

Postgraduate Research Funding Terms and Conditions

1. Introduction

- 1.1 The Postgraduate Research Funding Terms and Conditions apply to various postgraduate research scholarships and studentships administered by the College of Social Sciences Graduate School.
- 1.2 Depending on your funding source, there may be additional terms and conditions set by your funder. It is your responsibility to familiarise yourself with these, and any additional funder-set, terms and conditions.
- 1.3 The College of Social Sciences reserves the right to make minor amendments to these terms and conditions without prior notice.

2. Benefits

- 2.1 Benefits may vary between funders. The benefits that apply to your Funding are specified in your funding offer and may include one or more of the benefits defined in this clause.
 - 2.2 Stipend
 - a. The value of the stipend is stated in your funding offer.
 - b. Stipends are paid monthly from the commencement date of the Funding.
 - c. Part-Time students who obtain approval to continue the stipend, will usually receive the stipend at 60% of the full-time student rate up to the maximum full-time equivalent duration of the Funding.
 - d. Stipends can only be paid into UK Bank Accounts
 - 2.3 Fee waiver
 - a. A fee waiver covers tuition fees. The value of the fee waiver is stated in your funding offer.
 - b. Students who remain enrolled beyond the end date of their funding may become liable for the remaining tuition fees.
 - c. Additional fees including, but not limited to, General Council, Thesis Pending or Re-submission Fees are not covered by fee waivers.
 - 2.4 Research Training Support Grant (RTSG)
 - a. A RTSG is intended to be used to pay for expenses which you, your supervisor and/or your School deem to be in direct support of your research.
 - b. The value, and the process for accessing your RTSG, is stated in your funding offer.

3. Conditions

3.1 Residency

- a. All study undertaken as part of the research project for which the funding is awarded, must be carried out within the UK, except as part of overseas fieldwork which is an integral part of the study, conferences or training.

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- b. Funding recipients must be resident close to the University of Glasgow campus at which they are registered and direct contact between funding recipients and their supervisor/s must be maintained

3.2 Enrolment/Registration

- a. The funding is conditional on maintaining full-time enrolment in your academic programme within the College of Social Sciences.
- b. You must complete [Registration](#) in order for your funding to commence, and continue to register every year for your funding to continue
- c. If approval is given to continue to receive your funding while you are enrolled on a part-time basis, your stipend and RTSG will be reduced to 60% of the full-time rate. Your fee waiver will not be affected
- d. If you are enrolled part-time and receive approval to enrol as a full-time student, your stipend and RTSG will resume at the full-time rate. Your fee waiver will not be affected

3.3 Commencement

- a. You must commence the Funding in the academic session for which the funding was offered.
- b. Commencement of funding cannot be deferred to a following academic session
- c. If you commence your academic programme in October the funding will commence from September; if you commence your academic programme in January, your funding will commence from December.
- d. If you have commenced your academic programme prior to the academic session for which the funding was offered, the Funding will commence from September of the offering academic session.

3.4 Duration

Unless otherwise specified in your funding offer, the following applies:

- a. The maximum duration of funding for a PhD (+3) is 36 months (3 years) full-time equivalent.
- b. The maximum duration of funding for a 1 year Masters/PhD (1+3) is 48 months (4 years) full time equivalent.
- c. The maximum duration of funding for a 2 year Masters/PhD (2+3) is 60 months (5 years) full time equivalent
- d. The duration of the funding will be reduced by any periods of study undertaken towards the academic programme for which the funding is awarded prior to the awarding of the funding.

3.5 Annual Leave

The funding will not be suspended or extended when you take annual leave from your academic programme of up to 8 weeks (including public holidays).

3.6 Changes to your supervision or research project

- a. If you wish to change your supervisor or make significant changes to the title and/or focus of your research project, you must first seek prior approval from your current supervisor, School, the Graduate School and/or your funding source.

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- b. Changing your supervisor and/or research project may affect your entitlement to continue to receive your Funding (e.g. where the funding is linked to the specific supervisor and/or research project you wish to change).

3.7 Funding leave

- a. If you are granted a Suspension of Studies by the College of Social Sciences, your funding will be suspended until you return, unless you are entitled to one of the following paid provisions:
 - i. up to 13 weeks medical leave per academic session
 - ii. up to 52 weeks maternity leave: 26 weeks at full stipend rate, 13 weeks at Statutory Maternity pay and the final 13 weeks unpaid.
- b. Requests for paid leave must be supported by relevant supporting documents, e.g. a MAT B1 form or medical certificate/s (medical certificate/s must specify the duration you are unable to work on your research).
- c. The duration of the funding will be extended for periods of approved Maternity Leave and Medical Leave (including the paid periods specified in 3.7 a).

3.8 If you submit your soft bound thesis, withdraw from your academic programme or you are withdrawn by the Graduate School (e.g. due to unsatisfactory progress or misconduct), your Funding will cease.

3.9 You must acknowledge the contribution of the source of funding as specified in your funding offer letter when, at any time during or after completion of your academic programme, you or your supervisor or any other party, publishes or produces material such as books, articles, newsletters or other works which relate to the research project for which the funding was awarded.

3.10 If you have provided false or misleading information or do not adhere to the terms and conditions of your funding, and as a result you were awarded or continued to receive the funding, the funding may cease and you may be required to repay any scholarship benefits to which you are not entitled within 1 month of being requested to do so by the College.

4. Concurrent funding

- a. You must inform the Graduate School immediately if you receive, or are applying for, funding from another source to support your postgraduate research
- b. You must not hold funding from two sources for the same purpose concurrently
- c. You are encouraged to participate in schemes such as Erasmus+, undertake Internships and participate in other research and collaboration programmes.

5. Employment

- a. You are encouraged to undertake a certain amount of paid teaching or other research work during the period of your funding, providing you spend a minimum of 1,800 hours (equal to 37.5 hours a week for 48 weeks) each academic session on your doctoral research and research training.
- b. Full-Time Funding holders cannot hold either a full-time job or a permanent part-time job during the period of your Funding.
- c. Part-Time Funding holders cannot hold a full-time job.

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6. Complaints

Students may submit a complaint in relation to the application of these terms and conditions in accordance with the [Complaints Procedure](#).

7. Privacy

The gathering, storage, use, release and disposal of personal information is regulated by the General Data Protection Regulation (GDPR) within the UK Data Protection Act 2018. The University's policy and guidelines with respect to the Act, are published by the [Data Protection & Freedom of Information Office](#).