

## UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIPS: CONDITIONS OF AWARD

*'Regulations'* refers to SHU Regulations for the Award of the University's Degrees of Master of Philosophy and Doctor of Philosophy. <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations>

### 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. 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>

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 Tier 4 visa should seek additional guidance from their faculty 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 in writing in exceptional circumstances.

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 Faculty 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 Faculty Head of Research Programmes.

Members of the University's academic staff are not eligible for University doctoral scholarships.

## **2.3 DURATION**

In line with the University's timescales for completion (Regulations Section 6), PhD scholarships will be for a maximum of 3 years full-time or 5 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, 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 fees and UKRI national minimum doctoral stipend. No other annual increases or allowances are available.

Scholarships funded by the University cover fees at home/EU levels only, and international students 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 Faculty. 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.

All payments will be made pro rata 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 paid to students in respect of training are not regarded as income for the purposes of tax. Stipends are paid tax-free, and the University will not make any deductions in respect of tax or National Insurance.

Students are responsible for confirming their own tax arrangements and the University cannot provide advice. Part-time students should check with their tax office regarding income tax liability resulting from any employment.

## **4. OTHER CONDITIONS**

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), he/she should contact their supervisor, or Faculty 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.

### **4.1 ANNUAL LEAVE**

Students in receipt of a scholarship may, with the prior agreement of their supervisor, take up to 8 weeks' holiday in each academic year (pro rata for part of a year or part-time students), inclusive of public holidays and University closure days. Leave should not normally be taken during the academic term.

### **4.2 SICKNESS ABSENCE**

Where study is suspended in line with the University's PhD regulations (*Regulations R5.4*), scholarships will not normally be paid during the period of suspension.

During absences and suspensions covered by medical certificates, payment of the award will continue at the full rate for up to thirteen weeks within any twelve-month period from the first day of absence. The scholarship will not normally be extended to compensate for such absence.

For longer periods (more than thirteen weeks) of certified illness the award will be suspended and no payment will be made to the student. In such cases, the scholarship may be extended at the University's discretion to offset the absence; such cases will be assessed at Faculty level on an individual basis.

### **4.3 MATERNITY, ADOPTION AND PATERNITY LEAVE**

Students in receipt of a University scholarship may take up to 52 weeks of maternity leave. Where the student normally receives a stipend, the first 26 weeks of maternity leave will be paid at full

stipend. No stipend will be paid for weeks 27-52. The duration of the scholarship will normally be extended by a length of time equal to the period of maternity leave absence.

Students in receipt of a University scholarship make take up to 10 days of paternity leave, to be taken in a single block during the partner's pregnancy or within 3 months of the birth/ adoption of the child. 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 leave will be provided on the same basis as maternity leave.

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

#### **4.4 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 (with the exception of approved paid periods of absence).

#### **4.5 PLACEMENTS**

Placements should be approved in advance by the Director of Studies and Faculty 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 will directly benefit their research degree study, the scholarship will normally continue to be paid. There will be no extension to the duration of the studentship.

Where a student undertakes an approved paid placement, the scholarship may be reduced proportionately. It may also be appropriate to consider suspending the award. The duration of the studentship may be extended dependent on the nature of the placement. Such cases will be assessed on an individual basis.

#### **4.6 SCHOLARSHIPS WITH SPECIAL CONDITIONS**

Some scholarships may, as a condition of the award, offer an enhanced training package with opportunities for the student to participate 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. Such students are not University employees.

Students in receipt of these scholarships may undertake up to a maximum of 180 hours per annum of teaching-related or research support duties, not normally exceeding 6 hours per week, for the Department in which they are based. Any such activities must be developmental in nature, recognising that the overarching aim of such schemes is to build students' experience in teaching or research practice alongside their doctoral research, ultimately making them more able and employable at the end of their study. Completion of the research degree should remain the primary focus of their scholarship.

An appropriate workload should be agreed and supported through a formal workplan which includes an indication of the hours allocated to each task (including preparation, delivery and assessment, where appropriate). The exact nature of the teaching or research support activity

should be agreed by the student, the relevant member of staff overseeing the activity and the Director of Studies, taking into account the individual student's experience and background.

The Subject Group Leader (or named deputy) is responsible for providing day to day guidance and mentorship on teaching-related duties. Any teaching-related activities that utilise the research experience or skills of the student are particularly encouraged. This could include 'enrichment' activities that may or may not be part of scheduled classroom provision.

Students not on such scholarships *may* undertake teaching-related or consultancy-related activities in line with the University's Policy on Postgraduate Research Students Engaged in Teaching, and will normally be paid for activities at the University's usual rate.

#### **4.7 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.

#### **4.8 EARLY SUBMISSION OF THESIS**

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

#### **4.9 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).

*Approved by Research Degrees Committee*