Terms and Conditions for
Postgraduate Research Scholarships

1 Higher Degree and General Regulations

1.1 A University scholarship holder, known as the scholar, will be registered at the University as a full-time or part-time postgraduate student for a Higher Degree by research and thesis under the relevant University degree regulations and the General Regulations of the University. In addition, all scholars will be subject to the following terms and conditions.

1.2 These terms and conditions apply only to scholarship holders and not to students who may be engaged as Graduate Teaching Assistants who are governed by the University’s Terms and Conditions for Graduate Teaching Assistantships and the Conditions of Service for Graduate Teaching Assistants.

2 Agreement

2.1 All scholars will be required to confirm the formal offer of the scholarship by agreeing to the terms and conditions set out in this document and any supplementary conditions set out in the scholarship offer. Scholars are advised to keep a copy of these Terms and Conditions for their records.

2.2 The scholarship offer will specify the start date of the scholarship, the amount of the scholarship and the method and frequency of payment.

3 Length of Scholarship

3.1 A scholarship will normally be tenable for one year in the first instance, renewable annually for a maximum of three years (36 months) for full-time scholars or five years (60 months) for part-time scholars, subject to satisfactory progress and continued registration as a student of the University.

3.2 A scholar who has completed part of the period of registration for a degree will only be offered a scholarship for the remaining period required for the completion of their registration.

3.3 A scholar who secures alternative or additional sources of funding should inform the University (by contacting the Scholarship Unit). Depending on the circumstances, the scholarship may be withdrawn or reduced pro-rata.

4 Mode of Study

4.1 Scholarships may be offered for full-time and part-time study. The mode of study will be agreed in advance of registration and award of the scholarship. This is accepted and agreed with these terms and conditions. The transfer of mode of study may affect the scholar’s funding; scholars who are registered for part-time study will not receive funding designed for full-time study.

5 Intermission
5.1 Intermission from registration will only be granted in cases of grave and exceptional misfortune. During the period of intermission, scholarship payments will be suspended.

5.2 Periods of intermission will not normally be granted for periods longer than 6 months. Applications for intermission should be made in advance and require the support of the supervisor and approval from the Director of Graduate Studies/Research of the relevant School.

6 Illness

6.1 Periods of illness for a continuous period of 2 weeks or more require medical certification and should be reported to the supervisor and the Director of Graduate Studies/Research of the relevant School. During periods of certified illness, scholars may be paid at the full rate of their maintenance grant for the first 8 weeks within any 12 month period. After 8 weeks the scholarship will be suspended until the scholar resumes full-time study.

6.2 Should a period of illness exceed 4 weeks, scholars are advised to request a period of intermission.

7 Maternity Leave

7.1 Full-time scholars who become pregnant during the period of registration will be entitled to three months maternity leave during which the scholarship payments will continue. The total period of the scholarship may thus be extended to a maximum of 39 months (the financial support available will not extend beyond the usual thirty six months plus the period of up to three months maternity leave).

7.2 Full-time scholars may also apply for a further period of up to nine months of unfunded intermission as a result of the pregnancy, providing a maximum period of twelve months (funded and unfunded) maternity leave.

8 Teaching/Demonstrating

8.1 For certain scholars teaching and demonstrating may constitute an integral part of the development of their academic skills and will form a subsidiary part of their studies. Where this is the case, then:

8.1.1 The number of contact hours that a scholar may participate in teaching shall be reasonable in the context of their academic load and not exceed the equivalent of 4 hours a week or 96 hours over the two 12 week teaching terms; additionally scholars are expected to undertake the appropriate preparation, marking, examination and the presentation of an end of year report in respect of these contact hours. Where scholars are engaged to undertake laboratory demonstrating or act as language lectors, or other activities which do not require such extensive preparation, this will be 10 contact hours per week or 240 hours over the academic year.

8.1.3 Scholars will be responsible to the Head of School for their teaching or demonstrating duties. These should be specified in writing at the time the scholarship is offered.

8.1.4 Scholars will be required to conform to the University’s Quality Assurance and Health and Safety procedures.
8.1.5 Scholars may be required to participate in relevant modules of the University’s Postgraduate Certificate for Higher Education (PGCHE) and/or Associate Teacher Accreditation Programme (ATAP), or another training the University decides is appropriate in relation to the teaching or demonstrating required as approved by the Faculty Director of Graduate Studies.

8.1.6 If a scholar is deemed not to be teaching or demonstrating to a satisfactory standard, then the Head of School, in conjunction with the scholar’s supervisor may redirect the scholar’s duties to include marking, research or other academic related activity, commensurate with their academic studies.

9 Holidays

9.1 Scholars are entitled to a maximum of eight weeks holiday (including public holidays and the University closure at Christmas) per annum and pro-rata.

9.2 Holidays should be agreed in advance with the supervisor and, in cases where the scholar is engaged in teaching or demonstrating, with the approval of the Head of School.

10 Monitoring

10.1 Continuation of a scholarship is subject to satisfactory progress in research training and in the preparation of the thesis.

10.2 Scholars and their supervisors are required to complete progress reports in accordance with Annex K of the University Code of Practice for Research. At the end of each academic year, the supervisor must recommend whether or not the scholar should be permitted to continue to receive the scholarship. This recommendation will be considered by the School’s Director of Graduate Studies/Research. Should the recommendation be satisfactory then the scholarship will be renewed for a further 12 months, or until the end of the period of registration, whichever date is sooner. If a scholar’s progress is found to be unsatisfactory, the supervisor, in conjunction with the Director of Graduate Studies/Research or the Head of the School should recognise either:

10.2.1 that the scholarship be renewed for a further limited period (e.g. three months) after which the scholar’s progress will be reviewed again to determine whether or not the scholarship may be renewed for the remainder of the academic year, or
10.2.2 that the scholarship be terminated.

10.3 Some scholars may be required to apply to transfer from MPhil to PhD during their registration. Full time scholars who are not permitted to transfer from MPhil to PhD, but are allowed to submit a thesis for the award of MPhil, will have their scholarship limited to a maximum of 24 months; part time scholars who are not permitted to transfer but are allowed to submit for the award of MPhil, will have their scholarship limited to a maximum of 36 months.

11 Submission of Thesis

11.1 All scholars are expected to submit their thesis no later than 12 months after the completion of the period of registration. Extensions to this period will only be given in grave and exceptional circumstances and in accordance with faculty guidelines.
12 Termination of Scholarship

12.1 The University will terminate a scholarship when progress or performance is deemed to be unsatisfactory. Scholars should therefore inform their supervisors and the Director of Graduate Studies/Research of any problems or difficulties at the earliest opportunity. Similarly, supervisors should assist in identifying problems so that a scholar’s progress is not impeded.

12.2 If a scholarship is terminated prematurely for any reason, a scholar must repay to the University any monies including maintenance, travel, subsistence, fees overpaid from the date of the termination of the scholarship.

12.3 If a scholar is permitted to reduce the period of registration and the scholar’s period of registration finishes before the scholarship is due to finish, the scholarship will be terminated on the date of the completion of registration.

12.4 If a scholar submits a thesis before the end of the scholarship, the scholarship will be terminated on the date of submission.

12.5 If a scholar takes up full-time employment whilst in receipt of a scholarship, the scholarship will be terminated as of the first day of employment.

Approved by the Graduate School Board on 5 March 2013

I accept the offer of a University of Kent Scholarship and I agree to abide by the Terms and Conditions as set out above:

Name: (PLEASE PRINT) __________________________________________________________

Signature: _____________________________________________________________________

Date: __________________________