



Forms should be checked and signed by the Department/School Manager before submitting to HR, incomplete/incorrect forms will be returned and there may be delays in setting up the Stipend for the Student

Graduate Student Proposal form (To be completed by the Department)

PERSONAL DETAILS OF STUDENT						
Student's Name:						
Title: Mr,Ms, MX etc						
Students Irish Home Address: <i>Not to be a Department address</i>						
Students Personal Public Service Number (PPS)	if a Student does not have their PPS number the form can still be submitted followed by the PPS number at a later date					
Telephone number:						
Date of Birth:						
TCD Student Email address <i>Not to be a staff email address</i>	Must provide TCD student email					
Date of Registration: (Current academic year) <i>Students must be full time and registered for a higher degree before a stipend can be paid.</i>						
Department:						
Students Supervisor:						
Stipend Sponsoring Body:						
Stipend Sponsoring Body 2: (If more than one)						
Stipend amount per annum	€	Per Annum	Per annum value of stipend			
Stipend amount per month <i>Please state the stipend amount per month if the payment is to be made over a shorter period than 12 months</i>	€	Per Month	Stipend student to receive per month value			
Stipend Payment dates	Stipend Start Date from	Start Date		Termination Date		Stipend End date
Research Codes Don't miss these details Research/GL code, Cost Centre, Award/Source of funds	Organisation No/ Cost Centre	Project No:	Task No:	Award No:	Expenditure Type	% to be charged
			01		N/A	
			01		N/A	
			01		N/A	
GL CODES:	GL Cost Centre	GL Activity	GL Source of funds 3100 or 1212	GL Expense code	% to be charged	



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CHECKLIST

PLEASE ENSURE THAT ALL OF THE DOCUMENTS LISTED ARE SENT WITH THIS PROPOSAL FORM BY EMAIL TO HRPOSTGRADMONTHLYSTIPEND@TCD.IE

(Incomplete Applications will be rejected)

<input type="checkbox"/>	Completed Scholarship Exemption Form Signed and dated by the Student
<input type="checkbox"/>	Completed Bank Mandate Form signed and dated by the Student (<i>email to payrollservices@tcd.ie</i>)
<input type="checkbox"/>	I confirm that the above Coding (Account numbers) on Page 1 are valid and correct
<input type="checkbox"/>	Please tick if the student is not a registered student to TCD and needs a Visiting Student Card
<input type="checkbox"/>	Please state the name of the student's home university here:

Academic Fees (For Audit Purposes Only)

Please note Human Resources **DO NOT** facilitate the payment of fees.

Are Academic fees paid as part of this scholarship from the same account	YES:		No:	
Academic Fees Per annum	€			
Total annual value of Stipend and Fees	€			
Details of fee values and the process for paying PhD fees from a Research Account can be found at the following link: https://www.tcd.ie/academicregistry/				

Grant Holder/ Principal Investigator Name: Please print Name		Date:
Grant Holder/ Principal Investigator Signature:		Need both Grant holder & HOS sign
Head of School Name: Please print Name		
Head of School Signature :		Date:

Acmhainní Daonna
Coláiste na Tríonóide Láir,
152-160 Sráid an Phiarsaigh,
Coláiste na Tríonóide, Baile Átha Cliath,
Ollscoil Átha Cliath,
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Dublin 2, Ireland.

+353 1 896 3333
hr@tcd.ie
www.tcd.ie/hr

Scholarship Exemption Declaration Form



Please read the Notes overleaf before completing this Form

1. Personal Details

Name of Student

Address (include Eircode)

PPS No.

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Student must complete all in detail

2. Course Details

Name & address (include Eircode) of College / University

Nature of degree / qualification being pursued

Brief summary of course / research undertaken

Hours of attendance

3. Scholarship Details

Name & address (include Eircode) of Sponsor

Stipend sponsor details

Amount of scholarship

€ Stipend amount in per annum value same as proposal form

Period, with dates, of duration of scholarship

Stipend start and end date must be same as proposal form we received from Department

4. Declaration

I declare that -

- I am in receipt of full-time instruction at an educational establishment;
- the object of the scholarship is the promotion of my education rather than the promotion of research through me;
- there is no element of service (directly or indirectly) between the sponsor and I or between the colleges/university and I;
- the scholarship does not arise from an office or employment (directly or indirectly) with the sponsor or with the college/university;
- all the particulars in this form are correct to the best of my knowledge and belief.

Signature _____ Student signature _____ Date _____

NOTE: It is an offence to make a false declaration for the purposes of obtaining a tax exemption.

Notes re Scholarship Exemption

Section 193 Taxes Consolidation Act 1997

Section 193 Taxes Consolidation Act 1997 provides that income arising from a scholarship is exempt from tax where the following conditions are satisfied:

- (a) the individual in receipt of the scholarship must be in receipt of full-time instruction at an educational establishment;
- (b) the object of the scholarship must be the promotion of the education of the holder rather than the promotion of research through the holder;
- (c) there must be no element of service (directly or indirectly) between the sponsor and the student;
- (d) the award must not arise from office or employment (directly or indirectly) with the sponsor;
- (e) If the scholarship is provided from a trust fund or scheme to persons connected with the sponsor (i.e. an employee, a member of the household of an employee, a director or a member of the household of a director connected directly or indirectly with the sponsor) then not more than 25% of all such payments from the trust fund or scheme can be made to such persons.

The scholarship holder must complete and sign the attached Scholarship Exemption Declaration Form. The completed form should be returned to, and retained by, the appropriate administration office in the college / university.

Exemption from income tax in respect of scholarship income is on a self-assessment basis. This exemption applies to income arising from scholarships in respect of undergraduate and postgraduate courses but it is Revenue's view that the exemption does not apply to income in respect of a fellowship.