Research Degrees

Sponsorship Agreement

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLease Refer to the guidelines on page 3 before completing this form. this form should only be used by the sponsors of OU postgraduate Research students (those studying for a Phd or professional doctorate); for all other students please** [**contact us**](https://www.open.ac.uk/contact) **to discuss your requirementS.**  Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed | |
| **SPONSORSHIP AGREEMENT**  By completing this sponsorship agreement, organisations undertake liability for paying fees, by invoice, as detailed on this form. | |
| 1. **Student and fee details** | |
| Student name: |  |
| Student personal identifier: |  |
| Study period: |  |
| Total fee due: | £ |
| Amount to be invoiced to sponsor: | £ |
| 1. **Invoice details** | |
| Person to contact: |  |
| Department: |  |
| Name of organisation: |  |
| Address for invoice: |  |
| Postcode: |  |
| Country (if not UK): |  |
| Purchase order number: |  |
| If the organisation’s address is outside the UK and you are registered for VAT or equivalent tax in your own country please give your registration number, including national code prefix: |  |
| 1. **Sponsorship undertaking** | |
| On behalf of the sponsoring organisation above (‘the sponsor’), I agree that the sponsor will pay, within 30 days of the invoice date, the research degree fee shown above.  I accept that, if the student withdraws from the research degree or leaves the sponsor’s employment, my organisation will remain liable for the agreed contribution towards the fee.  I hereby warrant that the sponsor has the full power and authority to provide the sponsorship for this student, and to give the above undertaking. I confirm that I hold the position stated below and that in that capacity I have authority to bind the sponsor by signing this form.  **If you are a sole trader or a director and only employee of a limited company please read this clause carefully.**  I accept personal liability for the agreed fees and attach my business letterhead / stationery. (For audit reasons the person who signs this agreement cannot be the student unless operating as a sole trader or director of a limited liability company.)  The University reserves the right at its sole discretion to reject any sponsorship agreement and in consequence to require full payment of the research degree fee before a new student is registered. You will be informed if the University reaches this decision. | |
| **Signature** |  |
| **Print name** |  |
| **Date** |  |
| **Position in organisation** |  |
| **Are you a sole trader?** | Yes  No |
| **Your organisation** | Name of organisation:  Address:  Postcode:  Country (if not UK): |
| **Who to contact with any queries about this form** | Name:  Position / job title:  Telephone:  Email: |

**Guidance**

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| **What this form is for**  To arrange for a sponsor to be invoiced for a student’s research degree fees |
| **Who should complete it**  This form should only be used by completed by the sponsors of OU postgraduate research students (those studying for a PhD or Professional Doctorate); for all other students please contact us to discuss your requirements: [Contact Us | Open University](https://www.open.ac.uk/contact)  If you have received a letter offering you registration for an Open University research degree, and your sponsor has agreed to pay all or some of your fees, **your sponsor** should complete this form |
| **How it should be submitted**  The form can be completed electronically by clicking on the grey boxes, and your sponsor must print and sign, or electronically sign the form for you to send to the Research Degrees Team, together with your *Acceptance form*.  Send your signed documents to: The Research Degrees Team, Graduate School, Betty Boothroyd Library, The Open University, Milton Keynes, MK7 6AA  Or scan it and email to: [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) |
| **Resources**  This form can be found on the Forms and Guidance section of the Graduate School Network (GSN):  <http://www.open.ac.uk/students/research/forms-and-guidance> |