



## **Birmingham Doctoral Scholarship Scheme**

### **Terms & Conditions**

These Terms and Conditions refer only to those candidates registered on a PhD course at the University of Birmingham who are in receipt of a University of Birmingham Doctoral Scholarship. It should be noted that in being awarded and accepting a Doctoral Scholarship that award holders are expected to have already met the residential and academic eligibility criteria as set out for the award.

#### **1. Definitions**

In these terms and conditions the following expressions shall have the following meanings:

- 1.1 "The Academic Year" means the University's year of academic study.
- 1.2 "Leave of Absence" means the temporary withdrawal by a Doctoral Researcher from the University (including for reason of pregnancy or on other medical or personal grounds) such withdrawal being approved by the Doctoral Researcher's School, administered by Registry and resulting in the Doctoral Researcher temporarily ceasing to be registered with the University.
- 1.3 "Scheme" means the Birmingham Doctoral Scholarship Scheme.
- 1.4 "Scholarship" means the Birmingham Doctoral Scholarship, payable at the absolute discretion of the University's Birmingham Doctoral Scholarship Selection Panel.
- 1.5 "Selection Panel" means a committee consisting of University representatives that will select the successful candidates for the Scholarship, chaired by the Head of Postgraduate Recruitment.
- 1.6 "The University" means the University of Birmingham of Edgbaston Birmingham B15 2TT.
- 1.7 "The College" means the College at the University of Birmingham where the Doctoral Researcher is registered to undertake their PhD study.
- 1.8 "Doctoral Researcher" refers to candidates for a PhD award at the University of Birmingham who holds, or has been offered a Birmingham Doctoral Scholarship at the University of Birmingham.
- 1.9 'Paying the Home/EU rate of tuition fees' refers to a UK or EU national that would pay the tuition fee at Research Councils UK Fee Level for year of entry (2018/19 Home/EU fee is £4,260).

#### **2. Award and Award Tenure**

- 2.1 Whenever the University agrees to award a Scholarship to a Doctoral Researcher the terms and conditions set out herein shall apply unless otherwise expressly excluded in whole or in part.
- 2.2 The value of Scholarship is £6,000 pa (total funding of £18,000 allocated over the equivalent of three full-time years of study).
- 2.3 The maximum duration of a scholarship is 3 years full-time. The scheme is not available to part time students.
- 2.4 The Birmingham Doctoral Scholarship is not fully funded and does not cover writing up fees, or provide a maintenance grant to Postgraduate Researcher's in writing up status.
- 2.5 Where a Doctoral Researcher withdraws from their study, transfers to writing up status, or submits their thesis before the end of their minimum period of registration, the Birmingham Doctoral Scholarship should cease with immediate effect.

### **3. Selection**

The Doctoral Researcher's eligibility to receive the Scholarship is determined by a University Selection Panel on the basis of the strength of the Doctoral Researcher's academic record and the quality of their research proposal. A supporting statement from the Doctoral Researcher's intended supervisor will also be taken into account, as well as any relevant work experience.

### **4. Payment**

- 4.1 Payment of the Scholarship is the responsibility of the University budget holder for the Birmingham Doctoral Scholarship scheme. The £6,000 award comprises of two maintenance payments, to be paid during the academic year to the Doctoral Researcher by the University.
- 4.2 Payment of the Scholarship shall normally be made by BACS transfer to a bank account held by the Doctoral Researcher in the United Kingdom.

### **5. Termination**

5.1 In any of the circumstances set out in this clause below the Scholarship shall be withdrawn and the University shall make no (or no further) payments of the Scholarship:

- the Doctoral Researcher permanently leaves the University due to illness (whether or not following a Leave of Absence);
- the Doctoral Researcher leaves the University for reasons other than illness;
- the Doctoral Researcher is required to withdraw from the University pursuant to disciplinary or fitness to practice proceedings;
- the Doctoral Researcher transfers to another course or programme of study which does not meet with criteria set for the Birmingham Doctoral Scholarship;
- the Doctoral Researcher transfers to another institution;
- the Doctoral Researcher fails to uphold the responsibilities detailed in the University of Birmingham Student Charter;  
<http://www.birmingham.ac.uk/students/birmingham/student-charter.aspx>
- the Doctoral Researcher otherwise fails to achieve an academic standard of progression assessed as being to the level befitting of a Doctoral Researcher at the end of each academic year;

5.2 The University reserves the right to demand the repayment of any instalment or instalments (or part thereof) of the Scholarship made to the Doctoral Researcher during the Academic Year in the circumstances set out in 5.1.2, 5.1.3, 5.1.4 and 5.1.5 above.

5.3 In the event of a Birmingham Doctoral Scholarship being terminated before the end of the award the Birmingham Doctoral Scholarship must cease, and cannot be awarded to an alternative Scholar.

### **6. Leave of Absence**

6.1 In the event that the Doctoral Researcher takes or is required to take, a Leave of Absence during the Academic Year, payments as set out in clause 4 will cease for the duration of the Leave of Absence until such time as the Doctoral Researcher has re-registered.

- 6.2 A Doctoral Researcher's minimum and maximum periods of registration will automatically be adjusted in the event of a Leave of Absence being approved.
- 6.3 If the Doctoral Researcher fails to return to the University after such Leave of Absence then the provisions of clause 5 above will apply.
- 6.4 Doctoral Researchers are not permitted to take retrospective Leave of Absences unless under exceptional circumstances such as an illness, or unforeseen circumstances that made the Doctoral Researcher unable to apply for the Leave of Absence earlier.

## **7. Extensions to periods of Registration**

- 7.1 Where a Doctoral Researcher period of normal registration is extended beyond that which was initially agreed by the College at the start of their Scholarship, the Doctoral Researcher Scholarship payments will not continue into this extended period.

## **8. Transfers of Modes of Registration**

- 8.1 If Candidates wish to change their research project, they must seek prior approval from the relevant College. Changing their research project may affect a candidate's entitlement to continue to receive the Scholarship. Where a Doctoral Researcher and project transfers to another School, Department or Supervisor within the original College, the Birmingham Doctoral Scholarship payments should continue.
- 8.2 Where a Doctoral Researcher transfers to a different College with the University of Birmingham during the tenure of their award, payments of the Birmingham Doctoral Scholarship must cease from the date of the transfer is effective.
- 8.3 Where a Doctoral Researcher transfers to another institution, payments of the Birmingham Doctoral Scholarship must cease from the date of the transfer is effective.
- 8.4 Where a Doctoral Researcher transfers to Split Location Study the Birmingham Doctoral Scholarship should cease as of the date the transfer becomes effective.
- 8.5 Where a Doctoral Researcher transfers to part time study status the Birmingham Doctoral Scholarship should cease as of the date that the transfer becomes effective.
- 8.6 Where a Doctoral Researcher is transferred to a lower degree classification during the normal registration period the Birmingham Doctoral Scholarship must cease.
- 8.7 Where a Doctoral Researcher is awarded a lower qualification as a result of their PhD Viva Examination they will not be required to repay the Birmingham Doctoral Scholarship.

## **9. Maternity and Paternity Leave**

- 9.1 Doctoral Researchers are entitled to Maternity and Paternity leave in line with the statutory allowances at the University of Birmingham:  
[http://www.hr.bham.ac.uk/policy/family\\_leave.pdf](http://www.hr.bham.ac.uk/policy/family_leave.pdf)
  - 9.1.1 Up to six months paid maternity leave, with the option of up to another six months unpaid leave.

9.1.2 Up to two weeks paternity leave to be taken in either one two week block, or two one week blocks at any time from the expected birth date of the baby, within 15 weeks of the expected birth date;

9.2 Applications for maternity and Paternity leave should be made via the University of Birmingham Leave of Absence Procedure. Application must be accompanied by the appropriate Medical Maternity certificate.

## **10. Expectations of Registration**

### **(working hours, additional work, acceptance of additional sources of funding)**

10.1 Although it is not encouraged, a Doctoral Researcher may undertake a small amount of paid work, either in term time or in the vacation, provided that it is compatible with the Doctoral Researcher's full-time studies. It is recommended that the total demand on the Scholar's time is not more than six hours a week, and that the College agrees the commitment. A Birmingham Doctoral Scholarship will be terminated if a Doctoral Researcher also holds a full-time job at the same time, or a part-time job that is incompatible with the time required for the Doctoral Researcher to undertake full-time study.

10.2 Doctoral Researchers are encouraged to undertake a certain amount of paid teaching or demonstrating work during the period of a Birmingham Doctoral Scholarship, if the opportunity arises. Such work may be undertaken provided that:

- the total demand on their time, including contact time and a reasonable allowance for preparation and marking, does not exceed 180 hours in any one year ;
- the total demand on their time does not exceed six hours in any week ;
- the work is compatible with their programme of doctoral study ;
- their supervisor approves.

Any teaching or demonstrating work should be paid for at the usual hourly rate applicable at the University and should be supported by appropriate training. The payment for such teaching will not affect the level of maintenance grant which can be paid to the Doctoral Researchers.

10.3 If a prospective Doctoral Researcher is a member of staff employed at the University of Birmingham and they hold a full-time or part-time salaried position, they are not eligible to hold a Birmingham Doctoral Scholarship. If the holder of a Birmingham Doctoral Scholarship takes up a salaried position at the University of Birmingham they are no longer eligible to hold the Birmingham Doctoral Scholarship, and the Scholarship must be terminated immediately. If it is a short-term appointment it may be possible to suspend the scholarship for the relevant period.

## **11. Miscellaneous**

11.1 Subject to academic progression assessed as being to the level befitting of a Birmingham Doctoral Scholarship in each Academic Year of the programme, and unless otherwise agreed in writing, the eligibility of the Doctoral Researcher for a Scholarship shall continue for the full duration of the Doctoral Researcher's normal period of registration at the University and, shall result in the payment of the Scholarship to the Doctoral Researcher in each Academic Year of his or her registration

11.2 If the Scholarship ceases to be payable due to the Doctoral Researcher's failure to achieve academic progression assessed as being to the level befitting of a Birmingham Doctoral Scholarship, the Scholarship cannot subsequently become payable again if the Doctoral Researcher achieves academic progression assessed as being to the level befitting of a Doctoral Researcher.

11.3 Any dispute or complaint arising in connection with the Scheme should be addressed in writing to the Pro-Vice-Chancellor (Research & Knowledge Transfer).