

ULSTER UNIVERSITY

Vice-Chancellor's Research Scholarships – Terms and Conditions 2017-2018

GENERAL

Scholarships are tenable at any campus of the Ulster University as stated in the advertisement. Normally the researcher is located on the campus of the first named supervisor. Researchers wishing to take up the offer of a scholarship must register as a full-time researcher on a programme of research studies leading to the award of the degree of PhD. Scholarships are awarded for up to a maximum of three years and the award will be coterminous with the recipient's period of full-time study.

ELIGIBILITY

To be eligible for an award:

- a candidate should hold or expect to hold by 15 August of the year of application, a first or upper second class Honours degree in a subject area closely related to the project to be undertaken. Other additional conditions may be set depending on the constraints of the discipline and are as advertised;
- Applicants with up to one year's current or previous registration for PhD at any institution may be considered for an award subject to the applicant providing evidence of good academic progress, formal release from all IP restrictions and ethical approval (if required). Three-year awards may be allocated to such applicants where they are taking-up a new project at Ulster. In cases where the applicant is continuing with a project already commenced at Ulster, the duration of the award will be reduced by the full period of any previous registration.

CONDITIONS OF THE AWARD

The researcher must sign an undertaking:

- to abide by the rules and regulations for the degree of PhD as outlined in the Research Studies Guide;
- to abide by the Postgraduate Awards Terms and Conditions of the award as outlined in this document and in the Researcher's Acceptance and Undertaking;
- to accept the conditions of the University's Code of Practice on Intellectual Property Rights;
- to devote him/herself to full-time study or training under the direction of the appointed supervisor(s) throughout the period of the award;
- to provide the University with full information concerning changes in academic circumstances which may affect the progress and payment of the scholarship;
- to inform the University of withdrawal from training/instruction, or absence from training/instruction (in excess of 14 days) through accident or illness;

- to repay to the Doctoral College, Ulster University, if so requested, and/or agree that the Ulster University deduct from any subsequent payment(s) due any amount by which sums paid during the tenure of the award exceed (for whatever reason) any grant payable in respect of that period; and
- to inform the University if s/he takes up paid employment or commences another postgraduate course prior to the end of the tenure of the award. Researchers who take up employment outside the above regulations may be asked to withdraw from the programme and/or lose entitlement to funding.

It is a condition of this award that the researcher remains on the programme of study in respect of which the award was made. Continued payment of the award is subject to the satisfactory progress of the researcher.

VALUE OF THE AWARD

A scholarship comprises the following subject to satisfactory progress and annual review:

- all tuition fees for a maximum period of three years;
- annual maintenance allowance (£14,553, in 2017-2018 which is subject to annual adjustment). Payments for periods less than twelve months will be reduced proportionately.

NATIONAL INSURANCE

The University will not make any payment for the researcher's National Insurance contributions in relation to this award. The researcher may become liable for contributions in connection with any paid teaching or demonstrating or other work undertaken during the course of study.

INCOME TAX

The University will not make any deductions from the award or any payment to the Inland Revenue in respect of the award. The researcher should note that normally such awards are not regarded as income for tax purposes; however, any tax liability will be affected by other sources of income and information on the award should be provided to the Inland Revenue if requested. Tax liability is a matter between the researcher and the Inland Revenue.

PAYMENT OF MAINTENANCE ALLOWANCE

Payment of the maintenance allowance will be made on a quarterly basis on or around 1 October, 1 January, 1 April and 1 July of each year of the award. Payments will be made directly into the researcher's bank account by BACS on receipt of appropriate bank details. Researchers must inform the Doctoral College of any change in bank details at least one month in advance of the due date of the next maintenance payment. **A £25 charge will be levied for changes to bank details.** Any researcher wishing to withdraw from the programme must inform both the Research Director and the Doctoral College at least two weeks prior to the due date of payment. The researcher must repay any overpayment.

The initial maintenance payment will be withheld until the Doctoral College has received the Researcher's Acceptance and Undertaking and the researcher has registered with the University. Continued payment of the award is subject to the satisfactory progress of the researcher throughout the programme, as assessed from the postgraduate researcher Annual report (forms

RS3 and RS4). If the Doctoral College does not receive these reports by the end of May in each year, maintenance payments will be suspended until the report is received. Additionally, the supervisor will inform the Doctoral College immediately if at any time they consider a researcher's attendance, conduct or progress to be unsatisfactory. In such cases, the University reserves the right to terminate the award or reduce or withhold award payments.

HOLIDAYS

The researcher is entitled to up to a maximum of eight weeks (40 days) holidays *per annum*, to include days when the University is closed and public holidays. Holidays for incomplete years will be allowed *pro rata*. Where holidays in excess of those permitted are taken, the grant for maintenance will be reduced accordingly. All holidays must be negotiated with the researcher's supervisor in the first instance and no holiday may be taken without the supervisor's approval.

ABSENCE DUE TO ACCIDENT OR ILLNESS

If a researcher is absent through accident or illness for more than 2 weeks the Doctoral College must be notified and a medical certificate must be presented. Return from such absences must also be notified. Frequent short absences for medical or other reasons must also be reported to the Doctoral College. Periods of certified illness in excess of 4 weeks (28 days) will be specially considered.

MATERNITY LEAVE

Up to 6 months' paid maternity leave will be allowed on the recommendation of the Faculty concerned and on presentation of a Maternity certificate, without the level of grant being abated. The total period of support will not be extended beyond the original duration of the scholarship plus up to 6 months per maternity leave.

DEMONSTRATING, TEACHING AND OTHER PAID WORK

The researcher must abide by the Regulations for the degree of PhD as follows:

A full-time candidate for a degree of PhD shall not undertake or continue any remunerative employment unless:

- the work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work;
- the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless he/she has obtained the prior approval of the Senate.

Researchers who take up employment outside the above regulations may be asked to withdraw from the programme and/or lose entitlement to funding.

ATTENDANCE

It is expected that a full-time candidate for the degree of PhD will be in attendance at the University on a daily basis except by formal agreement with his or her supervisor and Research Director. A record of all absences will be kept by the Faculty.

SUSPENSION OF SCHOLARSHIP

It is expected that the scholarship is held on a continuous basis. The researcher should consult the Research Studies Guide for the regulations relating to leave of absence.

Suspensions **will not** be granted for the following reasons:

- i. employment, temporary lectureships, exchanges, voluntary service overseas or expeditions/sport;
- ii. under no circumstances will suspensions be granted on the grounds of financial hardship.

TERMINATION OF SCHOLARSHIP

The Doctoral College will continue to issue quarterly maintenance payments to researchers, based on continued satisfactory progress. Supervisors will inform the Doctoral College immediately if at any time they consider a researcher's attendance, conduct or progress to be unsatisfactory. In such cases, the University reserves the right to terminate the award or reduce or withhold award payments.

INTELLECTUAL PROPERTY

The researcher is bound by the University policy and procedures on Intellectual Property that may arise out of their research work. These procedures are included in the Research Studies Guide that is available online. The researcher is also required to read and complete the Intellectual Property Rights document included with the admissions documents. This document should be returned to the Doctoral College at registration.