



Department for
**Employment
and Learning**
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SKILLS
TO SUCCEED

Postgraduate Studentships

Terms and conditions

(Academic year 2016-2017)





DEPARTMENT FOR EMPLOYMENT & LEARNING POSTGRADUATE STUDENTSHIPS - TERMS AND CONDITIONS – ACADEMIC YEAR 2016-17

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INTRODUCTION

- - This booklet sets out the terms and conditions of the Department for Employment & Learning Postgraduate Studentships held at Queen's University Belfast (QUB) or Ulster University (Ulster). Throughout the booklet, the term **University Authority** is used to denote the office within each university that is responsible for making decisions on certain issues. At QUB, the **University Authority** is the Graduate School: at Ulster the **University Authority** is the Research Student Administration, Department for Research and Innovation (RI).

- - Queries on the terms and conditions should be addressed to either:-

The Graduate School
Queen's University Belfast
University Road
Belfast
BT7 1NN

Research Student Administration -
Ulster University -
Cromore Road -
Coleraine -
Co. BT52 1SA -

Tel: (028) 9097 2585

(028) 7012 4729 -

E-mail: graduateschool@qub.ac.uk

Researchstudent@ulster.ac.uk -

- - This booklet is also available on the web at any of the following links:

<http://www.qub.ac.uk/postgraduate>

<http://www.ulster.ac.uk/researchstudy>

<http://www.delni.gov.uk>

- - Braille and audio-cassette versions of this booklet are available from the Department for Employment & Learning. Contact details for the Department for Employment & Learning are as follows:

Student Finance Branch -
Department for Employment & Learning -
Adelaide House -
Belfast -
BT2 8FD -

Tel: (028) 9025 7715 -

E-mail: studentfinance@delni.gov.uk -

- **These Terms and conditions may be varied at any time at the discretion of the Department for Employment & Learning.**



SECTION A: TYPES OF STUDENTSHIP

The following types of **full-time** Studentship are available:

- - RESEARCH STUDENTSHIPS to provide for the payments of approved fees and the maintenance of students whilst being trained in methods of research - for PhD study.
- - CAST STUDENTSHIPS (Co-operative Awards in Science and Technology) which are RESEARCH STUDENTSHIPS intended to encourage the development of collaboration between universities and industry and in particular to provide an opportunity for graduates to undertake research of direct interest to industry - for PhD study.
- - TAUGHT STUDENTSHIPS to provide for the payment of approved fees and the maintenance of students undertaking approved postgraduate courses of instruction – currently available for taught MRes study (Ulster University).

NOTES

- i. - UK residents MAY receive a Studentship covering **fees and maintenance**. Additional criteria regarding residency and citizenship are applicable as set out in Section B of this document.
- ii. - EU nationals who began a course from **September 2013** and who also satisfy a three year residency requirement in the UK prior to the start of the course for which a Studentship is held may receive a Studentship covering fees and maintenance.
- iii. - Other EU residents MAY receive a Studentship covering **fees only**.
- iv. - Non EU residents are NOT eligible for Department for Employment & Learning Studentships. Exceptions are listed in section 1c overleaf.



SECTION B: GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY

To be eligible for consideration for a Department for Employment & Learning Studentship, - a candidate must satisfy **ALL** the eligibility criteria based on nationality, - residency, citizenship and academic qualifications. The criteria are as set out below. -

RESIDENCY AND CITIZENSHIP

- a. - The candidate must be ordinarily resident in the UK or Islands, including the Channel Islands and Isle of Man, for the full three year period before the first day of the first academic year of the course, i.e. normally 1 October (or would have been so resident had the candidate, the spouse or either parent not been employed temporarily outside the UK or the EU).
 - - For Non-EU nationals – the main purpose of residence in the UK must NOT have been to receive full time education during any part of that three year period.
 - - For EU nationals – where the main purpose for residence in the UK was to receive full time education he/she must have been ordinarily resident in the European Economic Area (EEA) and/or Switzerland immediately before that three year period.
 - - EU nationals may qualify for a “Fees only” Studentship if the candidate has been ordinarily resident in the EEA and/or Switzerland for three years before the first day of the first academic year of the course. The main purpose for residence in the EEA and/or Switzerland must not have been to receive full time education during any part of that three year period.
- b. - The candidate must be ordinarily resident in Northern Ireland on the first day of the first academic year of the course, normally 1 October.
- c. - The candidate must be a British citizen, EU national or relevant family member of an EU national. The candidate may be eligible for support if they are the child of either a Swiss national or Turkish worker. For Non EU nationals – The candidate must be “**settled**” in the UK by the closing date for the application. “Settled” means being both ordinarily resident in the UK and without any immigration restriction on the length of the stay in the UK. To be “settled” the candidate must either have the Right of Abode or Indefinite Leave to Enter or Remain in the UK, or have the right of permanent residence in the UK under EC Law. Candidates with “Refugee Status” from the UK Government may be eligible to apply provided they have been resident in the UK and Islands since the status was awarded.



ACADEMIC CRITERIA

FOR RESEARCH AND CAST STUDENTSHIPS:

- a. - The required academic qualification is a first or upper second class honours degree from a university in the United Kingdom or Ireland, or qualifications and experience considered by the University as equivalent to this standard.

Students must be able to demonstrate a capability to undertake and benefit from research training through to completion to the standard necessary to qualify for a PhD.

OR FOR TAUGHT STUDENTSHIPS:

The desired academic qualification is at least an upper second class honours degree, from a University in the United Kingdom or Ireland, or a non-UK qualification considered by the University as equivalent to this standard.

FOR ALL TYPES OF STUDENTSHIP INCLUDING RESEARCH, CAST AND TAUGHT:

- b. - Candidates who already hold a doctoral degree or who have been registered on a programme of research leading to the award of a doctoral degree on a full-time basis for more than one year, or part-time equivalent, funded from any source, including self-financing students, are NOT eligible for a Studentship.
- c. - Candidates must have official, final results of all qualifications to be used to meet the academic requirements before the start of the Studentship.

2. STARTING DATE

All Studentships begin on 1 October and end on 30 September - regardless of the actual dates of the academic year - unless otherwise stated in the letter offering the Studentship. Approval for a starting date later than 1 October must be sought by the Supervisor from the **University Authority**.

3. OFFER OF STUDENTSHIP

The **University Authority** will send offers of Studentships to successful candidates and notify unsuccessful candidates. Successful candidates should ensure they retain the official funding letter for the duration of the Studentship. A charge may be incurred to issue a duplicate copy.


4. ACCEPTANCE OF STUDENTSHIP

Candidates who are offered Studentships must either decline or accept the offer within 10 working days of the date of the letter of offer. Failure to do so may result in the Studentship being offered to another candidate.

5. CONDITIONS OF STUDENTSHIP

- a. - Each University is required to appoint an appropriate member of staff to act as Supervisor for each Studentship holder. The Supervisor is responsible for academic reports and certain other matters. Supervisors are required to keep the student's progress under review to ensure that the training will be successfully completed within the period of the Department for Employment & Learning Studentship and, where applicable, written up and submitted as a thesis. For TAUGHT STUDENTSHIP holders, the Course Director will be expected to carry out these functions as necessary. Further references to Supervisor's responsibilities in this booklet should be taken to include Course Director if appropriate.
- b. - In accepting an offer of a Studentship, the student undertakes to:
 - i - abide by the terms and conditions of the Studentship as outlined in this booklet and the letter of offer;
 - ii - inform the **University Authority** if offered a RCUK or a Studentship of equal value to a standard award.
 - iii - repay to the University any amount overpaid for any reason whatsoever;
 - iv - provide to the relevant **University Authority** such information as it may require concerning changes in academic circumstances which may affect the progress and payment of the Studentship; and



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- v permit the relevant **University Authority** to use all information held about him/her for any purposes connected with the Studentship, such permission being taken as fulfilling the requirements of the Data Protection Act.
 - c. It is a condition of the Studentship that the Department for Employment & Learning accepts no liability for the manner in which the work in connection with the Studentship is undertaken and the recipient of the Studentship will be responsible in all aspects for the work, including fieldwork, and the consequences of it.
 - d. It is a condition of the Studentship that a student remains on the course/programme of study in respect of which the Studentship was sought and was offered. **Any proposal by a student to change study or registration must be approved in advance by the relevant University Authority for the purpose of the Studentship.** Failure to seek prior approval may necessitate the recovery of sums already paid in relation to the Studentship.

6. PLACE OF TENURE

The Department for Employment & Learning Studentships are tenable only at Queen's University Belfast or Ulster University :

- a. - Studentships are tenable only at the home University, ie the University which made the offer of the Studentship.
- b. - Prior approval must be obtained from the relevant **University Authority** if a Supervisor wishes a student to spend, either at home or abroad, a period of training away from the home University.
- c. - The Studentship is not normally transferable.

7. CONTINUATION OF STUDENTSHIPS

Where the course of study lasts for more than one academic year, a progress report must be sent to the relevant **University Authority** at the time designated in the rules and regulations for the specific programme. If the relevant **University Authority** does not receive this report by the end of October, maintenance payments will be suspended until the report is received.

The Studentship is renewed on an annual basis, subject to a satisfactory progress report and recommendations from the Supervisor and the School/Faculty. Renewal for a third year will normally only be considered where the student is registered for a doctorate - ie a Studentship holder cannot enter the third year of a Studentship registered as an undifferentiated research student or as an MPhil student.



8. PUBLICATION OF RESULTS

The Department for Employment & Learning does not assist with the cost of publication but its support should be acknowledged in any publication dealing with the work carried out during the tenure of the Studentship.

9. DISSEMINATION AND EXPLOITATION OF RESULTS

- a. - Each university, and all engaged in research supported by a Studentship, should ensure that any intellectual property arising during the course of the Studentship is exploited. The student must therefore comply with the procedures laid down by QUB or Ulster for the dissemination and exploitation of results.
- b. - Each university has issued guidance to academic staff on many aspects of identifying, protecting and exploiting inventions. Further information is available from the Intellectual Property Rights (IPR) Officer at QUB or Ulster. The IPR Officer will provide a brief introduction to intellectual property; this can be arranged individually or with a group of colleagues. Students should particularly bear in mind the following:

- i. - PROTECTION OF POSSIBLE PATENT ACTION

Potential patent rights will be prejudiced by publication or non-confidential disclosure of the subject matter prior to filing a patent application. Publication is interpreted very broadly and covers anything made available publicly in writing, orally, by use, or in any other way before protection is sought. Students should avoid disclosing novel learnings from their work “in the public domain without prior consultation with the relevant technology transfer authority” in the University. It is imperative that you keep Laboratory Note Books, especially if the project could lead to a patentable invention, thereby recording what was conceived or done and noting important dates during the project. The IPR Officer can provide guidance as required. Exceptions for learned society publications are more restricted than previously.

- ii. - PROTECTION OF NON-PATENTABLE MATERIAL

Whether or not the research leads to patentable inventions, it may lead to the creation of know-how, computer software or other results which, although they cannot always be formally protected, can be of commercial value. These can be covered through copyright or design rights or sometimes retained as “secret know-how”. It is important to discuss these options with your IPR Officer.



iii. - EXPLOITATION COSTS AND RESOURCES

- a. - The Department for Employment & Learning will not meet any charges incurred in respect of patenting and exploitation, nor will they expect to receive any of the income thus obtained.
- b. - When making nominations for CAST STUDENTSHIPS and in other situations where third parties are involved, applicants are required to show that a reasonable arrangement has been made to ensure that any results will be exploited, and that a suitable return is secured for the home University, the student or the Supervisor as appropriate.
- c. - When negotiating the terms of a collaboration agreement or before making any commitment to a third party, for instance, to share results with them or to delay publication, the person with responsibility for exploitation of results, collaborative arrangements and outside research contracts must be consulted.
- d. - It is expected that parties in collaborative research will negotiate the terms of their own collaboration between themselves. The **University Authority** is free to use its own agreements but should seek expert advice, where appropriate, from suitable agencies such as the Patent Office.
- e. - Studentship holders must assign their Intellectual Property Rights to the home University and receive benefits in accordance with the home University's policies.

10. VALUE OF STUDENTSHIP

Studentships consist of:

- a. - a grant to the student for personal maintenance (where the candidate meets the residency requirement). The rates below are **the minimum** payable to Department for Employment & Learning (DEL) Studentship holders. Each university reserves the right to pay more than the minimum rate to Studentship holders. If applicable, rates above the minimum will be specified in the letter of offer.

Research Studentships -
2016-17 £14,296 -

Taught Studentships -
2016-17 £7,148 -

- b. - payment of approved fees (Rule 11);
- c. - extra payments relating to RESEARCH STUDENTSHIPS (Rule 27) and CAST STUDENTSHIPS (Rule 31);
- d. - the University may pay other allowances in appropriate cases (Rule 12).

11. APPROVED FEES

- a. Approved fees will comprise:
 - i. - sessional fees, including tuition, supervision, registration and bench fees and student union subscriptions but excluding any element of maintenance;
 - ii. - fees charged by external examining or validating bodies or fees charged by any other external body whose requirements must be satisfied in order to complete the course.
- b. - Fees will be paid direct by the relevant **University Authority** to the Finance Department at QUB or Ulster. Only fees incurred during, and with relation to, the period of the Studentship will be paid. **Any additional fees payable after termination of the Studentship are the student's responsibility.**
- c. - Charges for accommodation and/or boarding of a student resident in an institution must be paid to the institution by the student.

- d. Charges for typing and binding a thesis or dissertation are not included in the approved fees, an allowance having been made for such expenses in fixing the rate of maintenance grant.
- e. Fees for any examination which is taken a second time, or a deposit which is ultimately repayable to the student, are not regarded as approved fees.

12. STUDENTS WITH DISABILITIES

Disabled students who meet the eligibility criteria can apply for a Disabled Student's Allowance to the appropriate Education Authority. Students interested in applying should contact the University's Disability Service for guidance. In addition, each University administers Support Funds to which students with disabilities are eligible to apply.



13. FINANCIAL UNDERTAKINGS

The Department for Employment & Learning relies on the academic authorities to ensure that full use is made of all other sources of financial assistance open to students and that the institutions' expenditure on postgraduate awards in their own gift is not reduced on account of Studentships awarded by the Department for Employment & Learning.

14. NATIONAL INSURANCE

The home University will not make any payment for student's National Insurance contributions. Students may become liable for contributions in connection with any paid teaching or demonstrating which they undertake.

15. INCOME TAX

The Board of Inland Revenue authorises the statement that payment under a Department for Employment & Learning Studentship is not regarded as income for income tax purposes. It should, however, be noted that earnings from sources such as teaching and demonstrating received during the final year of the Studentship will be aggregated with income from post-award employment, when income tax liability is assessed for the fiscal year in which the Studentship terminates.



16. PAYMENT OF MAINTENANCE GRANT

A form for the completion of bank details is sent with the letter of offer of the Studentship. Students must inform the relevant **University Authority** of any change of bank details.

Each **University Authority** will decide the arrangements for payment of maintenance grant and notify Studentship holders accordingly.

The initial maintenance payment will be withheld until the student produces a valid student card as proof of registration for the postgraduate study. For Studentships continuing into a second or third year, maintenance payments will be suspended if the relevant **University Authority** does not receive, at the designated time, the progress report detailed in Rule 7.

Supervisors/Course Directors must inform the relevant University Authority immediately when a student has withdrawn. The appropriate university budget holder will normally be required to reimburse the relevant University Authority for any avoidable overpayments not recovered from the student arising from a delay in notification of a student's withdrawal.

All payments are subject to the terms of Rule 22.

17. ATTENDANCE

It is expected that full-time students will be in attendance on campus on a daily basis except for time spent on field work, industrial placement, internship or other work directly related to the project for which prior written agreement has been obtained from the relevant **University Authority**.

18. HOLIDAYS

Within the period of the Studentship, all the student's time should be devoted to his/her studies, except as provided in Rule 21a. Holidays as approved by the Supervisor/course director are allowed within the period of the Studentship, provided they do not exceed a total of eight weeks including public holidays (40 days) per year. Holidays for incomplete years may be allowed pro rata. Where holidays in excess of those permitted are taken, the grant for maintenance will be reduced accordingly. Not more than four weeks may be taken on completion of the period of training/study (see also Rule 22). Where a student withdraws from studies, no holidays will be allowed after the date of withdrawal.

Holidays must not be used for the purpose of undertaking paid employment except as approved by the relevant **University Authority** under Rule 21.



19. ABSENCE DUE TO ACCIDENT OR ILLNESS

- a. - If a student is absent through accident or illness for more than two weeks, the student must notify the Supervisor/course director, who will notify the relevant **University Authority** immediately in writing of the dates of absence, accompanied by a medical certificate. Return from such absence must also be reported. Frequent short absences for medical or other reasons must also be reported to the relevant **University Authority** where they are likely to lead to a delay in the programme of research.
- b. - Students will normally be paid their full studentship stipend for the first 28 days (in any 12 month period) of certified sick absence.

It should be noted that in instances where a student receives payment of maintenance grant for periods of illness and/or accident, this period will not be deemed to form part of an approved period of suspension.


- c. Periods of certified illness in excess of four weeks will be specially considered and normally the Studentship will be suspended (see Rule 24i). Only in exceptional circumstances will a suspension due to illness exceed 12 months. Students who are absent for more than four weeks are advised to seek financial support from the university Support Funds in the first instance as all Department for Employment & Learning support will cease until study is resumed.
- d. - Holiday entitlement may not be set against periods of illness.

20. MATERNITY LEAVE, PATERNITY LEAVE AND ADOPTION LEAVE

Maternity Leave/Adoption Leave

A student may take a temporary withdrawal of up to a maximum 12 months for maternity or adoption leave. Students will continue to be paid their full monthly studentship stipend for up to six months and may be able to apply for up to a further six months' suspension of their award (unpaid) because of the pregnancy/adoption, providing a total period of paid and unpaid maternity/adoption leave up to twelve months. The estimated due date (maternity) and official adoption date must occur during the period of the award.

Periods of maternity/adoption leave with the studentship stipend paid and unpaid must be taken consecutively. If a student chooses not to take the full twelve months at the time of her pregnancy/adoption, then the student will not be able to take the remaining period at a later date.



Support for any time beyond six months should be sought from the University Support Funds in the first instance. Should the circumstances of an award be changed following a period of maternity / adoption leave, the student should notify his/her supervisor immediately.

The total period of Department for Employment & Learning support will not be extended beyond the original duration of the Studentship plus the period of up to six months' maternity/adoption leave, except where more than one maternity/adoption leave occurs during the period of the Studentship.

Students should apply directly to the **University Authority** for a period of maternity / adoption leave. The application must be supported by official documentation.

Supporting documentation:

Maternity leave

The student is required to provide a maternity certificate, form MATB1, obtained from a doctor or midwife, which includes the estimated due date (EDD). These are normally available 20 weeks before EDD.

Adoption leave

The student is required to provide a letter from the agency with the date of placement and matching certificate.

Where a couple is adopting a child only one partner may apply for adoption leave.

Paternity Leave

A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

The student should apply directly to the **University Authority** for leave and provide evidence of the birth including birth certificate(s).




21. DEMONSTRATING, TEACHING AND OTHER PAID WORK

- a. - No paid work may be undertaken by students during term-time or vacations, except as provided by sub-paragraphs i., ii. and iii.
 - i. - It is generally considered desirable that, subject to the approval of the Supervisor, a student should undertake a certain amount of demonstrating or teaching work if the type of postgraduate training is compatible with such work. This work is permitted during the tenure of a Studentship, provided the total demand made on a student's time, including any preparation work, does not exceed 6 hours in any one week or up to one day a week if the teaching is carried out in a school or institution of further education.
 - ii. - Other forms of work (e.g. university examination invigilating or marking of university examination scripts) directly related to a student's training will be allowed, on the same conditions as demonstrating, during the hours normally devoted to the student's training.
 - iii. - Students may apply in advance to the relevant **University Authority** for permission to undertake a small amount of paid work, other than that specified in i. and ii. above, provided their Supervisors certify that they have consented to this and that the work, whether in term-time or vacation, will not in any way whatsoever impede or interfere with their research or other training. This work is permitted during the tenure of a Studentship, provided the total demand made on a student's time does not exceed 6 hours or up to one day in any one week. Applications under this condition are expected to be the exception rather than the norm.
- b. - Students must be paid for any demonstrating or teaching work at the usual QUB or Ulster rate. Prior to undertaking such duties, students will receive appropriate training. Refer to Rule 15 for further details regarding income tax.
- c. - A Department for Employment & Learning Studentship cannot be held at the same time as any other award which provides maintenance and fees for postgraduate training. Department for Employment & Learning support will cease from the date on which such an award becomes payable.

22. PROGRESS/TERMINATION OF STUDENTSHIP

- a. - Supervisors must inform the relevant **University Authority** immediately if at any time they consider a student's attendance, progress or conduct to be unsatisfactory.
- b. - Students whose attendance, progress or conduct is not satisfactory may have their Studentships terminated or payments in respect of Studentships withheld or reduced.

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- c. If the relevant **University Authority** is satisfied that a student has willfully failed to provide information which it requires or has provided information which is known to be false, it may terminate the Studentship or withhold any payments due under the Studentship as it sees appropriate.
 - d. If the holder of a Studentship ceases training or studies before the due termination date, the Supervisor must inform the relevant **University Authority** immediately.
 - e. A Studentship will terminate on the date when a student ceases training or studies (except as provided in Rule 18) and the student will be required to refund any grant overpaid to the University. Note: if a student submits the thesis before the official funding period ends, the Studentship will terminate on the date that the student completes and is awarded the qualification (this will be prior to graduation).

23. EMPLOYMENT OR OTHER POSTGRADUATE STUDY


If a student takes up paid employment before the normal expiry date of the Studentship, or commences other postgraduate study in respect of which another Studentship has been made, the Studentship cannot be continued on or after the date of appointment or the date from which the other Studentship commences. This paragraph overrides the provision in Rule 18 for holidays after the completion of the period of training/study.

24. SUSPENSION OF STUDENTSHIP

In general, Studentships are intended to be held on a continuous basis and the relevant **University Authority** will consider suspending a Studentship only in exceptional circumstances. If you are considering a request for suspension you should contact your Supervisor as soon as possible. All requests for suspension must take the form of a joint request signed by the student and the Supervisor and be accompanied by any supporting evidence, eg medical certificates. The request and supporting evidence must be submitted to the Faculty/School for approval. If approved by the Faculty/School, the request will be forwarded to the relevant **University Authority** for decision.

Please note the following with regard to suspensions:

- a. - suspensions are not available for TAUGHT STUDENTSHIPS in any circumstances - see Rule 34 relating to withdrawing from Taught Studentships:
- b. - requests for suspension must be received **in advance** of the period of suspension requested;

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- c. Supervisors must inform the relevant **University Authority** of the exact date when a student resumes studies after an approved period of suspension; and
 - d. the total period of suspension during the tenure of an award should not normally exceed **12 months**.

Acceptable reasons for suspension of a Studentship:

- e. - **illness** (see Rule 19c.), where a period of illness is likely to last for more than four weeks, a suspension should be requested;
- f. - **compelling personal reasons** that require the student to be absent from the University; and
- g. - for the purposes of taking-up an internship at a centre of excellence or an industrial placement. Only one such visit may be considered during the tenure of the Studentship and must not exceed 12 months' duration.

Suspensions **will not** be granted for the following reasons:

- h. - employment, temporary lectureships, exchanges, voluntary service overseas or expeditions/sport; and
- i. - under no circumstances will suspensions be granted on the grounds of financial hardship.



SECTION C: RESEARCH STUDENTSHIP

25. SUBJECT FOR INVESTIGATION

The subject for investigation selected by the Supervisor should afford adequate opportunities for intellectual training and, where appropriate, the acquisition of manipulative technique and skill. It should also give the student, if possible during the first year of training, an opportunity to show that he/she possesses the qualities necessary to become a successful research worker. Students should expect the standard of Research Training provided by the universities to meet current National Standards.

26. DURATION OF A RESEARCH STUDENTSHIP

- a. Research Studentships are normally for a maximum period of three years subject to annual renewal on the satisfactory recommendation of the student's Supervisor.
- b. Students must be formally registered for a PhD before the start of the third year of the Studentship. Studentships are not offered to students whose original intention is to submit for an MPhil. Where it is clear before the start of the third year that a student will be submitting for an MPhil, the Studentship will not be continued into the third year.
- c. The maximum duration of a RESEARCH STUDENTSHIP will be reduced by a period equal to any previous period of postgraduate training (other than postgraduate teacher training) or of activity equivalent to postgraduate training undertaken by the student, except where the training was directly relevant to the attainment of a Masters degree (whatever the source of funding).
- d. The **University Authority** will consider a request to extend an award to compensate for time lost because of factors outside the control of the student and the host institution but cannot consider extensions where the nature of the project, or the way it has developed, is such that completion would be difficult within the period of the Studentship or where time has been lost by the student transferring between institutions. It should be noted by both the student and the Supervisor that the RESEARCH STUDENTSHIP is awarded to enable the student to be trained in research methods and not necessarily to obtain the higher degree within the period of the award.



27. RESEARCH TRAINING SUPPORT GRANT (RTSG)

- a. A RTSG will be paid to the **University Authority** for research students as a contribution towards incidental costs incurred in the training of research students, e.g. the provision of equipment or consumables and any fieldwork, conference, study visits or travel costs incurred by the research student. The **University Authority** will allocate this money.
- b. Apart from the RTSG, there are no additional conference, travel or fieldwork funds available to research students as part of their Department for Employment & Learning Studentships, although they can apply for university funds available to all students.

28. WORK EXPERIENCE

Up to three months can be spent working in industry in paid employment, so long as the following conditions are met:

- a. - The faculty/school certifies that the work is directly related to the research project;
- b. - The work must not be supported by public funds. The stipend payments made by the University will be suspended during the work experience and the employer/company will be required to remunerate the student during this period. Payment should be commensurate with the student's graduate status. The Studentship end date will NOT be extended by three months.
- c. - The student is not required to withdraw temporarily from research. .

BEFORE students undertake work experience, Supervisors must provide brief details of the industrial placement and include the endorsement of the Faculty/School. Details must be sent in advance of the work experience placement to the relevant **University Authority** to enable University stipend payments to be suspended.

29. THESIS SUBMISSION

Students should aim to submit their thesis by the end of their funded period and normally no later than one year after their funding end date. For further details regarding thesis submission refer to the University's relevant Study Regulations.

SECTION D: CAST STUDENTSHIPS

30. INTRODUCTION

Studentships for PhD study may be available under the CAST scheme to encourage collaboration between academic institutions and private sector industry. It also provides an opportunity for able graduates to gain first-hand experience outside the academic environment as well as higher degrees.

Studentships of three year's duration are available to enable students to submit for a higher degree such as a doctorate. They are available to applicants for research projects in science and technology which are of specific industrial value. It is essential that projects should provide good training for the student in methods of research as well as a stimulating challenge. They should also provide a worthwhile opportunity to spend at least three months of the period of the Studentship in industry. Projects should be product and/or process-orientated.

31. ELIGIBILITY

Each university may create CAST STUDENTSHIPS where the university can find an outside body willing to act as a collaborating body for a particular research project. Apart from the collaborating body's contributions (Rule 31), in all other respects CAST STUDENTSHIPS follow the terms and conditions applicable to RESEARCH STUDENTSHIPS.





32. COLLABORATING BODY CONTRIBUTIONS

As a confirmation of its interest, involvement and commitment the collaborating body must:

- a. - Make an annual contribution in cash to the institution towards the cost of the project, being a minimum of 60% of the minimum maintenance grant per annum for the duration of the CAST STUDENTSHIP. The institution is entitled, at its discretion, to use a proportion of this contribution to increase the payment to the student.
- b. - Meet the extra expenses (e.g. travel and accommodation costs) incurred by the student as a result of visits to, or time spent with, the collaborating body.
- c. - Provide any necessary special materials or facilities which the institutions do not possess.

The **University Authority** is expected to encourage expenditure by the Collaborating Body in excess of the sums quoted above.



SECTION E: TAUGHT STUDENTSHIPS

33. TYPE OF COURSE

The **University Authority** will decide which courses will be allocated Studentships in a particular year and a list of these specified courses is available from the relevant **University Authority**.

34. DURATION OF A TAUGHT STUDENTSHIP

- a. - The duration of the Taught Studentship, exclusive of initial or terminal leave, must be more than six months. The total period, including holidays, will not normally be more than 12 months.
- b. - A Taught Studentship will not be offered to applicants who do not satisfy the academic regulations of the home University in relation to previous postgraduate study.

35. WITHDRAWAL FROM A TAUGHT STUDENTSHIP

Students who withdraw from study for reasons acceptable to the **University Authority** will be eligible to re-apply in the next available competition for TAUGHT STUDENTSHIPS, but there is no guarantee they will be successful in the competition.

36. SUPPORT OF MASTERS' COURSES

The **University Authority** will ensure that the necessary facilities are available for masters' courses and associated projects. Repayment of expenses for training or attendance at short courses will not be considered by the Department for Employment & Learning. TAUGHT STUDENTSHIPS do not include any provision for costs for attending conferences, fieldwork, travel, etc.



37. RESEARCH MASTERS COURSES (MRES)

A limited number of awards may be available for Research Masters Courses (MRes) which provide a structured and progressive research training and which meet the following criteria:

- a. The research project must form a minimum of 60% of the course.
- b. The taught material must contain modules on research techniques, advanced knowledge, advanced skills and transferable skills in roughly equal parts.
- c. The course should equally well provide training for a course, or for further research training.
- d. The course should involve real and significant industrial collaboration in course design, presentation and project supervision.

Holders of TAUGHT STUDENTSHIPS for MRes study will subsequently be eligible to apply for a RESEARCH STUDENTSHIP and, if successful, to hold such a Studentship for the full three years.



DEFINITION OF TERMS

EUROPEAN ECONOMIC AREA (EEA)

The European Economic Area is a larger area than the European Union (EU). It is made up of all the countries in the EU plus Iceland, Liechtenstein and Norway.

For categories where the residence area is the EEA and Switzerland, the residence area is made up of all 30 countries in the EEA including the whole of the island of Cyprus (that is, including northern Cyprus), and Switzerland.

EUROPEAN UNION (EU)

An EU national is someone who is a national or citizen of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK.

THE DEPARTMENT:

Our aim is to promote learning and skills, to prepare people for work and to support the economy.

This document is available in other formats upon request.

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