

**REGULATIONS
GOVERNING
UNIVERSITY OF CENTRAL LANCASHIRE RESEARCH STUDENTSHIPS & BURSARIES
(PART-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 Office.

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

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.

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

1. Starting Dates and Duration of the Studentship

Research studentships will take effect from the date stated in the offer letter. 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 four 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 any 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. Maternity/Adoption/Paternity Leave

- 3.1 Research students are allowed up to four months paid maternity/adoption leave without abatement of funding. Application should be made in advance through the Head of School or Research Student Registry.

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

4. **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 (pro rata), 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 Research Student Registry through their Director of Studies if they are absent for longer periods.

5. **Continuation and Termination of Studentships**

- 5.1 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 student is limited to a maximum period of four years
 - Failure to start the programme
 - Withdrawal by the student
 - The student takes up full-time employment
 - 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
- 5.2 Continuation of the studentship is subject to satisfactory progression throughout the programme including Research Programme Approval within regulatory timescales
- 5.3 Continuation of the studentship into the fifth year for students on an MPhil/PhD route is dependent on successful completion of the transfer to PhD process after 24-36 months of the programme.
- 5.4 Students whose progress or conduct does not satisfy the University of Central Lancashire are liable to have their awards 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
- 5.5 Funding will end from the date of expiry of the studentship or the date of thesis submission if earlier.
- 5.6 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
- 5.7 Students who consider change of mode of study to full-time must discuss this issue in advance with the Budget Holder in conjunction with the Head of School to determine whether funding may continue or not.
- 5.8 The Director of Studies must inform the Research Student Registry immediately if either
- a) students fail to start their programme of study; or
 - b) students cease their programme of study before their awards are 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. The University of Central Lancashire will recover any monies paid in advance for the balance of the period remaining.

- 5.9 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.

6. **Duration of Research Studentships**

- 6.1 The duration of a research studentship will be stated in the offer letter. Under some circumstances, however, 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*
- 6.2 Studentships are awarded for the period detailed in Section 6.1. If the thesis has not been submitted by the end of the studentship students will be responsible for payment of their own 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 part-time studentship award consists of:

1.1 Approved Tuition Fees

The University of Central Lancashire will remit tuition fees at the standard Home/EU rate. Where International fee rates apply the student will be required to fund the difference between the Home/EU and International fee rates 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

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. This will be assessed by 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

Students are advised to check with the Inspector of Taxes to ascertain whether payment under a University of Central Lancashire part-time bursary award is regarded as income for income tax purposes. It should 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.*

4. 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.

** 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.*