



ARTS UNIVERSITY BOURNEMOUTH

STUDENTSHIPS TERMS AND CONDITIONS 2015-16

- 1.0 These Terms and Conditions relate to all Research Studentships within our University irrespective of funding source. They should be read by all research students in receipt of a studentship and by the relevant academic staff responsible for supervising and managing research students. These regulations should be read in conjunction with the Research Degrees Handbook & Regulations of University of the Arts London who award the University's research degrees.
- 2.0 Rules**
In accepting a University Studentship you will be confirming acceptance of these Terms and Conditions. You also agree to abide by the Code of practice for research.
- 2.1 The University reserves the right to amend these Terms and Conditions. Any changes will be communicated to all research students in receipt of a studentship, their supervisory teams and the Research Office.
- 2.2 Tenure of the studentship**
The studentship is full time and funding will be for a designated period of supervised study on a full-time basis for a period of 36 months. There will be no further funding after the designated period.
- 2.3 You will normally be expected to start your PhD on 1st October of the academic year.
- 2.4 Continuation of the studentship is subject to satisfactory academic progress and engagement with the University. Progress will be measured through regular meetings between you and your supervisory team and the formal annual monitoring and progression reviews as outlined in the Research Degrees Handbook & Regulations.
- 2.5 You must attend research methodology training provided by Arts University Bournemouth (AUB) and University of the Arts London Research Network (RNUAL).
- 2.6 You must attend and maintain regular contact with the supervisory team and meet all expected milestones as outlined in the Research Degrees Handbook and Regulations.
- 2.7 The University expects that, by the end of the funding period, you will have achieved the qualification for which the studentship was granted. This means you will have submitted a final copy of your thesis, prior to the end of the funding period.
- 3.0 Funding**
The studentship covers a maintenance grant plus a waiver of the full-time research student fee.

- 3.1 The maintenance grant payable for 2015-16 academic year will be £14,257.00 per annum for the duration of the award.
- 3.2 Payment will be made monthly in 12 equal instalments per annum via AUB's payroll in arrears.
- 3.3 During your studentship, if you have any significant interruptions to study, the payment of the stipend may be reduced or cease. For further details see *Interruptions to study* section.
- 3.4 Funding will cease once you have submitted your doctoral thesis. This includes instances in which you submit earlier than expected.
- 3.5 Should you not complete your studies within the period of the Studentship award, the study period may be extended provided the timescale is within the maximum permitted by UAL Regulations. In these circumstances you will not receive any maintenance payment and will also be required to pay the fees for the additional study period.
- 4.0 Disabled Students' Allowance (Home and European Union only)**
If you have a long-term disability which means you are obliged to incur additional expenditure in connection with your study you may be eligible for an extra allowance. This can cover costs relating to additional daily expenses, special equipment or non-medical help. For further information please contact the disability officer wellbeing@aub.ac.uk
- 5.0 Interruptions to study**
In the event of the student wishing to take leave or suspend for whatever reason they must inform their supervisory team immediately. In the case of unauthorised absences your payments will cease and our University may invoke disciplinary procedures which could result in termination of the studentship.
- 6.0 Holiday Entitlements**
You are entitled to a total of 25 days holidays, plus statutory holiday entitlement of normally 8 working days per year. Holiday requests must be approved by the supervisory team, prior to the period requested.
- 7.0 Paid Maternity leave**
If you fall pregnant and the expected week of childbirth is during the period of the Studentship, you will be entitled to suspend your studies for up to 12 months. You will need to notify the Research Office two months before you intend to return to work.
- 7.1 The maintenance grant will continue to be paid for the first four months of maternity leave, however, the award holder 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.
- 8.0 Paternity leave**
You will be entitled to take up to 2 weeks paid paternity leave if your partner falls pregnant and the expected week of childbirth is during the period of the studentship. Paternity leave must be taken by arrangement with your supervisory team.

9.0 Payment of maintenance grant during certified illness

All periods of sickness absence should be notified to the Research Office and be confirmed by a Statement of Fitness to Work from a GP. You will normally be paid at the full rate for the first four weeks and at half rate for the next four weeks of absence during any 12-month period. After eight weeks the award will normally be held in suspension.

- 9.1 If AUB considers you are prevented from studying due to illness, medical advice would be sought before any decision relating to the continuation of your Studentship is taken.

10.0 Suspension

You may suspend your studies for a period formally approved by your supervisory team, Deputy Vice Chancellor (as chair of Research Degrees Committee) and University of the Arts London Research Degrees Sub-Committee. During any period of suspension you will not be entitled to receive your stipend. The process for the approval of suspension is set out in the Handbook and Regulations.

11.0 Change of mode of study

In very exceptional circumstances you may be permitted to apply for a change of mode of study to part-time. If the change of mode of study is approved, the end date and period of funding will be recalculated on a pro rata basis.

12.0 Transfers

If you request to transfer to another Higher Education Institute (HEI) during the period of your studentship with our University, payment of the stipend will cease immediately on confirmation of transfer.

13.0 Termination of Studentship

Arts University Bournemouth may terminate your registration in the following circumstances:

- There is a lack of academic progress;
- There is a loss of contact;
- Your behaviour is deemed to be unsatisfactory and you are required to withdraw your registration for your programme of study at the conclusion of a formal process.

14.0 Academic Duties

The University expects research students in receipt of a studentship to undertake academic duties, of up to a maximum of six hours per week including any preparation time.

- 14.1 Your Director of Studies will ensure that you undertake appropriate preparation for any involvement in such activities, and you will be provided with appropriate leadership and support for these activities.
- 14.2 You are expected to ensure compliance with, and awareness of, responsibilities relating to AUB's policies and procedures in carrying out the duties of the Studentship.
- 14.3 You are expected to undertake duties in accordance with the University's values, to be innovative, collaborative and connected

15.0 Paid work

The University does not encourage holders of a full time studentship to take paid work as the completion of the research degree is regarded as the first priority of students.

- 15.1 If you take up full time paid employment or a part time job that is incompatible with the time required for you to undertake full time study, the funding may be terminated. Please note: *earnings from paid work may become liable for Income Tax and National Insurance contributions*.

16.0 Payment and overpayment of Maintenance Grants

If a maintenance grant is received for a period during which your registration has been suspended or if other overpayment occurs, AUB will ask you to return the overpayment. AUB may take steps to recover any outstanding amounts that remain unpaid.

- 16.1 Where a studentship is terminated by AUB or by you, AUB will not seek repayment of any of the maintenance received to that point, except in cases where there has been overpayment.

17.0 Acceptance of Terms and Conditions

I accept the offer of a Studentship and agree to abide by these terms and conditions.

Name of Award Holder: _____

Date: _____

Signature of Award Holder: _____