Terms and Conditions for Funded Research Degree Studentships

General

1. These terms and conditions shall apply to holders of University-funded research degree studentships and to funded research degree studentships administered by the University on behalf of external bodies such as Research Councils – including full studentships (fees and stipend) and fees-only studentships.

2. These terms and conditions shall not apply to research student holders of Graduate Teaching Assistantships, Graduate Research Assistantships, or smaller fixed-amount University funding awards.

3. These terms and conditions should be read with the:
   a. Regulations Governing Research Degree Programmes
   b. Research Councils UK Conditions of Research Council Training Grants
   c. Individual Research Council Terms and Conditions

   Holders of Research Council studentships should also read the Conditions of Research Council Training Grants. These terms and conditions, the Conditions of Research Council Training Grants and terms and conditions of individual Research Councils shall all apply to Research Council studentships; should there be a conflict between conditions, those of the Research Councils shall have precedence.

4. Studentship holders are not employees of the University and statutory employment laws shall not apply with respect to studentships.

5. The studentship holder may be required to relinquish the University-funded studentship should financial support from another source become available at any point over the studentship period.

Eligibility

6. Studentships shall be awarded on the condition that the research student meets the specified eligibility criteria for the studentship – including criteria relating to academic qualifications, English language proficiency, professional or other experience, and residency.

7. Studentship holders who are subsequently found to not meet the specified eligibility criteria for the studentship may be subject to proceedings for misconduct. The University may terminate the studentship and may take action to recover any monies already paid.

Registration

8. The studentship holder must maintain registration as a research student of the University in accordance with the requirements specified in Senate Regulation Nine. The studentship holder shall be deemed to have withdrawn from the studentship should they not maintain
registration as required. The University reserves the right to recover any monies already paid for the period following the date of withdrawal.

9. The studentship holder should have completed their research and the writing of their thesis by the end of the studentship period. Where the studentship period is less than the specified maximum registration period, the studentship holder may, subject to payment of the appropriate registration fees, use the remaining part of the specified maximum registration period to complete their work. The studentship holder must submit their thesis for examination by the end of the specified maximum registration period.

10. The studentship shall be deemed to have ended should the studentship holder submit their thesis for examination before the end of the studentship period and the thesis submission date shall be the studentship end date. The University reserves the right to recover monies already paid for the period following the date of thesis submission.

11. Studentship payments, including any stipend, shall stop if the studentship holder suspends their research degree programme – except as specified below in respect of parenting leave and sick leave.

Changes in Mode of Registration

12. The studentship holder may request a change in the mode of registration in accordance with the requirements specified in Senate Regulation Nine. Changes in the mode of registration shall normally be approved only where there has been a significant change in the studentship holder’s personal circumstances.

Ending of Registration

13. Studentship holders who withdraw from the research degree programme shall be deemed to have withdrawn from the studentship also. The University reserves the right to recover monies already paid for the period following the date of withdrawal.

14. Studentship holders whose registration is terminated by the University shall have their studentship cancelled. The University reserves the right to recover monies already paid for the period following the date of termination.

Academic Performance and Discipline

15. Studentship holders must observe the requirements relating to the responsibilities of research students as specified in Senate Regulation Nine, including those relating to academic performance. The University may terminate the studentship if the studentship holder’s academic performance is deemed to be unsatisfactory and may take action to recover any monies already paid.

16. Studentship holders must observe the requirements relating to the conduct of research students as specified in Senate Regulation Nine, including those relating to academic
conduct, research conduct, and personal conduct. The University may terminate the studentship if the studentship holder’s conduct is deemed to be unsatisfactory and may take action to recover any monies already paid.

**Income Tax and National Insurance**

17. The studentship holder shall be responsible for understanding their income tax and National Insurance liabilities and for seeking, if needed, professional advice in relation to these.

18. Studentship payments, including stipends, are not regarded as income for income tax purposes under UK law. Other earnings, including payments for teaching/demonstrating or other work undertaken for the University, may be taxable.

19. The University shall not make any payments in respect of the studentship holder’s National Insurance contributions. Studentship holders may choose to pay contributions as a non-employed person. Studentship holders may become liable for National Insurance contributions in relation to other earnings, including payments for teaching/demonstrating or other work undertaken for the University.

**Payment of Stipends**

20. Where the studentship includes a stipend, the stipend shall be paid in UK Pounds Sterling (GBP).

21. Stipends shall be paid using the Bank Automated Clearing Service (BACS) to a UK-based account. The studentship holder shall be responsible for ensuring that the Finance Office:
   a. holds the correct details for the account to which the stipend should be paid
   b. is notified of any changes in the account details at least one month before any due stipend payment

22. Stipends shall be paid according to the schedule specified by the Finance Office. Studentship holders may not request the early payment of a due stipend payment.

**Annual Leave**

23. The studentship holder may take annual leave over the duration of the research degree programme in accordance with the requirements specified in Senate Regulation Nine.

24. Studentship payments, including any stipend, shall continue over periods of approved annual leave not exceeding the total leave days permitted under Senate Regulation Nine.

25. Studentship holders who take an unauthorised period of leave or leave exceeding the total leave days permitted under Senate Regulation Nine may be deemed to have withdrawn from the studentship. The University reserves the right to recover monies already paid for the period following the date of withdrawal.
Parenting Leave

26. Policies concerning parenting leave for studentship holders can be found within the Policy on Student Pregnancy, Maternity, Paternity and Adoption.

Illness and Sick Leave

27. Studentship holders who suffer a minor illness for a period of less than seven days must report it to the Department where this may have affected their academic performance.

28. Studentship holders who suffer an illness of more than seven days’ duration or injury that is of a non-minor nature must seek medical advice and obtain a medical certificate. A copy of the medical certificate must be provided to the Department, the Doctoral College Office, and the Finance Office.

29. Studentship holders who require a period of leave owing to ill health shall not be required to suspend their research degree programme provided that the sick leave period does not exceed fourteen days. The studentship holder shall be required to suspend their research degree programme should they require a period of sick leave exceeding fourteen days.

30. Studentship payments, including any stipend, shall continue over periods of approved sick leave covered by a medical certificate provided that the total sick leave period does not exceed thirteen weeks – either as a single period or cumulatively – in any twelve month period. Studentship payments, including any stipend, shall stop over sick leave periods beyond thirteen weeks.

31. The studentship holder shall be required to comply with any applicable visa restrictions relating to programme breaks. Under the UK’s visa regulations, research students taking a period of sick leave may need to request an extension to their visa and may be required to return to their home country over the sick leave period. Studentship holders requiring advice on applicable visa restrictions should contact the Doctoral College Office and the Student Welfare Service.

32. The University reserves the right to recover monies paid in respect of a period of sick leave should the studentship holder not return to the research degree programme following the end date of the approved leave period.

Paid Employment

33. The studentship holder may undertake paid employment alongside the research degree programme in accordance with the requirements specified in Senate Regulation Nine.

Internships and Placements

34. The studentship holder may undertake an internship or other placement over the duration of the research degree programme in accordance with the requirements specified in Senate Regulation Nine.
Intellectual Property

35. Intellectual property arising from the studentship shall be attributed in accordance with the requirements specified in the University’s Intellectual Property Policy and the Research Code of Conduct.

Publication of the Thesis

36. The studentship holder should make their thesis available as soon as possible following the conclusion of the examination process.

37. Metadata describing the thesis should be added to the Leicester Research Archive as soon as possible following a decision that a research degree can be awarded. A complete text version of the thesis should be available within twelve months following a decision that a research degree can be awarded.

Acknowledgement of Support

38. The studentship holder should acknowledge the studentship funder(s) in works produced during the research degree programme for publication and/or presentation.