

**REGULATIONS
GOVERNING
UNIVERSITY OF CENTRAL LANCASHIRE RESEARCH STUDENTSHIPS & BURSARIES
RESEARCH COUNCIL STUDENTSHIPS**

FULL-TIME STUDY MODE

(All queries on financial arrangements to be directed to the Finance Business Partner Unit; queries on this memorandum to be addressed to the Senior Research Administrator (Admissions), Research Student Registry)

Please note that in this document references to studentships also apply to students in receipt of bursary scholarships

A. GENERAL

1. Eligibility for University of Central Lancashire Research Studentships is in accordance with the University's admissions policy and the registration requirements for higher degrees of the University.
2. Students may not be concurrently registered for another award unless special approval has been obtained via the Research Student Registry from the Research Degrees Board.
3. Eligibility for University of Central Lancashire Studentships is not restricted by gender, age or disability, race or ethnicity.
4. The supervision of research students, the provision of facilities and the obligations of the University of Central Lancashire are as described in the University of Central Lancashire "Code of Practice relating to the Supervision, Examination and Administration of Research Students" which is available on the University's web site.
5. Full-time students are expected to regularly attend the Preston campus and should therefore live within daily travelling distance in the UK. If you choose to live outside daily travelling distance you will be liable for any costs incurred in travelling to the University including compulsory events such as induction and research skills training, as well as supervision.

B. REGULATIONS RELATING TO THE TENURE OF UNIVERSITY OF CENTRAL LANCASHIRE STUDENTSHIPS

1. Starting Dates and Duration of the Studentship

Research studentships and bursaries will take effect, and payment will be made, from the date stated in the letter of appointment. The standard commencement dates are 1 October, 1 January, 1 April or 1 July.

The maximum duration of the studentship will be set out in the offer letter.

2. Absence

- 2.1 An abatement of the award will be made for any period of absence in excess of two weeks.

If a student is absent for any reason for more than two weeks, the Director of Studies must inform Research Student Registry immediately and in the case of illness arrange for medical certificates to be supplied. Return from such absence must also be reported by the Director of Studies to the Research Student Registry.

- 2.2 Exceptionally, on application the budget holder with Head of School approval may agree to extend funding for absence through illness or during illness. Where the studentship is fully or partly externally funded, approval for any extension of such funding should be sought from the sponsor.

- 2.3 The supervisors or other staff in the School must notify the Research Student Registry of any unauthorised absence, for which, an abatement of the award will be made.

3 **Employment**

The University does not permit holders of full-time research studentships to undertake more than a day of paid employment per week or to take up paid teaching or demonstrating work exceeding 6 contact hours per week during term time. A full-time post may be possible in the 8 weeks of permitted holiday time. Any paid work must not adversely affect the student's programme of study.

4. **Maternity/Adoption/Paternity Leave**

4.1 Research students are allowed up to four months paid maternity/adoption leave without abatement of the maintenance grant. Application should be made in advance through the Head of School or Research Student Registry. For advice contact the Research Student Registry.

4.2 Research students are allowed up to two weeks paternity leave without abatement of the maintenance grant. Application should be made in advance through the Head of School or Research Student Registry.

5. **Holidays**

The period of award for a research studentship provides for annual leave during the programme subject to the approval by the Director of Studies. Not more than eight weeks, including public holidays, may be taken in each year of a research studentship, and pro rata for parts of a year. Not more than four weeks' holiday may be taken at the end of the period of a research studentship. Students must inform the designated Research Student Registry Officer through their Director of Studies if they are absent for longer periods.

6. **Continuation and Termination of awards**

6.1 A studentship may be terminated or varied at any time at the discretion of the University of Central Lancashire. This includes:

- Where a student fails to transfer from MPhil to PhD and is moved to an MPhil only award the studentship will be limited to 2 years maximum
- Failure by the student to start the programme on the start date specified in the offer letter or complete enrolment by the notified deadline
- Withdrawal by the student in accordance with [insert procedure]
- The student takes up employment full-time or part-time employment in excess of the one day per week permitted. (See section 3 above)
- Recording of a Fail outcome at Annual Progression Monitoring by the Research Degrees Progression Board
- Exclusion during the academic session for unsatisfactory progress under Academic Regulation L6.3 (See the Assessment Handbook - Guidance on the Process for the Exclusion of Research Students during an Academic Session)
- Exclusion following disciplinary proceedings under the Regulations for the Conduct of Students.

6.2 Continuation of the studentship is subject to satisfactory progression throughout the programme including Research Programme Approval within regulatory timescales.

6.3 Continuation of the studentship for students on a PhD (via MPhil) route is subject to successful completion of the transfer to PhD process after 12-18 months of the programme.

6.4 Students whose progress or conduct does not satisfy the University of Central Lancashire are liable to have their studentship discontinued. Directors of Studies through their Head of School must inform the University immediately if at any time they consider a student's progress to be unsatisfactory.

6.5 Funding will end from the date of expiry of the studentship or the date of thesis submission if earlier.

6.6 Funding is granted on the basis of a full-time studentship only. If a student subsequently wishes to change to part-time study, the funding will cease with effect from the date of change of mode of study.

6.7 In cases where a period of authorised interruption to study is approved, funding may be continued during this period at the discretion of the Budget Holder/Head of School.

- 6.8 Supervisors must inform the Research Student Registry immediately if either:
- a) the student fails to start their programme of study; or
 - b) the student ceases their programme of study before the studentship is due to end.

Whenever possible the Research Student Registry will give students formal written notice of the date on which the programme of study will be deemed to have ended and should give the students reasonable notice. Students should understand that the University of Central Lancashire will recover any monies paid in advance for the balance of the period remaining,

- 6.9 If students intend to take up employment before the normal expiry date of the studentship, the Research Student Registry must be informed in advance of the date of departure and the date on which the appointment is to be taken up. Students will be required to refund any sums due to the University of Central Lancashire.

7. Duration of Research Studentships

- 7.1 The duration of a research studentship will be stated in the offer letter. Under some circumstances, the University of Central Lancashire may consider extending an award to compensate for time unavoidably lost. It should be noted that awards cannot be extended when, for example, it has proved difficult to complete the project within the period of the award. *Sympathetic consideration is given to cases where the student has been absent through illness. (See Absence.)*
- 7.2 Research studentships are awarded for the period detailed in Section 7.1. If the thesis has not been submitted by the end of the studentship, students will be responsible for payment of their own maintenance costs and tuition fees for the remaining period of their programme of study. The tuition fees for this period are noted in the offer letter.

C. PAYMENTS IN RESPECT OF STUDENTSHIP AWARDS

1. A full-time studentship award consists of:

1.1 Approved Tuition Fees

The University of Central Lancashire will remit tuition fees directly at the rate specified in the offer letter. Where International fee rates apply the student is required to fund the difference between the Home/EU and International fee rate unless prior written agreement has been obtained from the Head of School to fund the full International fee. This will need to be paid in accordance with the University's standard requirements.

1.2 Maintenance Grant

Maintenance grants and other payments are made direct to the student's bank or building society account. The rate of maintenance grant and allowances will be specified in the offer letter and will be paid quarterly in advance on 1 October, 1 January, 1 April and 1 July. Maintenance grants will be subject to residence requirements for EU students.

Payment for periods of less than 12 months will be reduced proportionately.

Students are required to attend the institution or to do fieldwork for at least 44 weeks in every 12 months (or pro rata for awards for shorter periods). The designated Research Student Registry Officer must be informed by the supervisor of any absence beyond eight weeks. Payments to students will be reduced on a weekly pro rata basis for each completed week beyond eight weeks for which they are not in attendance.

Students should make their own arrangements for accommodation. Information is available at the following link: <http://www.uclan.ac.uk/study/accommodation/index.php>

2. Concurrent Awards

A University of Central Lancashire studentship cannot normally be held at the same time as another award designed to provide maintenance and fees for postgraduate study. Anyone who acquires such an award while already holding a University of Central Lancashire studentship will be disqualified from the University of Central Lancashire support from the date on which the award becomes payable. (See Section A.)

3. Allowances for Students with Disabilities

Students with disabilities may be eligible for further financial support. Students who have not already done so are urged to contact the University's Disability Advisory Team in Student and Academic Support Service as soon as possible as assessment of any special needs will be required in order for any reasonable adjustments to be put in place.

4. **Income Tax**

The Inspector of Taxes agrees that payment under a University of Central Lancashire studentship, *other than an industrial 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 award will be aggregated with income from post-award employment when income tax liability is assessed for the fiscal year in which the award terminated.

5. **National Insurance**

The University of Central Lancashire will not make payment for students' national insurance contributions. Students may become liable for contributions in connection with any paid teaching or demonstrating which they undertake.

D. INTERNATIONAL STUDENT APPOINTMENTS

1. **Tier 4 Points-Based Immigration System**

It is very important that students understand their responsibilities under the Tier 4 system and keep up to date with changes to the Tier 4 regulations. These are broadly defined as follows:

1. Students **MUST** enrol at the right time: under the PBS system, the University of Central Lancashire will be obliged to tell the UK Visas and Immigration about any students who have an entry clearance visa issued under PBS rules who fail to enrol by the stated enrolment date.
2. Students **MUST** keep the University of Central Lancashire informed of their contact details at all times; it is the student's responsibility to inform UCLan if these details change.
3. Students **MUST** attend their programme of study regularly and attendance will be monitored; under PBS, the University of Central Lancashire is obliged to tell UKVI if students withdraw from a course, defer or suspend their studies, or if a student fails to attend regularly.
4. Students **MUST** comply fully with the working conditions of their visa.
5. Students **MUST** inform the University of Central Lancashire immediately of any change in personal circumstances (eg. marriage/civil partnership/cohabitation/birth of a child in the UK; change in dependant circumstances; divorce; dissolution of civil partnership).

2. **Registering with the police**

The stamp which is put in a passport on arrival by the immigration officer will indicate whether police registration is required.

If police registration is required this must take place within 7 days of arrival in Britain. It is also necessary to inform the police of any change of address while in the UK.

There is a charge for registration which students will have to pay. Students will need a passport and 2 passport size photographs in order to register at the police station. Please contact an International Student Advisor in the 'I' at the University of Central Lancashire if you have any queries regarding police registration.

3. **Employment**

Please note that information on working in the UK changes regularly and the information contained in this section is for general guidance only. Any queries regarding employment in the UK should be directed to the University's International Office who will provide appropriate advice.

Most international students will be given a passport stamp or visa sticker which allows them to work part-time during term-time (up to 20 hours per week) and full-time during vacations. However, the University does not permit holders of full-time research studentships to undertake more than a day of paid employment per week or to take up paid teaching or demonstrating work exceeding 6 contact hours per week. Note too that research students are not bound

by term times and holidays including public holidays (see section 5) should not be more than 8 weeks per year. Any paid work must not adversely affect a student's programme of study.

****Students who receive a sponsorship grant or remain in the employment of a sponsor in addition to the grant awarded by the University of Central Lancashire may be subject to tax on the income from sponsors.***

Research Student Registry