

Anglia Ruskin University Vice Chancellor's PhD Studentships

Terms and Conditions 2017-18 (Ver 2.0)

Registration

All students holding a VC PhD Studentship must be registered as full-time.

If a student's registration ceases for any reason (other than an approved temporary suspension of study) the studentship must be terminated.

A studentship holder is initially registered on the MPhil course. It is a condition of their studentship that they apply to upgrade their registration to PhD within 18 months of their initial registration. If a student does not upgrade accordingly, the studentship will normally be terminated.

Tenure of the studentship

The student must remain resident in the UK throughout the period of the studentship. During term time they must be resident within reasonable traveling distance from the campus of Anglia Ruskin where they are based.

Anglia Ruskin expects studentship holders to maintain regular contact with their supervisors and other institutional authorities during the period of the award.

A student may need to conduct fieldwork or arrange study visits that are an essential part of their study, attend conferences, or work with a collaborating organisation. If this is the case the student must make appropriate arrangements for maintaining regular contact with their supervisors during any extended period away from ARU.

The length of a studentship will be stated in the student's offer letter, and will not exceed three years.

Continuation of all studentships is subject to the student's satisfactory annual progress.

Funding for a student will cease once he or she has submitted their doctoral thesis, or reaches the end of the stated studentship duration, whichever is sooner.

Paid work

The holder of a studentship may undertake a small amount of paid work (see below for maximums), either in term time or in the vacation, provided that it does not impede the student's full-time studies.

Teaching and demonstrating

ARU encourages PGR students to undertake a certain amount of paid teaching or demonstrating work during the period of a studentship, if the opportunity arises. Such work can provide invaluable experience and is a useful extension to research training. Such work may be undertaken provided that:

- the total demand on their time, including contact time and a reasonable allowance for preparation and marking, does not exceed 180 hours in any one year
- the total demand on their time does not exceed six hours in any week
- the work is compatible with their programme of doctoral study

Any teaching or demonstrating work undertaken at ARU will be paid for at the usual hourly rate applicable and must be preceded by appropriate training. The payment for any such teaching will be additional to the

studentship.

Employment at ARU

If the holder of an ARU studentship takes up a salaried position at ARU they are no longer eligible for the award, although it may be possible to suspend the studentship to allow a short-term appointment.

Other awards

Students must inform the Doctoral School immediately if they receive or are applying for a grant or an award from another body to support their postgraduate work. A student must not hold two awards for the same purpose concurrently.

Research integrity and professional codes of practice

All students are required to conduct their project with strict compliance to issues of research integrity. Please follow this link for further guidance: <http://web.anglia.ac.uk/onet/rido/ethics/about/researchintegrity.phtml>.

ARU's Public Statement on Research Integrity is available here: <http://www.anglia.ac.uk/research/research-environment/research-ethics-and-integrity/research-integrity>.

All students are required to follow any relevant professional body codes of practice for research. Please speak to your First Supervisor for further guidance on this matter.

Research Ethics

The student and the First Supervisor are jointly responsible for ensuring that any ethical issues relating to the research supported through an ARU studentship are identified and that the project complies with all relevant legislation and Government regulation, including that introduced whilst work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

Publication and Dissemination of Research

It is ARU policy that the results of the research it supports should be disseminated as widely as possible, for the benefit of other researchers and of the wider community (however, also see our statement regarding intellectual property rights below).

ARU has established arrangements for ensuring that theses are deposited in our on-line repository and made available to other researchers. Students should consult their supervisors about those arrangements. Doctoral students should ensure that their thesis (or any other output such as an exhibition or performance) includes an acknowledgement of the support they have received from ARU.

Publication of any aspect of the research resulting from an ARU-funded studentship, through publications and other forms of media communication, including media appearances, press releases and conferences, must

acknowledge the support received from the ARU.

Guidelines on ARU branding for publications, publishing and marketing materials are available by contacting design@anglia.ac.uk.

Students should discuss with their supervisors whether any or all of the results of their work should be published. If a student, or anybody else, publishes any aspect of the research resulting from an ARU funded studentship, through publications and other forms of printed or electronic media communication, including media appearances, websites, press releases and conferences, they must acknowledge the support received from ARU. Please note that ARU may not provide funding for the purpose of publishing, presenting or displaying the results of the work.

Learned societies and other organisations (such as the Institute of Historical Research) collect and publish information about doctoral theses completed and in progress. ARU strongly urges the submission of relevant information if asked to do so.

Exploitation and Intellectual Property Rights

ARU asserts the right to ownership of all intellectual property (IP) rights arising from research it funds through a VC PhD Studentship.

A student should not enter into any agreement that may affect rights to exploit the IP arising from their work without first consulting the Director of RIDO.

ARU encourages students and supervisors to identify and exploit opportunities for wider promotion of their research activities including media activities, public engagement, or knowledge transfer activities where this might be desirable or appropriate and to demonstrate excellence and impact.

Early submission of a doctoral thesis

If a student completes their studies and submits a doctoral thesis before the end of the studentship the student's funding will be terminated. The student is eligible to retain any maintenance grant up to the end of the quarter in which they have submitted (e.g. a student who submitted on 14th February 2018 would receive maintenance payments up to 31st March 2018), but they must not receive any further payments.

Suspension of a studentship

Studentships should be held on a continuous basis, without a break. However, a student may need, or have an opportunity to interrupt their programme of study for one of the following reasons.

Temporary periods of suspension

ARU may approve a suspension of a studentship for reasons of illness, personal circumstances, or if a student gains temporary employment. During any period of suspension students are not entitled to receive ARU funding. The end date of a student's ARU funding will normally be extended by the length of the suspension.

Once a studentship has finished and the student is in their 'writing-up' year, ARU will not consider a request to extend the submission deadline for a student on the grounds that they have taken up employment.

Short-term illness

If a student is prevented by sudden illness or accident from following their studies for a period of more than two weeks, they should inform their First Supervisor immediately and provide them with a medical certificate.

Payment of a studentship can continue for absences covered by a medical certificate for up to thirteen weeks within any 12-month period.

If the illness lasts, or is expected to last, for more than thirteen weeks, ARU will suspend the studentship.

Maternity leave

ARU-funded students who become pregnant, with an expected date of childbirth that occurs during the period of the studentship, are entitled to a six-month period of maternity leave during which funding can continue. The studentship may also be extended by up to six months. After this six-month period of paid maternity leave a student may have a suspension of the studentship for a further six months, during which no maintenance grant or tuition fees are payable.

A student is therefore entitled to a total of 12 months' leave of absence, of which six months are paid and up to six months are unpaid. The paid period of absence and the suspension should be taken consecutively. If the student does not return to their studies after the period of paid maternity leave and the maintenance grant has been overpaid, the student may be required to repay the maintenance grant from the beginning of the paid maternity period.

Periods of maternity leave will be taken into account when calculating the date by which ARU expects the student's thesis to be submitted.

There is no limit to the number of periods of maternity leave that can be taken during a studentship.

Paternity leave

Students are entitled to a total of two weeks' (10 days') paternity leave, to be taken at any time during their partner's pregnancy or within three months following the birth.

Funding can be provided during this period. This period is regarded as additional leave of absence from their studies and studentships will not be extended. If further time is needed the studentship should be suspended.

Adoption Leave

If a student is adopting a child during the period of their studentship they are entitled to a six-month period of adoption leave during which funding can continue. The studentship will also be extended by up to six months. After this six-month period of paid adoption leave a student may have a suspension of the studentship for a further six months, during which no maintenance grant or tuition fees are payable.

A student is therefore entitled to a total of 12 months' leave of absence, of which six months are paid and up to six months are unpaid. The paid period of absence and the suspension should be taken consecutively. If the student does not return to their studies after the period of paid adoption leave and the maintenance grant has been overpaid, the student may be required to repay the maintenance grant from the beginning of the paid adoption leave.

Periods of adoption leave will be taken into account when calculating the date by which ARU expects the student's thesis to be submitted.

The value of a studentship

ARU PhD studentship rates are reviewed each year in line with RCUK guidance.

Income tax and National Insurance

Payments made under an ARU postgraduate studentship are not regarded as income for tax purposes and ARU is not deemed to be the employer of any funded student. ARU will not make any payment for students' National Insurance contributions.

Students should check with their tax office regarding any income tax liability resulting from any employment.

Thesis submission

In making studentship awards for doctoral research, ARU assumes that doctoral students will complete a piece of work (the 'thesis') that (a) exhibits substantial evidence of original scholarship and contains material that can be prepared for publication, and (b) is produced by a capable, well-qualified, well-trained and diligent research student, properly supervised and supported by their supervisors.

On accepting a studentship to pursue a programme of doctoral research a student also accepts a commitment to make every effort to complete their project, and to submit their thesis, if possible by the end of the period of funding, but no later than four years after taking up the studentship. The additional year after the end of a studentship and before the submission date provides an opportunity to meet any unforeseen circumstances that have arisen during the course of the studentship. This additional year is not funded by ARU.

Extensions to submission dates

The expectation is that a student should aim to complete their doctoral work during the course of their studentship, and at the latest within the unfunded year that allows the student to finalise the submission of their thesis, and to take account of unforeseen circumstances that may have arisen during the course of their research. Students are not encouraged to take up employment until after submitting their thesis.

Extensions to registration will not be approved for a student who has taken up employment of any kind during their writing up year.