

BOURNEMOUTH UNIVERSITY STUDENTSHIPS
TERMS AND CONDITIONS
2010-11

1. General

1.1 The Term 'Bournemouth University Studentship' ('Studentship' throughout this document) refers to a financial award made by Bournemouth University to eligible students studying for a PhD at Bournemouth University.

1.2 A limited number of awards will be made annually. The awards will be made at the point of entry to a Research Degree Programme to applicants for particular full-time PhD Projects and who meet the following criteria:

- Have a minimum of a first or second class honours degree or equivalent or a Master's degree awarded by an UK university or an overseas equivalent,
- Are able to demonstrate an excellent knowledge of their chosen project's subject area

Additionally applicants whose first language is not English must have a minimum IELTS (Academic) 6.5 or equivalent; for some subjects a higher level may be required

1.3 Current students are not eligible to apply for a Studentship.

1.4 Studentships are not transferable. Once the holder of a Studentship ceases to be registered at Bournemouth University (for whatever reason) the Studentship will cease.

2. Rules

2.1 All holders of Studentships are required to abide by the University Rules and all associated Student Polices, Regulations and Procedures. These are available on the University Portal at <http://portal.bournemouth.ac.uk/StudentRegulations>

2.2 The University's Regulations for the Degree of Master of Philosophy or Doctor of Philosophy (as appropriate) will apply to holders of a Studentship.

3. Funding and Duration

3.1 The Studentship covers a maintenance grant plus a waiver of the full-time research student fee.

3.2 Studentships will be awarded on a full-time basis for a period of 36 months.

3.3 The maintenance grant payable to students taking up a Studentship in the 2010-11 academic year will be £13,800 per annum for the duration of the award.

3.4 Payment will be made monthly in 12 equal instalments via the University's payroll.

3.5 Should the student successfully complete their studies within the 36 month period the Studentship will cease on the award of their PhD or MPhil.

- 3.6 Should the student's progress be such that they do not complete their studies within the period of the Studentship award, the study period may be extended provided the timescale is within the maximum permitted in the University regulations. In these circumstances the student will not receive any maintenance payment, and will also be required to pay their own fees, for the additional study period
- 3.7 Continuation of the Studentship will be subject to satisfactory progress monitored by the relevant Academic School through the annual review of research student progress. If progress is not deemed satisfactory then the student's registration and Studentship may ultimately be terminated (see 11 Termination of Studentship)
- 3.8 The Studentship cannot be received in conjunction with any other bursary or award (BU or external) or wages from full-time employment. It is the student's responsibility to inform the Graduate School if they gain full-time employment, failure to do so may result in Bournemouth University taking steps to recover any overpayment (see 12.1 Payment and overpayment of maintenance grants).

4. Duties and Responsibilities

- 4.1 It is part of the terms and conditions of the Studentship that all students in receipt of an award attend the Graduate School Programmes (Induction, Research Methodology and Skills Training). Failure to attend these programmes will normally be deemed to reflect unsatisfactory performance and would be dealt with under the Student Disciplinary Regulations which may ultimately lead to termination of the Studentship.
- 4.2 Holders of a Studentship may be offered a small amount of paid academic work (e.g. teaching, demonstrating activities, research assistantship activities) within the University. Any student who wishes to undertake paid work for the University will be issued with a separate employment contract in respect of this.
- 4.3 It is expected that any paid work (whether inside or outside the University) undertaken by award holders would not normally exceed three hours per week and is subject to the approval of the award holder's supervisory team. Supervisors will advise the Head of the Graduate School if they consider that paid employment is adversely affecting the studies of an award holder.

5. Annual leave entitlement

- 5.1 Holders of a Studentship are entitled to a total of eight weeks' annual leave (which includes public holidays and University closures) during any 12 month period. Leave should be taken with prior arrangement with your supervisory team.

6. Payment of maintenance grant during certificated illness

- 6.1 Holders of a Studentship who are prevented from studying due to certificated illness will normally continue to receive their maintenance grant for a cumulative total of **thirteen weeks** within any 12-month period. Such periods will be treated as part of the tenure of the Studentship, and the maintenance grant associated with the Studentship will not be extended correspondingly.
- 6.2 If a Studentship holder is absent for more than thirteen weeks in a 12 month period, due to illness, they should apply for a suspension to their award. Maintenance grants will not be paid during any period of suspension (except as outlined in Section 7).

- 6.3 In all cases medical certificates will be required for each absence lasting more than five days.

7. Paid maternity leave

- 7.1 Any holder of a Studentship who falls pregnant and whose expected week of childbirth is during the period of the Studentship, will be entitled to suspend their studies for up to twelve months. They will subsequently be required to notify their Academic School one month before they intend to return to their studies.

- 7.2 The holder of the Studentship should inform their Academic School at least three months before the expected week of childbirth and supply a MATB1 form to qualify for Maternity leave. Applications for paid maternity leave will in all cases be forwarded by the Academic School to the Head of the Graduate School for ratification.

- 7.3 The maintenance grant will continue to be paid for the first four months of maternity leave, however the student will be required to repay this should they decide not to return to their studies after Maternity Leave. Such periods will be treated as part of the tenure of the Studentship, and the maintenance grant associated with the Studentship will not be extended correspondingly.

Any period of Maternity Leave over four months will be unfunded.

8. Paternity leave

- 8.1 Holders of a Studentship will be entitled to paid paternity leave of ten days, at any time during their partner's pregnancy or within three months of childbirth. Paternity leave must be taken by arrangement with the student's supervisory team.

- 8.2 Requests for additional unpaid suspension over a longer period will be considered under exceptional circumstances, and will be subject to the approval of the award holder's Academic School or the Head of the Graduate School.

9. Suspension of award

- 9.1 A student may suspend their studies for a period formally approved by the award holder's Academic School or Research Degree Committee on behalf of Senate. In such cases, the Studentship award will be suspended. Fees will not be due and the maintenance grant will not be paid during the period of suspension. The process for the approval of suspensions is set out in the Code of Practice for Research Degree Students.

- 9.2 The total cumulative suspension for any reason (except Maternity Leave) must not normally exceed 12 months over the period of the award.

10. Intellectual Property Rights

- 10.1 Bournemouth University's Intellectual Property Regulations apply to all Studentships.

11. Termination of Studentship

- 11.1 Bournemouth University may terminate the award holder's registration in the following circumstances:

- There is a lack of academic progress

- There is a loss of contact
- The student's behaviour is deemed to be unsatisfactory and the award holder is required to withdraw their registration for their programme of study at the conclusion of the University's Disciplinary Procedures

In all cases the procedures outlined in the Code of Practice for Research Students, or the Student Disciplinary Procedures will be followed before termination of a student's registration. Students have the right of appeal in respect of any decision to withdraw them.

11.2 The Studentship will terminate at the same time as the student's registration.

11.3 Holders of a Studentship may terminate their award with one month's written notice to supervisory team and the Head of the Graduate School, detailing the reasons for termination.

12. Payment and overpayment of maintenance grants

12.1 If a maintenance grant is received for a period during which the award holder's registration has been suspended (for example, if an award holder suspends their studies for a reason other than paid maternity leave), or if other overpayment occurs, the University will ask the award holder to return the overpayment. The University may take steps to recover any outstanding amounts that remain unpaid.

12.2 Where a Studentship is terminated by the University or by the holder of the Studentship (for example where an award holder withdraws from a programme), the University will not seek repayment of any of the maintenance grant received to that point, except in cases where there has been overpayment. For example, an award holder withdrawing from the University with a formal leave date of 1 November would be expected to repay the proportion of any maintenance payment already received in advance for the period of study following that date, but would not be expected to repay maintenance payment for the period preceding that date.

13. Research Council Equivalency

13.1 Where an issue is not covered by these terms and conditions, the terms and conditions for the appropriate Research Council studentship will be considered to apply.

Acceptance of Terms and Conditions

I agree to these terms and conditions.

Signature of Award Holder: _____ **Date:** _____