent to the holding and processing, both electronically and manually, of my personal data for the purposes of the administration purposes and for compliance with applicable laws.
- I have obtained any licences or consents required for the use of third party materials in the provision of the Services.
- I will keep confidential now and in the future all matters relating to the University, its research, its students and its business except insofar as those matters are already in the public domain.
- This appointment for services does not confer on me any right to sick pay or holiday pay, or any other employment or workers' rights.
- This appointment is terminable by the University on seven days written notice.

| | | | |
|---------------------------|--|-------------|--|
| Claimant Signature | | Date | |
|---------------------------|--|-------------|--|

Please now submit this form to the Faculty Graduate Office (C0.14) for authorisation

For Office Use Only

| Faculty Graduate Office authorisation | | | |
|--|--|-------------|--|
| Claim by (supervisor name) | | | |
| I confirm that the above named | <ul style="list-style-type: none"> • is Principal Supervisor of these students and is eligible for payment; • has submitted a supervision report for each student for <i>each term</i> claimed. • The students were not beyond the 12th term nor had they submitted a thesis | | |
| please pay supervisor | £ | | |
| Name: | | Date | |
| Department payment | | | |
| Name: | | Date | |

Notes for the Graduate Supervision Claim Form

1. Fees

Fees are paid at a rate of £55 per term, per student (MPhil, MRes, MSc, PhD) for the registered 'Principal Supervisor' providing a **termly supervision report** has been completed and submitted in PFRS, the online reporting system

The payment of PhD second-supervisors ['Other' supervisor], or for individual MPhil or MRes projects, is at the discretion of the Degree Committee.

2. Eligibility

A termly fee can be claimed by each Supervisor who has been formally appointed as the 'Principal' Supervisor (or a second supervisor acting as such for the term) who is not a University Officer (other than an Associate Lecturer who does not receive stipends from the University, or a University Officer whose duties do not include teaching).

The following posts are **not** eligible for payment:

- *Advisor* – where this is a mentoring role and not involved in regular academic supervision throughout the term
- Professors (except honorary)
- Readers
- University Senior Lecturers
- University Lecturers
- Assistant Directors of Research
- Senior Assistants in Research
- Clinical Lecturer
- Director/Assistant Director (e.g. of an Institute within the University)

3. PhD/MSc/MPhil by thesis

Payments may be claimed for each term during the nine terms required for a full-time PhD (15 terms for part-time students), including the probationary year, providing a termly supervision report has been submitted in PFRS, the online reporting system.

For students requiring supervision during the fourth year (writing-up year), payment may be claimed up to the term in which submission occurs. No payment will be made beyond the twelfth term.

4. MPhil by Advanced Study/MRes

Payment for other categories of appointed supervisor, who have provided regular supervisory support throughout the term, is at the discretion of the Degree Committee (i.e. MPhil individual essay/project supervision).

5. Payment is through the supervisor's department

- Supervisors on the University **payroll** are paid through the payroll and **tax is deducted at source**.
- **Non-payroll** Supervisors are paid the full amount and are **responsible for making tax payments** on these fees; please consult your department for information on the mode of payment.

6. Help

Please direct any queries regarding eligibility or payment to grad-administrator@maths.cam.ac.uk