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**UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIPS: CONDITIONS OF AWARD**

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| *‘Regulations’ refers to Sheffield Hallam Research Degree Regulations.* [*https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations*](https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations) |

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## 1 General Information

These terms and conditions apply to all doctoral scholarship awards, including fully-funded scholarships, part-time fees only scholarships and Graduate Teaching Assistantships (GTAs), where the scholarship is paid by Sheffield Hallam University. They should be read in conjunction with the Sheffield Hallam University Bursary Guidelines, available at

<https://students.shu.ac.uk/shuspacecontent/finance/sheffield-hallam-university-bursary-guidelines>

Students should also familiarise themselves with the University's Terms and Conditions and Student Regulations, available at <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations>

Unless otherwise indicated, all Policies and Regulations referred to in this document can be found on the Research Degrees Blackboard site or MyHallam.

These conditions of award may vary when an award is funded (either wholly or in part) by an external organisation. In such cases, the terms and conditions of the external funder and/ or any related contractual arrangements may prevail. Students should familiarise themselves with these terms and conditions where applicable.

Students who receive UKRI funding should familiarise themselves with the terms and conditions of the relevant Research Council.

Conditions of award may vary for International students. Students who require a Student visa should seek additional guidance from their Research Institute Postgraduate Research (PGR) Administrators or Tutors, particularly in relation to absence.

The University reserves the right to amend these conditions at any time.

## 2 Conditions of Award

### 2.1 General Conditions

Students are required to enrol and register for a doctoral degree at Sheffield Hallam University.

The award is subject to a student's satisfactory engagement and progress, which will be confirmed annually by the Director of Studies as part of the annual review process.

The duration of a scholarship may be reduced by a period equal to any previous period of doctoral level training undertaken by the student.

Awards, allowances and deductions will be reduced pro-rata for any periods of less than 12 months.

Postgraduate research students are not employed by the University and statutory employment laws do not apply.

### 2.2 Eligibility

Scholarships may only be awarded to candidates who have met the University's requirements for registration for a research degree by the start of the award. All supporting evidence must be provided before the scholarship award can be confirmed.

The University will clarify any residency conditions during the recruitment process.

Scholarships are normally awarded for an October start but other start dates may be agreed.

Students in full-time employment are not eligible for University scholarships that include a stipend. Such students may be eligible for part-time fees-only scholarships and this will be assessed by the Research Institute Head of Research Degrees as part of the recruitment process.

Students in part-time employment may be eligible for scholarships on a part-time basis, subject to a minimum study commitment as agreed with their supervisor and Research Institute Head of Research Degrees.

The University’s regulations state that full-time students are normally expected to spend an average of at least 35 hours per week on their studies (*Regulations 4.12*). For full-time students, the general guidance for part-time working is up to 180 hours over the academic year, and normally not more than 6 hours in any one week. Work within these guidelines would not impact on a student’s full-time scholarship.

Members of the University's academic staff are not eligible to be awarded a University doctoral scholarship.

### 2.3 Duration

PhD scholarships will normally be for a maximum of 3 years full-time or 5 years part-time. From academic year 2022/23, new PhD scholarships will normally be for a maximum of 3.5 years full-time or 6 years part-time.

## 3 Financial conditions

Students are responsible for the payment of tuition fees once the period of the award has ended.

Where a scholarship includes a stipend (bursary), this will be in the form of a fixed regular payment to the student. A stipend is a form of financial support intended to cover basic living costs to enable the student to undertake their studies.

### 3.1 Value of award

The value of the award will be determined annually and will usually be in line with the University's Home tuition fees and the standard Sheffield Hallam PhD bursary level. The standard Sheffield Hallam PhD bursary is based on the net (‘take-home’) Real Living Wage. The value of the bursary will be determined annually and set at a level equivalent to the net Real Living Wage. No other annual increases or allowances are available.

Scholarships funded by the University cover tuition fees at Home levels only, and students who are liable to pay tuition fees at the International rate will usually be expected to cover the difference between the Home and International fees from another funding source.

Scholarships are not means tested, and no deductions will normally be made to a student's stipend in respect of the student's income from other sources. An exception to this is where a student receives another scholarship or other maintenance grant to support their doctoral study. In such cases, the University scholarship may be reduced proportionately.

Scholarships will not directly cover the costs of travelling or any other expenses the student may incur as part of their research. However, other funds may be available to support such activities.

### 3.2 Stipend payments

Arrangements for payment will be made by the student's Research Institute. Payments will be made monthly in advance, to a UK bank account. Payment of the scholarship will only be made on the formal enrolment of the student, and it is the student's responsibility to ensure they are enrolled within 3 weeks of their start date in each academic year of study. Awards may be suspended if the student does not enrol (and re-enrol) in a timely manner.

Payments will be made at 50% of the full scholarship level for part-time students.

No payments will be made to students in respect of tuition fees.

No payments are made to students on fees-only scholarships.

### 3.3 Tax

Stipends are paid tax-free, and the University will not make any deductions in respect of tax or National Insurance.

Under [HMRC rules](https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim06205), income from a scholarship is exempt from income tax and disregarded for all income tax purposes if the holder of the scholarship is receiving full-time education at a university, college, school or other educational establishment.

Students are responsible for confirming their own tax arrangements and the University cannot provide advice.

## 4. Absence

Students are required to inform their supervisors of any periods of absence for any reason. Where a student has not given advance notice of absence (e.g. due to illness), they should contact their supervisor or Research Institute PGR Administrator on the first day of absence.

Supervisors are obliged to report to the University when a student in receipt of a scholarship is absent from the University for more than 28 consecutive days without leave.

Where a Break in Study is taken in line with the University’s PhD Regulations *(Regulations R5.4*), scholarships will not normally be paid during the period of Break in Study. Exceptions to this for sickness (4.2) and maternity (4.3) are noted below.

Any extension to a student’s scholarship for sickness or maternity will not increase the overall duration of the scholarship beyond the original scholarship plus the payments for sickness or maternity.

### 4.1 Holidays

Any absence for holiday taken in line with the University’s ‘Policy on Holiday Entitlement for Postgraduate Research Students’ will not affect a student’s stipend payments.

### 4.2 Sickness Absence

Absences and Breaks in Study relating to ill-health should be supported by medical certificate(s) where possible. For absences (including Breaks in Study) relating to ill-health:

4.2.1 Absence of up to 2 months in a rolling 12-month period: the scholarship will continue to be paid. The duration of the student’s scholarship will not be extended.

4.2.2 Absence of more than 2 months in a rolling 12-month period: if the absence is supported by a medical certificate(s), the stipend will continue to be paid for up to 13 weeks’ absence within a rolling 12-month period. After 13 weeks, no further stipend payments will be made until the student returns to study. Where a student’s progress has been affected by long-term absence due to illness, the scholarship will normally be extended by up to 13 weeks (or up to the number of weeks remaining on the student’s scholarship at the start of their absence, if this is less than 13 weeks). Students will only be granted one extension in relation to ill health, up to a maximum of 13 weeks, even if they have more than one period of absence during their studies.

### 4.3 Maternity, Adoption and Paternity

The University’s commitment to supporting students is set out in the Student Pregnancy and Maternity Policy and Procedure[[1]](#footnote-2). Where a student takes a Break in Study under this Policy and normally receives a stipend, and the expected week of childbirth is during the student’s funded period, the student’s stipend will be paid as below:

* First 26 weeks: the student’s full stipend will continue to be paid for the first 26 weeks of the Break in Study.
* Weeks 27 – 39: the student will receive a stipend at a level commensurate with Statutory Maternity Pay
* Week 40 onwards: no further stipend payments will be made until the student returns to study.

On their return to study, the student’s scholarship end date will normally be extended to reflect their leave.

To qualify for maternity-related payments, students will be asked to provide a MATB1 or other medical evidence.

Students in receipt of a University scholarship make take up to 10 days of paternity absence. Where applicable, the full stipend will continue to be paid for those 10 days. There will be no extension to the duration of the scholarship.

Adoption absence will be provided on the same basis as maternity absence.

Should a student not return to study at the end of the maximum period of Break in Study, or withdraw within 12 weeks of their return, the University may seek to recover in full any stipend payments made to the student during the period of Break in Study.

### 4.4 Personal absence

Where a student has agreed with their supervisor a period of absence without a Break in Study to attend to significant and urgent domestic or family matters, such as bereavement or other exceptional circumstances, the student’s scholarship will continue to be paid for up to 1 month. The duration of the student’s scholarship will not be extended.

## 5 Other Conditions

### 5.1 Changes to mode of study

Requests to change from full-time to part-time study should be made according to Regulations R4.12. Where changes are approved, the scholarship payments will be recalculated in line with Regulations R5.3. The total value of the scholarship payments will not exceed the value of the original award.

### 5.2 Placements or similar periods of external professional/research experience

Placements should be approved in advance by the Director of Studies and Research Institute Head of Research Degrees. Students undertaking a placement are expected to maintain regular contact with their Director of Studies.

Where a student undertakes an approved, unpaid placement which is linked to their research degree study, the bursary will normally continue to be paid. There will be no extension to the duration of the scholarship.

Where a student undertakes an approved paid placement, the scholarship may be reduced proportionately. Depending on the nature of the placement and associated level of payment, it may also be appropriate to consider a temporary suspension of stipend payments. If a Break in Study is taken for the placement period, and therefore bursary payments are suspended, the end date of the studentship may be extended accordingly. Such cases will be assessed on an individual basis.

### 5.3 Scholarships with special conditions

Some scholarships may, as part of the award, offer an enhanced training package with opportunities for the student to gain experience in teaching, demonstrating, research support or other activity directly or indirectly related to their research programme. This forms part of the PhD scholarship and no additional payment will be made for such activity. Such students are not University employees.

An overview of the Graduate Teaching Assistant scheme is available at

<https://www.shu.ac.uk/research/degrees/phd-scholarships/university-scholarships>

### 5.4 Termination of an award

Students whose progress or conduct does not satisfy the University are liable to have their award terminated.

If a student withdraws from study before the expected end date of his/her scholarship, the scholarship will be terminated on the date of withdrawal (as recorded on the RF9 form). Any stipend payments to the student will cease from this date.

All University scholarships are awarded for study at Sheffield Hallam University. Should a student transfer their registration to another institution, payments will cease from the date of transfer.

The University will seek to recover any overpayments resulting from termination or suspension of study.

### 5.5 Early submission of a thesis

Scholarships are provided to support students undertaking a PhD. If a student submits their thesis before the end of the scholarship, stipend payments will cease from the date of submission. An allowance may be made for any remaining holiday entitlement still to be taken by the student in that academic year if this falls within the original period of the award.

### 5.6 Research outputs

In line with the University's Terms and Conditions for students, the ownership and exploitation of intellectual property may be governed by a pre-existing agreement which takes precedence over the University's terms and conditions, or the University may require scholarship holders to agree to terms governing ownership and exploitation.

Students in receipt of UKRI funding are required to complete an annual return on the outcomes from their research, including publications, collaborations, public engagement and secondments, every year until three years after the studentship has finished (or as required by UKRI).

*Issued by the Doctoral School, March 2023*

1. https://students.shu.ac.uk/regulations/equality\_and\_diversity/Student%20Pregnancy%20and%20Maternity%20Policy.pdf [↑](#footnote-ref-2)