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| **To be completed by Faculty** (see notes for guidance on reverse). | | | | | | | | | | | | | | | | | | |
| **Studentship Type:** | ⬜ PGR (Research Doctorate / AHRC Masters) | | | | | | | | | ⬜ Other PGT | | | ⬜ Other UG | | | | | |
| **Funding Type (tick all that apply):** | | | ⬜ RDF | | | ⬜ Faculty Funded | | | | | ⬜ Other External Funding | | | | | | | |
| **Faculty:** |  | | | | | | | | **Department:** | | | |  | | | | | |
| **Forename:** |  | | | | **Surname:** | | | |  | | | | **Student Number:** | | |  | | |
| **Amendment to (tick all that apply):** | | | ⬜ CC/IO | | | ⬜ Payment Amounts | | | | | ⬜ Payment Dates | | | | | | | |
| **Amendments to CC/IO or Payment Amounts (Provide budgetary details and authorisation below, for each revision):** | | | | | | | | | | | | | | | | | | |
| **Revised Annual Payment:** | |  | | | | | | | **Revised Monthly Payment:** | | | | |  | | | | |
| Revised Cost Centre | Revised Internal Order | | | | Revised Annual Amount from CC/IO | | | | Processed By  (Faculty Administrator) | | | | | Authorised By Budget Holder (Faculty Business Manager / Service Dept. Manager) | | | | |
|  |  | | | |  | | | |  | | | | |  | | | Date: |  |
|  |  | | | |  | | | |  | | | | |  | | | Date: |  |
| **Amendments to Payment Dates (Payment Ended/Suspended/Recommenced/Extended (complete as applicable):** | | | | | | | | | | | | | | | | | | |
| **Reason for date change (tick all that apply):**  ⬜ Other (state reason): | | | | ⬜ Early Leaver | | | | ⬜ Interruption Start | | | | ⬜ Interruption End | | | ⬜ Agreed Extension | | | |
| Suspend / End Payment From (Date) | Recommence Payment From (Date) | | | | Extend Payment To (Date) | | | | Processed By  (Faculty Administrator) | | | | | Authorised By Budget Holder (Faculty  Business Manager / Service Dept. Manager) | | | | |
|  |  | | | |  | | | |  | | | | |  | | | Date: |  |
| Checked/Authorised by Research & Innovation Services (PGR only): | | | | | | |  | | | | | Date: | |  | | | | |

**Notes for Guidance:**

This form is to authorise amendment to payments for stipends only.

**Please return the form to:** [ad.graduateschool@northumbria.ac.uk](mailto:ad.graduateschool@northumbria.ac.uk) It will be checked for compliance with the Northumbria Research Studentship Terms and Conditions, signatories, and RDF budget (where applicable), then forwarded to Finance for payment amendment.

**To be completed by Faculty:**

**Studentship Type:** TickPGR (Doctorate/AHRC Masters) / Other PGT / Other UG as appropriate

**Funding Type:** Tick all that apply to the stipend payment

**Student Number:** The 8 digit SITS Student Number. This will be used as the SAP ID for payment, prefixed with S (S00000000)

**Amendment to:** Tick all type of amendments that apply. The form is to be used for CC/IO / Payment Amounts / Payment Dates amendments only. A separate form ‘*Studentship Amendment to Personal Details / Bank Details*’ is also available.

**Amendments to payment CC/IO or payment amounts:** Provide the total revised annual and monthly stipend payments, then the details of each budget relating to the payment. Note that for each budget code, approval is required from the Faculty Business Manager or Service Department Manager. It should only be signed by a named delegate where Faculty Business Manager or Service Department Manager is absent and not contactable. RDF budget approval can remain unsigned prior to sending to the Graduate School, who will add approval prior to forwarding to Finance.

**Amendments to payment dates:** Authorisation by the budget holder is only required here where there is additional budget to be authorised (where the change will result in an extension to the funding end date).