

RESEARCH STUDENTSHIPS

SUMMARY OF CHANGES

General changes

This document was previously published as UPR RE04. It has been re-titled and restructured such that it no longer includes the terms and conditions which apply to Research Studentships.

This document has been revised extensively and should be read in full.

(Amendments to version 01.0 UPR RE04 are shown in italics.)

Structure

- 1 INTRODUCTION
- 2 DEFINITIONS
 - i *'Research Studentship'*
 - ii *'Externally-funded Research Studentship'*
 - iii *'Studentship Holder'*
 - iv *'Agreement':*
 - v *'Faculty and School (Department)'*
- 3 SCOPE
- 4 GENERAL REGULATIONS, PROCEDURES AND INFORMATION
 - 4.1 Status of Studentship Holders
 - 4.2 Term of Studentship
 - 4.2.1 Full-time Studentships
 - 4.2.2 Part-time Studentships
 - 4.2.3 One-year Studentships
 - 4.2.4 Two-year Studentship
 - 4.3 Research Studentship Agreement
 - 4.4 Relationship of Studentship agreements with the student contract
 - 4.5 What the University will require of a Studentship Holder
 - 4.5.2 *Full-time Studentship*
 - 4.5.3 *Part-time Studentship*
 - 4.5.4 One-year and two-year Studentships
 - 4.6 Inter-relationship of the appointment of Studentship Holders with the University's regulations and procedures for the admission of research students (UPR SA02³)
 - 4.7 Funding
 - 4.7.1 *Stipends*
 - 4.7.2 Annual registration fees payable by students
 - 4.7.3 Maternity leave
 - 4.7.4 Certificated absence

- 5 **REGULATIONS AND PROCEDURES RELATING TO THE APPOINTMENT OF STUDENTSHIP HOLDERS**
 - 5.1 **General regulations**
 - 5.2 **Eligibility for appointment**
 - 5.3 **Role and responsibilities of Heads of School (Department)/Heads of Research Centres/Heads of Research Institutes**
 - 5.3.3 Delegation of authority
 - 5.3.4 Withdrawal of delegated authority
 - 5.4 **Applications**
 - 5.5 **Consideration of applications**
 - 5.6 **Rejection of applications**
 - 5.7 **Making an offer**
 - 5.7.4 Maternity leave
 - 5.7.5 Certificated absence
 - 5.8 **Acceptance of a Studentship**
 - 6 **SUSPENSION OF A STUDENTSHIP**
 - 6.2 **Suspension of Studentship and registration**
 - 6.3 **Suspension of Studentship only**
 - 7 **PREMATURE TERMINATION OF A STUDENTSHIP**
 - 8 **MONITORING OF STUDENTSHIP HOLDERS**
 - 8.2 **Progress Assessment**
 - 8.2.2 Failure to undergo Progress Assessment
 - 8.2.3 Satisfactory outcome
 - 8.2.4 Remedial action
 - 9 **ADMINISTRATION OF STUDENTSHIPS**
 - 9.1 **Pro Vice-Chancellor (Research)**
 - 9.2 **Role of the Assistant Registrar (Academic Services)**
 - 9.3 **Role of Faculty/Research Institute administration**
-

1 **INTRODUCTION**

- 1.1 This document has been approved by the Chairman of the Academic Board with effect from *1 September 2010*¹.
- 1.2 This document must be read in conjunction with the following supporting documents published from time-to-time by the Secretary and Registrar *which are available from Academic Services*:
 - a *'Guidelines on the Selection Procedure for the Award of Research Studentships at the University of Hertfordshire'*;
 - b *'Application for a Research Studentship at the University of Hertfordshire'*;
 - c *'Research Studentships at the University of Hertfordshire – Notes of Guidance for Applicants, Including Eligibility Criteria'*;

¹ Research Committee Minutes 13, 21 October 2004 and 415, 27 May 2010, refer.

- d *'Financial Schedule for a Research Studentship at the University of Hertfordshire (for the current year)';*
 - e *'Good Practice Guidance for the Continuous Monitoring of Research Studentship Holders at the University of Hertfordshire';*
 - f *'Research Studentships at the University of Hertfordshire - Tax and National Insurance Regulations Relating to Students Undertaking Part-time Paid Work';*
 - g *UPR AS10² and the relevant associated Research Degree Schedule*
- and*
- h *for externally-funded Studentships, the terms and conditions of the external funder.*

2 DEFINITIONS

For the purposes of this document the following definitions will apply:

i **'Research Studentship':**

a Research Studentship at the University of Hertfordshire which may be a Research a Studentship funded by the University of Hertfordshire or a Research Studentship funded by a Research Council or other external funder (section 2, ii, refers);

ii **'Externally-funded Research Studentship':**

a Research Studentship where the funds for fees and stipend are paid by the external funder direct to the University which then manages and administers the Research Studentship on behalf of the external funder;

iii **'Studentship Holder':**

regardless of the source of funding, an individual to whom a Research Studentship has been granted;

iv **'Agreement':**

the Research Studentship Agreement which applies to Research Studentships;

(Note for guidance:

The type of Agreement that will apply to a Research Studentship will be dependent upon the source of funding for the Research Studentship concerned. Advice on the correct Agreement to be used should be obtained from the Research Degrees Team, Academic Services. The Agreements are available on request from the Research Degrees team, Academic Services.)

v **'Faculty and School (Department)':**

the University has an internal academic structure at two levels: Faculty, and School (Department).

3 SCOPE

This document gives general information concerning Research Studentships and sets out University regulations and procedures relating to the establishment, allocation and administration of Studentships and the appointment of Studentship Holders.

² UPR AS10 Research Degrees – Generic Institutional Regulations

4 GENERAL REGULATIONS, PROCEDURES AND INFORMATION

4.1 Status of Studentship Holders

Studentship Holders are classified as research students. They are not employees of the University of Hertfordshire.

4.2 Term of Studentship

4.2.1 Full-time Studentships

i Full-time Studentships may be granted for a period of one (1), two (2), three (3) years or longer. Studentships funded by the University of Hertfordshire are normally for a period of three (3) years, whereas externally-funded Studentships may be for a term of three (3) years or more.

ii For the purposes of these regulations, 'full-time' is defined as follows:

number of hours per week: 37.5

number of weeks per annum: 44.

4.2.2 Part-time Studentships

The term of part-time Studentships is normally double the time period granted for full-time Studentships and never less than 50% of a full-time Studentship. In the case of externally-funded Studentships, reference must be made to the terms and conditions of the external funder.

4.2.3 One-year Studentships

A one-year Studentship may be offered only for the final year of a full-time *doctoral* programme.

4.2.4 Two-year Studentship

A two-year studentship may be offered only for the penultimate and final years of a full-time *doctoral* programme.

4.3 Research Studentship Agreement

(Note for guidance:

This section must be read in conjunction with section 4.4.)

4.3.1 The Agreement sets out the standard terms and conditions that apply to the Studentship.

4.3.2 *The terms and conditions stipulated by external funders may not be varied without the prior written consent of the external funder.*

4.3.3 The terms and conditions stipulated by the University in relation to Research Studentships funded by the University of Hertfordshire may be varied only with the prior written consent of the Pro Vice-Chancellor (Research), *acting within the limits of his or her authority*, who will only consider requests which are supported by the *Head of Research Degrees (Research Institute) and the Head of Research Institute/Associate Dean (Research) (or nominee) of the appointing Research Institute/Faculty.*

4.3.4 In either case (sections 4.3.2 and 4.3.3), the terms and conditions of an existing Agreement cannot be varied unless all parties have given their written consent.

4.4 Relationship of Studentship agreements with the student contract

- 4.4.1 The student contract, created when the Studentship Holder enrolls as a student of the University is distinct from the relationship that is created between the University and the Holder when he or she accepts *an* offer of a Studentship.
- 4.4.2 Whilst some of the obligations which these two agreements impose on the parties involved may be the same, the two, nevertheless, remain separate. *Regardless of the source of funding for the Research Studentship, the termination of the Agreement by either party will not necessarily have the effect of setting aside the student contract. For example, there may be circumstances in which the University might wish to terminate an Agreement but continue a Studentship Holder's research degree registration.*
- 4.4.3 It should be noted that a decision to offer an individual a place as a research student (UPR SA02³, refers) neither guarantees nor implies that he or she is eligible for or will be offered, a Research Studentship.

(Note for guidance - externally-funded Studentships)

In the case of externally-funded Research Studentships, the terms and conditions of the funder will take precedence only insofar as they relate specifically to the Research Studentship. Therefore, the terms and conditions of the funder shall not have precedence where they have or might reasonably be expected to have the effect of amending or setting aside the terms and conditions which apply to the Studentship Holder's registration as a research student of the University of Hertfordshire and/or the student contract.)

4.5 What the University will require of a Studentship Holder

- 4.5.1 These requirements are set out in full in the Agreement but are summarised in general terms in sections 4.5 – 4.7.

4.5.2 **Full-time Studentship**

The Studentship Holder will be required:

- i to work, full-time (thirty-seven and a half (37.5) hours per week, forty-four (44) weeks per annum), on an agreed research programme for the term of his or her Studentship;*
- ii in the case of a Studentship Holder of a full-time Studentship of three-years' duration or more, to register his or her research programme, for a Research Degree under the provisions of UPR AS10² within nine (9) months of the commencement of the Studentship;*
- iii to progress satisfactorily to the next phase of study at each Progress Assessment.*

4.5.3 **Part-time Studentship**

- i The pro-rata arrangements to apply to a part-time Research Studentship will be as set out in the Agreement.*
- ii The Studentship Holder will be required to:*
 - a work on an agreed research programme for the term of his or her Research Studentship in accordance with the pro-rata arrangements set out in the Agreement.*

³ UPR SA02 'Admissions – Research Students'

- b register *his or her* research programme, for a Research Degree under the provisions of UPR AS10² *in accordance with the pro-rata arrangements set out in the Agreement.*
- c progress satisfactorily to the next phase of study *at each Progress Assessment.*

4.5.4 One-year and two-year Studentships

- i *It should be noted that unless they are transferring from another institution, individuals who wish to apply for a one or two-year Studentship will be enrolled already as research students of the University and their research programmes will have been approved already by the Research Degrees Board of the Academic Board.*
- ii *Where they have not already done so, for example, where a candidate is transferring from another institution, they are required immediately apply immediately to the Research Degrees Board to register as a candidate on an approved programme of supervised research training, under the provisions of UPR AS10⁴ and in accordance with the requirements of the relevant Research Degree schedule.*

4.6 **Inter-relationship of the appointment of Studentship Holders with the University's regulations and procedures for the admission of research students (UPR SA02³)**

4.6.1 A Research Studentship shall not be offered to any individual unless:

- i he or she has made an application to the University for admission as a research student, and
- ii that application has been considered in accordance with the requirements of the University's principles, policies, regulations and procedures for the admission of research students (UPR SA02³, refers), and
- iii it has been agreed that he or she should be offered a place as a research student.

4.7 **Funding**

4.7.1 *Stipends*

- i An annual *Stipend* is paid to the Studentship Holder to cover living and daily travel expenses and the cost of typing and binding his or her submission (Thesis).
- ii The level of the *Stipend to be paid for all Research Studentships* is approved by the Chief Executive's Group and reviewed annually.
- iii Where a Studentship is being funded by *an external funder such as one of the UK Research Councils and the funder* requires that the Studentship is funded at a level other than that determined by *the Chief Executive's Group* (section 4.7.1, ii, refers) *any additional funding will be provided by the external Funder.*
- iv *Where a School (Department) wishes to offer a Stipend at a level higher than that determined by the Chief Executive's Group, the cost will be borne by the School (Department) concerned.*

4.7.2 Annual registration fees payable by students

- i Where a Studentship is funded with income derived from the HEFCE Research Assessment Exercise (QR funding *or equivalent*), the annual registration fee normally payable to the University by UK/EU research students is waived for the term of the Studentship. Where the annual registration fee for Studentships *is met from*

QR funding (*or equivalent*) and would have been calculated at the overseas rate, with effect from 1 September 2003 the University may exceptionally and at its sole discretion, reduce the amount of the registration fee payable by 50%. Such action will in all cases be consistent with any relevant standard terms and conditions.

- ii *The University may receive a lower annual registration fee for Research Studentships funded by the Research Councils and in these circumstances will not impose an additional charge on the Studentship Holder concerned to take account of the lower payment received from the Research Councils in respect of the annual registration fee.*
- iii In the case of Studentships other than those referred to in section 4.7.2, i, the annual registration fee will normally be paid to the University, for the term of the Studentship, by the appointing Faculty/Research Institute.
- iv In special circumstances, the *Group* Director of Finance may agree to waive the annual registration fee when requested to do so by the appointing Faculty/Research Institute. It should be noted that in this regard the decision of the *Group* Director of Finance is final.

4.7.3 Maternity leave

Section 5.7.4, refers.

4.7.4 Certificated absence

Section 5.7.5, refers.

5 REGULATIONS AND PROCEDURES RELATING TO THE APPOINTMENT OF STUDENTSHIP HOLDERS

5.1 General regulations

- 5.1.1 Having due regard for all current HEFCE regulations relating to the funding of postgraduate research degrees, *Research Studentships* will normally be offered only in academic areas that are consistent with the University's current Research Strategy. The Associate Dean (Research) of the appointing Faculty or the Head of the appointing Research Institute must also have given his or her prior approval of the academic area in which a Research Studentship is to be offered.
- 5.1.2 Research Studentships will be offered only to individuals intending to seek registration or already registered with the Research Degrees Board of the Academic Board for a programme of supervised research training, under the provisions of UPR AS10².
- 5.1.3 Research Studentship vacancies must be identified and appointments made in accordance with the 'Guidelines on the Selection Procedure for the Award of Research Studentships at the University of Hertfordshire' (section 1.2, a, refers) and the *Eligibility Criteria* for the award of Research Studentships at the University of Hertfordshire (section 1.2, c, refers).
- 5.1.4 All Research Studentship vacancies must be advertised. All advertisements will require the prior approval of the appropriate Associate Dean (Research)/Head of Research Institute.
- 5.1.5 Faculties will normally be responsible for advertising Research Studentships, processing applications, interviewing applicants and checking academic qualifications and references.

5.2 Eligibility for appointment

- 5.2.1 *The Chief Executive's Group* has established criteria which will be used to determine applicants' eligibility for Research Studentships (section 1.2, c, refers).
- 5.2.2 Research Studentships should normally be offered only to individuals who meet these criteria (section 1.2, c, refers). Studentships may be offered to individuals resident in the UK or overseas. *However, all full-time Studentship Holders are expected to be resident in close proximity to the University of Hertfordshire for the whole term of their Research Studentship.*
- 5.2.3 Any proposal to vary these criteria must be made in writing to the Associate Dean (Research) of the appointing Faculty or the Head of the appointing Research Institute who will pass the proposal, together with a written recommendation, to the Pro Vice-Chancellor (Research). All proposed variations either in the operation or application of the criteria require the prior written consent of the Pro Vice-Chancellor (Research).

5.3 Role and responsibilities of Heads of School (Department)/Heads of Research Centres/Heads of Research Institutes

- 5.3.1 In certain cases the resources required to support a research student will be provided by a research centre, such as the Centre for Research in Primary and Community Care (CRIPACC) or a Research Institute such as the Science and Technology Research Institute. In such circumstances, it may be appropriate for the relevant Director or Head to assume the responsibilities assigned within this section (5.3) to Heads of School (Department).
- 5.3.2 Heads of School (Department)/Heads of Research Centres/Heads of Research Institutes are responsible for the appointment of Studentship Holders.
- 5.3.3 Delegation of authority

Heads of School (Department)/Heads of Research Centres/Heads of Research Institutes are permitted to delegate authority to grant Studentships to a nominee in accordance with the following regulations and procedures:

- i the Head of School (Department)/Head of Research Centre/Head of Research Institute must notify in writing the person to whom he or she has delegated authority to grant Studentships and also provide this information in writing to the *Assistant Registrar (Academic Services)*;
 - ii having delegated authority, a Head of School (Department)/Head of Research Centre/Head of Research Institute cannot then grant Studentships until he or she has withdrawn that authority in accordance with the requirements of section 5.3.4.
- 5.3.4 Withdrawal of delegated authority
- i A Head of School (Department)/Head of Research Centre/Head of Research Institute will not be deemed to have withdrawn delegated authority from a nominee until he or she has provided that person with written notification that the authority delegated has been withdrawn (section 5.3.3, ii, refers).
 - ii The Head of School (Department)/Head of Research Centre/Head of Research Institute must also notify the *Assistant Registrar (Academic Services)* in writing of the change.

5.4 Applications

- 5.4.1 Applicants may apply for Research Studentships *with a term of one (1), two (2), three (3) years or more* and must complete and return the required application forms (5.4.3, refers).

- 5.4.2 Applications made other than by means of the required application forms will not be considered (section 5.4.1, refers).
- 5.4.3 Research Studentships *with a term of three (3) years or more*
- i Individuals who wish to apply for a Research Studentship *with a term of three (3) years or more* must be provided with:
 - a a copy of the current version of the University form used for postgraduate applications and full information concerning the format and content of any additional material that applicants are required to submit with their application forms, together with the name of the member of staff to whom applications must be sent (UPR SA02⁴, refers) and any deadline for the receipt of applications or full information on how to apply on-line;
 - b a copy of the form 'Application for a Research Studentship *at the University of Hertfordshire*' (section 1.2, b, refers) or information on how the form can be accessed/used on-line;
 - c a copy of 'Research Studentships *at the University of Hertfordshire* - Notes of Guidance for Applicants – Including Eligibility Criteria' (section 1.2, c, refers) or information on how these can be accessed on-line.
 - ii At the time that they are provided with the documentation listed in section 5.4.3, i, prospective applicants must also be advised that they will not be deemed to have made an application for admission as a research student until a completed postgraduate application form, together with all of the additional material specified by the relevant Faculty/Research Institute, has been received by the member of staff designated for this purpose (section 5.4.3, i, a, refers).

5.4.4 Research Studentships *with a term of one (1) or two (2) years*

Unless they are transferring from another institution (in which case they must be provided with all of the documentation and advice stipulated in section 5.4.3, i and ii) individuals who wish to apply for a one or two-year Research Studentship will already be enrolled as research students of the University and their research programmes will already have been approved by the Research Degrees Board of the Academic Board. They must be provided with all of the documentation/advice stipulated in section 5.4.3, i and ii.

5.5 Consideration of applications

- 5.5.1 A Studentship application will not be considered unless the relevant requirements set out in section 5.4 have been met.
- 5.5.2 The Head of School (Department)/Head of Research Centre (or nominee) will consider each Research Studentship application in accordance with the regulations and procedures set out in this document (UPR RE05); the 'Guidelines on the Selection Procedure for the Award of Research Studentships at the University of Hertfordshire' (section 1.2, a, refers) and the *Eligibility Criteria* for the award of Research Studentships at the University of Hertfordshire (section 1.2, c, refers).
- 5.5.3 Applicants for one and two-year Research Studentships must have satisfied the *relevant Head of Research Degrees (Research Institute), who in this regards acts on behalf of the Research Degrees Board of the Academic Board*, that sufficient progress has been made on their PhD programmes to render completion feasible within the term of the Research Studentship Agreement.

5.6 Rejection of applications

5.6.1 Where an application for a Research Studentship is rejected, the letter notifying the applicant of the decision will be signed by the Head of School (Department)/Head of Research Centre unless he or she has delegated authority to a nominee in which case the letter must be signed by the nominee (section 5.3.3, refers).

5.6.2 By signing the letter of rejection, the Head of School (Department)/Head of Research Centre (or nominee) signifies that he or she is satisfied that all University and Faculty requirements and procedures have been met.

5.7 Making an offer

(Note for guidance)

*There are **three (3)** offer letter templates:*

TEMPLATE A: letter to applicant offering enrolment as a research student of the University and also offering a Research Studentship;

TEMPLATE B: letter to an applicant already enrolled as a research student of the University offering a one or two-year Research Studentship;

TEMPLATE C: letter to an applicant offering a transfer of research degree registration to the University and also offering a Research Studentship.)

5.7.1 An offer of a Studentship may be made only by the Head of the appointing School (Department)/Research Centre (or nominee). It should be noted that in agreeing to offer an individual applying for a Research Studentship a place as a research student, the Head of School (Department)/Head of Research Centre (or nominee) will have satisfied him or herself that the University is able to provide the necessary resources from the time of the student's admission until the conclusion of his or her period of registration (UPR SA02¹, refers).

5.7.2 All Research Studentship offers must be made in writing. All offer letters will be constructed using the current version of the relevant template published from time-to-time by the Academic Registrar (section 5.7, Note for guidance, refers) and must be signed by the Head of School (Department)/ Head of Research Centre unless he or she had delegated responsibility to a nominee in which case the letter must be signed by the nominee (section 5.3.3, refers).

5.7.3 A copy of each of the following documents must accompany the offer letter:

- i two (**2**) copies of the proposed Agreement in which the necessary information has been completed by the appointing School (Department) /Research Institute;
- ii 'Financial Schedule for a *Research Studentship at the University of Hertfordshire*' (section 1.2, d, refers);
- iii 'Research Studentships at the *University of Hertfordshire* - Tax and National Insurance Regulations for Students Relating to Undertaking Part-time Paid Work' (section 1.2, f, refers);
- iv the current version of the 'Research Degrees Handbook'.

(Note for guidance)

There are two types of Agreement:

'Research Studentship Agreement – Externally-Funded Studentship', which includes the terms and conditions of the external funder;

'Research Studentship Agreement – Studentship Funded by the University of Hertfordshire'

The terms and conditions that these Agreements contain differ because of the source of funding and in the case of externally funded Research Studentships, take account of the undertakings given by the University to the external funder when the application for funding was made. It is imperative that the correct Agreement is used.

Advice on the correct Agreement to be used should be obtained from the Research Degrees Team, Academic Services.

The Agreements are available on request from the Research Degrees team, Academic Services.)

5.7.4 Maternity leave

It should be noted that regardless of the term of a Studentship, Holders are entitled to up to six (6) months paid maternity leave, and a further six (6) months of unpaid leave, and that a compensatory extension of the term of the Studentship may therefore be given.

5.7.5 Certificated absence

i University funded Studentships

During periods of certificated absence, the University will, in any one twelve (12) month period of the Research Studentship, pay the Stipend to the Studentship Holder in full for a period of four (4) weeks from the commencement of the Studentship Holder's certificated absence and thereafter at 50% for a further four (4) weeks.

ii Externally funded Studentships

Refer to the terms and conditions of the external funder.

5.7.6 By signing the offer letter, the Head of School (Department)/Head of Research Centre (or nominee) signifies that he or she is satisfied that all University and Faculty/Research Institute requirements have been met and that the necessary resources (including supervision) are available to support the Studentship for its entire term.

5.8 Acceptance of a Studentship

5.8.1 An offer of a Research Studentship *at the University of Hertfordshire* is conditional on the applicant accepting the offer of a place as a University of Hertfordshire research student. These offers are *combined and both made* within a single offer letter.

5.8.2 Applicants who wish to accept an offer of a Research Studentship shall do so only in writing by signing the Agreement and returning the signed document to the Head of School (Department)/Head of Research Centre (or nominee) by the date and time specified in the offer letter. In doing so the applicant also accepts the offer of a place as a University of Hertfordshire Research Student.

5.8.3 The Head of School (Department)/Head of Research Centre (or nominee) must ensure that a copy of the acceptance is lodged with the appropriate Faculty Finance Adviser and the *Assistant Registrar (Academic Services)* prior to the date on which the Studentship is to commence.

5.8.4 The appointing Faculty will also ensure that the student completes section 1 of the 'Financial Schedule for a Research Studentship *at the University of Hertfordshire*' (section 1.2, d, refers) and that a copy of the completed document is lodged with the appropriate Faculty Finance Adviser and the *Assistant Registrar (Academic Services)* within one (1) week of the date on which the Research Studentship commences.

6 **SUSPENSION OF A STUDENTSHIP**

6.1 The various grounds upon which a Studentship may be suspended are set out in the Agreement.

6.2 **Suspension of Studentship and registration**

6.2.1 Where a Studentship Holder seeks a suspension of a Research Studentship which will be associated with a suspension of his or her registration, the Studentship Holder must apply to the *relevant Head of Research Degrees (Research Institute) to whom, in this regard, the Research Degrees Board of the Academic Board has delegated authority*. Where the *Head of Research Degrees (Research Institute)* agrees a suspension of registration, the Research Studentship will be suspended automatically for an equivalent period.

6.2.2 *The Head of Research Degrees (Research Institute) is required to inform the Assistant Registrar (Academic Services) at the earliest opportunity of any suspension of registration that he or she has approved.*

6.2.3 It should be noted that the University will recover any *Stipend* over-payment which may have been made to the Studentship Holder.

6.3 **Suspension of Studentship only**

Where a Studentship Holder seeks the suspension of a Research Studentship which will not be associated with a suspension of his or her registration, the Studentship Holder must apply to the Research Committee of the Academic Board.

7 **PREMATURE TERMINATION OF A STUDENTSHIP**

7.1 The University reserves the right to terminate a Research Studentship with immediate effect in the event that the Studentship Holder fails to comply with the Agreement.

7.2 The various grounds upon which a Research Studentship may be terminated are set out in full in the Agreement. Studentship Holders wishing to terminate a Research Studentship should be advised to refer to the Agreement.

7.3 Members of staff wishing to terminate a Research Studentship prematurely must comply with the procedures for the premature termination of a Research Studentship by the University which are set out in the document 'Good Practice *Guidance* for the Continuous Monitoring of Research Studentship Holders *at the University of Hertfordshire*' (section 1.2, e, refers);

7.4 It should be noted that the grounds for the premature termination of a Studentship include but are not limited to:

- i failure by the Studentship Holder to fulfil his or her obligations under the terms and conditions of the student contract (this would include failure by the Studentship Holder to comply with University regulations);
- ii failure by the Studentship Holder to comply with the terms and conditions of the Agreement;
- iii an unsatisfactory outcome in a Progress Review;
- iv failure by the Studentship Holder to take, by the stipulated deadline, the remedial action which has been agreed following an unsatisfactory Progress Review;
- v unauthorised absence;
- vi where the Studentship Holder has provided false information or has otherwise sought to deceive the University;

- vii withdrawal of the Studentship Holder 's registration either by the Studentship Holder or by the Research Degrees Board of the Academic Board;
- viii research misconduct *and/or lack of research integrity*;
- ix *exclusion from the University*;
- x *visa suspension/withdrawal by the UK Border Agency*.

8 MONITORING OF STUDENTSHIP HOLDERS

8.1 Once a Research Studentship has commenced, the appointing Faculty/Research Institute is responsible for monitoring, on an ongoing basis, the Studentship Holder 's progress on his or her programme of research and on his or her programme of related studies in accordance with the procedures set out in 'Good Practice *Guidance* for the Continuous Monitoring of Research Studentship Holders *at the University of Hertfordshire*' (section 1.2, e, refers) and the provisions of Schedule A to UPR AS10².

8.2 Progress Assessment

8.2.1 Each Studentship Holder's progress will be assessed by means of a Progress Assessment *made* within the appointing Faculty/School/Research Institute. The continuation of a Research Studentship is conditional on *the Studentship Holder participating* in this process and achieving a satisfactory outcome.

8.2.2 Failure to undergo Progress Assessment

A Studentship Holder who has not undergone a Progress Assessment within the time periods specified in Schedule A, UPR AS10⁴ will be deemed not to have made satisfactory progress and his or her Research Studentship will be terminated, even though the Studentship Holder may be permitted to remain registered as a research student of the University.

8.2.3 Satisfactory outcome

Where *the Head of Research Degrees (Research Institute)* is satisfied with the outcome of the Progress Assessment, the Studentship Holder may progress to the next phase of study and the Studentship will be allowed to continue for a further year, subject to the Studentship Holder 's continuing compliance with University regulations and the standard terms and conditions.

8.2.4 Remedial action

Where the outcome of a Progress Assessment has been unsatisfactory, the Studentship Holder will be required to take any and all required remedial action and to comply with any deadlines which have been identified. The outcome of the Progress Assessment will be deemed unsatisfactory where a Studentship Holder fails to take the required remedial action and/or fails to comply with any deadlines which may have been set (section 8.2.1, refers).

9 ADMINISTRATION OF STUDENTSHIPS

9.1 Pro Vice-Chancellor (Research)

The Pro Vice-Chancellor (Research), through the *Assistant Registrar (Academic Services)*, will monitor Faculties'/Research Institutes' compliance with the regulations and procedures set out in this document (*UPR RE05*).

9.2 **Role of the Assistant Registrar (Academic Services)**

- 9.2.1 The *Assistant Registrar (Academic Services)* (or *nominee*) is the first point of contact for any queries concerning Research Studentships.
- 9.2.2 All of the completed Studentship documentation referred to in section 5.8, must be lodged with the *Assistant Registrar (Academic Services)*.

9.3 **Role of Faculty/Research Institute administration**

- 9.3.1 As the budget holders for Research Studentships, the Faculty/Research Institute/*School/(Department)* is responsible for their administration in accordance with the requirements of this document (*UPR RE05*).
- 9.3.2 All completed Studentship documentation, including the Studentship offer letter, signed Studentship Agreement and Financial Schedule, and any amendments to the financial schedule, must be lodged with the appropriate Research Institute/Faculty/Research Administrator and Faculty Finance Adviser.
- 9.3.3 The Faculty Finance Adviser is responsible for checking the Financial Schedule in the first year and updating it annually, adding the appropriate budget code and circulating copies to relevant parties including the Payroll Manager in compliance with any payment deadline dates which he or she may stipulate from time-to-time.
- 9.3.4 The Studentship Holder must notify the Research Institute/Faculty Research Administrator in his or her appointing Faculty/Research Institute, of any changes to his or her bank details or address. The Research Administrator will ensure that this information and any information relating to changes in *Stipend* payments (regardless of the source of funding) is relayed immediately to the Payroll Manager.
- 9.3.5 Requests for changes to *Stipend* payments must be made by the appointing Faculty/Research Institute to the Faculty Finance Adviser not less than **15** working days prior to the date from which the change is to be effective. To ensure that *Stipends* are paid promptly, these requests will be processed by the Faculty Finance Adviser within seven (**7**) working days of their receipt, and where practicable, prior to any monthly Payroll deadlines.
- 9.3.6 Principal Supervisors are required to lodge any doctor's medical certificate received from a Studentship Holder with the Research Institute/Faculty Research Administrator responsible for monitoring the Studentship Holder's sickness absence, who will notify the Faculty Finance Adviser of any changes to Studentship payments.
- 9.3.7 Where a Studentship Holder completes his or her degree within the term of the Studentship but has not taken all of his or her holiday leave entitlement, the Principal Supervisor is required to notify the Research Institute/Faculty Research Administrator/Faculty Finance Adviser of the total amount of holiday leave which is outstanding.

P E Waters
Secretary and Registrar
Signed: **1 September 2010**