



TERMS AND CONDITIONS FOR UNIVERSITY POSTGRADUATE RESEARCH STUDENTSHIPS

These terms and conditions apply to PhD studentships funded by Schools or Faculties at the University of East Anglia (UEA). Separate terms and conditions apply to NBI studentships, teaching studentships, Research Council funded studentships and PhD studentships from other funders.

General conditions

Awards may be made on a full time or part time basis. Part time awards will be made at a pro-rata rate that reflects the programme length. The value of the award and any specific conditions that apply to the candidate or the studentship will be outlined in the studentship award letter.

1 Duration

The duration of the award will be stipulated in the studentship award letter. Full-time studentships will normally be funded for a total period of up to 36 months (pro-rata for part-time studentships), subject to satisfactory progress monitored by the relevant School of Study through the annual review of research student progress. The period of award may not exceed the Period of Study of the postgraduate researcher: the funding period does not include any Period of Registration-Only (the 'writing up' period). The period of award will cease at the end of the calendar month of the date of the first submission of a thesis for examination if this is before the end of the award holder's period of study.

2 Termination or continuation of award

The University may terminate this award with one month's notice if the postgraduate researcher's behaviour or progress is deemed to be unsatisfactory and the award holder is required to withdraw their registration for an award at the conclusion of the University's Disciplinary Procedures. (Decisions reached through the University's Disciplinary Procedures are subject to appeal, as set out in the University Calendar).

Continuation of the award is dependent on the award holder successfully completing their probationary period.

The award holder is able to terminate this award with one month's written notice to supervisor and the Faculty Associate Dean for Postgraduate Research, detailing the reasons for termination.

Absence

Although postgraduate researchers funded under these terms and conditions do not have a statutory entitlement to maternity, paternity or adoption leave, the University will provide funding for leave entitlements which mirror the statutory schemes in force at the time. The University also provides an unpaid parental leave scheme.

There is no limit to the number of periods of Maternity, Ordinary Paternity Leave or Adoption Leave that can be taken during a studentship.

3 Maternity Leave

University studentship holders are entitled to 52 weeks of maternity-equivalent leave if the expected week of childbirth (EWC) will occur during the period of award. The first 26 weeks' leave will be paid at full stipend rate, pro-rated as necessary for part time postgraduate researchers. The following 13 weeks will be paid at a level commensurate with Statutory Maternity Pay. Requests for paid maternity leave as detailed above will be approved, subject to the approval of a corresponding period of interruption to study which must commence before the end of the award holder's Period of Study. A mother must take a minimum of 2 weeks' maternity leave following the birth. There is no qualifying period for maternity leave.

The award holder should apply to their School for the period of interruption with paid maternity leave at least three months before the EWC and supply a MATB1 form to qualify for maternity leave. Maternity leave may commence at any time between the 11th week before the EWC and the birth of the child.

In addition to paid maternity leave, requests for unpaid maternity leave up to a further 13 weeks will be approved, subject to the approval of the corresponding period of interruption to study. The process for the approval of interruptions is set out in the Code of Practice for Research Degrees.

Where an award holder is paid a maintenance stipend during their maternity leave and then decides not to return to study or returns for a period of less than 12 weeks, they will normally have to pay back the stipend payments received during the period of maternity leave in full.

4 Ordinary Paternity Leave

Ordinary Paternity leave may be taken by award holders as long as they are the father of the child; or the partner or spouse of the mother (or child's adopter); the child's adopter; or the intended parent (if having a baby through a surrogacy arrangement).

Partners are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend. This leave must be taken in one go. Ordinary Paternity Leave cannot start before the birth (or date of placement for adoption) and must end within 56 days of the birth (or placement). Paid Ordinary Paternity Leave will not

result in additional payment or an extension to the award holder's period of study.

5 Parental Leave

Partners are also entitled to an extended period of unpaid parental leave of up to 50 weeks. Unpaid parental leave must be completed within 12 months of the birth of the child (or date of placement for adoption). This leave may be taken in up to three blocks of leave or all at once.

The award holder should apply to their School for a corresponding period of interruption to study with unpaid parental leave, at least eight weeks before they wish the parental leave period to commence.

6 Adoption leave

Adoption leave will be granted on the same basis as maternity leave (please see above). Award holders must supply a "matching certificate" from an adoption or surrogacy agency to qualify for adoption leave.

7 Sick Leave

Award holders prevented from studying due to illness supported by medical evidence will normally be paid at the full stipend rate, pro-rated as necessary for part time postgraduate researchers, for the first **thirteen weeks** within a rolling 12-month period. Such periods will be treated as part of the tenure of the award, and the award will not be extended correspondingly. However, award holders may apply for a corresponding extension to their final submission deadline at the time of the illness. If the award holder's illness lasts for more than thirteen weeks, they should apply for a suspension to their award for the period beyond the thirteen weeks. Maintenance payments will not be available from the scheme during a period of interruption.

8 Suspension of award

The award will normally be suspended during a period of interruption formally approved by the award holder's School or the Associate Pro-Vice-Chancellor for UEA Doctoral College on behalf of Senate. The process for the approval of interruptions is set out in the Code of Practice for Research Degrees.

In all of the above cases the total cumulative suspension for any reason must not normally exceed 12 months over the period of the award.

The award will normally be suspended if the award holder does not complete the academic registration task at the beginning of each academic year by the deadline specified by the University.

9 Changes to mode of study

The University will consider requests from award holders to transfer from part time to full-time study or vice versa. Any proposed change will require prior approval by the award holder's School or by the Associate Pro-Vice-

Chancellor for UEA Doctoral College. International postgraduate researchers should check whether there are conditions of their visa or immigration permission that preclude transfer to part-time study.

10 Undertaking of work during the award

The University will permit award holders to undertake small amounts of academic work as part of their training, subject to the approval of the award holder's supervisory team. The time spent **within** the expected studentship hours of 37.5 hours per week for a full-time award holder (pro rata for a part-time award holder) carrying out teaching, demonstrating or research assistantship activities including preparation and marking should not normally exceed six hours per week for a full-time student (pro rata for a part-time award holder), and must not exceed 180 hours in total per year.

Award holders **may** undertake other work outside of the expected studentship hours, provided that any additional match-funder, legal or immigration restrictions are also complied with. The University strongly recommends that award holders do not work more than 48 hours per week overall (including doctoral research) and may refer award holders to Student Services for advice if there are concerns about overworking.

Supervisors will advise the Faculty Associate Dean for Postgraduate Research if they consider that employment is adversely affecting the studies of an award holder and the Faculty Associate Dean will consider whether the award will be continued.

11 Annual leave entitlement

A maximum of eight weeks' annual leave (including public holidays and closure days at UEA or the Institute at which the postgraduate researcher is based) may be taken each academic year (pro-rata for part years) by prior arrangement with your supervisory team. Annual leave cannot be carried forward into the next leave year nor does it extend an award holders Period of Study or Registration.

12 Intellectual Property Rights

The University's Intellectual Property Regulations apply to all University Studentship awards. The Regulations are set out [in the UEA Academic Calendar](#).

13 Payment and overpayment of maintenance stipends

Maintenance stipends will normally be paid on a monthly basis, in advance. If a maintenance stipend is received for a period during which the award holder is not formally in study (for example, if an award holder interrupts their study for a reason other than paid maternity leave), or if other overpayment occurs, the University will ask the award holder to return the overpayment. The University will take steps to recover any outstanding amounts that remain unpaid. Where a studentship is terminated by the University or by the award holder (for example where an award holder withdraws from a programme), the

University will not seek repayment of any of the maintenance stipend received to that point, except in cases where there has been overpayment or where the award holder has decided not to return to study after maternity or adoption leave (see above). For example, an award holder withdrawing from the University with a formal leave date of 1 November would be expected to repay the proportion of any maintenance payment already received in advance for the period of study following that date but would not be expected to repay maintenance payment for the period preceding that date.

14 University Degree Regulations

The University's Regulations for the Degree of Doctor of Philosophy (as appropriate) will continue to apply to award holders.

15 International postgraduate researchers

If the award holder requires UK immigration permission (a visa) to study in the UK, they must meet all relevant immigration requirements set by UK Visas and Immigration.

Where primary legislation or subsequent amendments conflict with any term of this Agreement the legislation or amendment will supersede the Agreement term. The award holder will not normally receive financial or other compensation as a consequence.

It is the responsibility of the award holder to ensure that they comply with all legislative requirements of the UK Government and the conditions of their visa or immigration permission.

16 Modification of Agreement

The University reserves the right to amend these terms and conditions, in accordance with UK law including immigration law, and with University Regulations, Policies and Procedures. Supplement, amendment, or modification of this Agreement shall normally be binding on all parties. No financial or other compensation will normally be offered in such circumstances.