

Student Maternity, Maternity Support and Adoption Policy

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Approved by	Date	Review Date	Responsible Department
Senate	4/6/09		Equality & Diversity Unit/Senate Office
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1. Introduction

This Policy provides advice and guidance on issues related to study, health and safety, and finance to:

- Students who become pregnant during their studies, prospective students who are already pregnant when they commence study, students who have given birth within the previous 26 weeks, their partners and those who have recently become parents (e.g. through adoption)
- University staff who may have a role in advising students coming to them with these issues.

2. Scope of the Policy

The policy covers:

- any student who becomes pregnant during her studies,
- prospective students who are already pregnant when they commence study
- any student who has given birth within the previous 26 weeks¹
- Any student who is about to become a parent because their partner (including same sex partner) is pregnant, and who expects to be responsible for the child
- Any student who has recently become a parent e.g. through adoption

3. Policy Statement

The University of Glasgow is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment. The University actively seeks to develop best practice in discharging its legal responsibility.²

The University believes that becoming pregnant or caring for a child should not, in itself, prevent any student from succeeding in their studies. The University is committed to showing as much flexibility as possible to facilitate students' success, making sure no student is disadvantaged whilst ensuring academic standards are not compromised. The degree of flexibility that can be offered will vary between Colleges, but all Colleges will follow the general approach set out in this document.

The health and safety of a pregnant student will be of paramount importance at all times, and Schools, Graduate Schools and Research Institutes³, will deal with all students covered by this policy in a sensitive, non-judgemental and confidential manner. Only members of staff who need to be informed for valid reasons will be informed of a student's circumstances and this will be done only with the student's prior consent.

The policy focuses primarily on study-related matters, but sources of help and advice on related issues can be found at the end of the document.

Appendix A contains additional information for postgraduate research students.

¹ 26 weeks following the birth of a child – this period of maternity is protected by the Equality Act 2010

² The Equality Act 2010 places a duty to promote equality for the following protected characteristics including: pregnancy and maternity; age; disability; gender reassignment; marriage and civil partnership; race; religion or belief; sex; sexual orientation.

³ Titles used in this policy may be subject to change. The titles are accurate at the time of printing.

4. Rights and Responsibilities

This section covers rights and responsibilities for students, staff and the University.

4.1 For students who become pregnant during their studies

4.1.1. *Confirming the Pregnancy*

A student who suspects she is pregnant should see her GP to have the pregnancy confirmed as soon as she can. If she decides to terminate the pregnancy, or miscarries, this need not be disclosed to the University. Absence from the University required as a result should be classed as 'sick leave' but there is no need to give the specific reason. Details of the University's Absence Policy can be found at

<https://www.gla.ac.uk/myglasgow/registry/staff/absence/#/absence>.

4.2 For students who become pregnant during their studies, those who are pregnant when their studies begin and those who have given birth within the previous 26 weeks.

4.2.1. *Contacting the School, Graduate School or Research Institute*

Any students who are pregnant at the time they commence their studies, irrespective of whether they were pregnant when they accepted the place or during their studies or who becomes pregnant during their studies, should let her School, Graduate School or Research Institute know as soon as possible: the University can only make provision for the student if she lets them know she is pregnant. Whilst the Adviser of Studies or postgraduate Supervisor would normally be the first point of contact, the student can initially choose to speak to another member of staff with whom she feels more comfortable. However, students should note that the Adviser of Studies or Supervisor will require to be informed. This is in the student's best interest as, in the event of an examination or other compulsory component being missed and the student being unable/unwilling to provide evidence (e.g. because it is of a confidential nature), the Adviser of Studies or Supervisor can confirm in MyCampus that s/he has seen evidence to cover the absence.

Students who have given birth during the 26 weeks preceding the start of their programme of study are also advised to inform their School, Graduate School or Research Institute.

4.2.2. *Implications for Study*

The School, Graduate School or Research Institute will meet with the student to discuss how the pregnancy or maternity period⁴ is likely to impact on her study. There may need to be an interruption of studies or a deferral of the start of study, depending on when the baby is due. The student, together with her Adviser or Supervisor will decide whether an interruption or deferral is needed and in the case of an interruption of study, the time period this needs to cover. This decision also needs to take into account the academic requirements of the student's programme. A student with a baby due near the examination period might require confirmation from her doctor that she is fit to sit exams. Time off might also be needed for medical appointments.

A support plan should be devised (in writing) by the Adviser of Studies, Supervisor or other nominated staff member, detailing any special arrangements agreed during the student's pregnancy and in the first 26 weeks after the birth, and the agreed timescale for her return to study. The student should receive a copy of the support plan, as should other appropriate member(s) of staff requiring this information (including, where required, Conveners of Boards of Examiners or Progress Committees). The student's permission should be established before passing on information.

⁴ Maternity period: i.e. duration of pregnancy plus 26 weeks after birth

If the student continues to study during her pregnancy and during the first 26 weeks after giving birth, she should meet regularly with her Adviser of Studies, Supervisor or other designated member of staff, to review the support plan and to assess the effectiveness of any special arrangements put in place. Where necessary, further adjustments may be made where practicable.

4.2.3 Field work

Where the student plans to take part in field work as part of their studies, during their pregnancy or the first 26 weeks following the birth of a child, a risk assessment should be carried out by the School, Graduate School or Research Institute responsible for organising the field work. There may be particular risks associated with the field work and the student should discuss this fully with the appropriate member of staff.

4.2.4 Study abroad/ placement

If the student becomes pregnant whilst on a study year abroad or a placement, she must contact the School, Graduate School or Research Institute to make appropriate plans to ensure that health is safeguarded and academic progress is properly managed.

4.2.5. Maternity related absence

All students are allowed to take maternity-related absence⁵ following the birth of their child. The length of absence will be determined by the personal circumstances of the student and the structure and content of their course. Students are required to take a minimum of two weeks absence following the birth. Normally, registered students should be allowed to take one year out of study. Where there is concern about knowledge of the field being affected by the length of maternity related absence, the School, Graduate School or Research Institute should take steps to ensure the student is kept up to speed with developments in the field.

For example, by sending lists of key reading and new research, and dates and access to moodle. and steps can be taken to ensure access to key journals.

Students should indicate the date on which they intend to start maternity related absence as well as the length of maternity related absence that they intend to take. It is recommended that the student inform the School, Graduate School or Research Institute in writing at least 15 weeks before the baby is due to allow time to review the support plan and make the necessary arrangements and ensure information is communicated as required.

Students requiring a Visa to study in the UK must check the terms of their Visa closely and comply with any restrictions or requirements. If clarification is needed on the terms of the Visa, this should be sought immediately from the UKBA and students are advised to obtain advice from [International Student Support](https://www.gla.ac.uk/international/support/) (see <https://www.gla.ac.uk/international/support/>).

4.2.6 Resuming studies

The student must inform the School, Graduate School or Research Institute when she is ready to return and the support plan should be reviewed with her Adviser of Studies or Supervisor to ensure an appropriate timetable for re-integration into her programme of study, including the examination schedule and any special features such as fieldwork or placements. The student must also notify Registry via their School, Graduate School or Research Unit of return to study to ensure that her University record is updated to indicate that she is back on her programme of study.

4.2.7. Health and Safety

There may be health and safety measures needing to be put in place in order to protect the student and her unborn baby or a mother within 26 weeks of giving birth. This will be particularly relevant in certain Schools, Graduate Schools or Research Institutes (e.g. where

⁵ Maternity related absence applies equally to live births and still births after 24 weeks

the student might be exposed to harmful chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity). Therefore, once the student has let her School, Graduate School or Research Institute know of her pregnancy, a Risk Assessment will be completed by the School, Graduate School or Research Institute. This will identify any risks that may be present which could harm the student or her unborn baby during pregnancy, or in the first 26 weeks following the birth and detail steps that need to be put in place to alleviate or minimise these risks. It should also detail any risks that may arise from any placement period or fieldwork due to be undertaken.

The greatest risk to an unborn baby is during the first 13 weeks of pregnancy and so it is important that the student informs the University as early as possible.

Any student who has given birth must not return to University within two weeks of giving birth for health and safety reasons.

4.2.8. Financial Considerations

Undergraduate students should note that funding will usually stop when the suspension of study begins. Student Awards Agency for Scotland (SAAS) funded students must inform SAAS of their situation. SAAS will be able to advise on possible future eligibility. Non- Scottish UK students should seek advice from their funding body.

The University refund policy covers refunds of tuition fees for self-funded or privately sponsored students who suspend study. Students who are suspending study under this policy should submit a completed Tuition Fee Refund/Liability Reduction form, available from <https://www.gla.ac.uk/myglasgow/students/money/fees/policies/refund/>, together with proof of the pregnancy.

Students in this situation should approach Registry for further information.

Postgraduate and Research students receiving funding from external bodies should follow the guidance for their particular scheme, or contact their funding body or sponsor for further advice. Further guidance is provided in Appendix A.

International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc.). Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy. It should be remembered that most airlines will not carry passengers who are seven months pregnant or more, and this should be taken into account when planning.

The benefit rules are different for EU students and international students, and further advice should be sought from the International Student Support, or SRC Advice Centre.

4.2.9. Accommodation

Students who become pregnant whilst living in University accommodation may find that this is no longer suitable for health and safety reasons. Contact should be made with the Accommodation Office for advice.

For further sources of help and support, please see the 'Sources of Information and Help' section at the end of this document.

4.2.10. Babies/Children on Campus

For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children must not be brought into teaching or learning areas. Students must ensure they have suitable childcare arrangements in place at times when they are expected to be at University. Students can apply to the University of Glasgow Nursery for a place, although these are limited.

Students must not bring babies or children to University with the expectation that any staff member will take responsibility for caring for the child whilst the student is in classes.

Students may of course bring babies and children into public areas of the University but the University cannot accept any liability for the child in these circumstances.

The University provides baby change facilities on campus in the following locations:

- 1) Room 103A Disabled Ladies toilet in 1A the Square (the change table can be wheeled to the gents from the ladies toilet if requested)
- 2) Room 124A Visitor Centre Disabled Toilet (next to the University shop).

4.2.11. *Breastfeeding*

Nursing mothers should be aware that there are no designated facilities for breast feeding⁶ or for expressing and storing milk on campus.

4.3 **Support for fathers and partners (including same-sex partners) who have responsibility for bringing up the child**

Any student discovering he is to become a father, or any partner of a pregnant student (including same sex partners) who expect to be responsible for raising the child with the mother, will be entitled to request time out of study. This is likely to include time off for medical appointments prior to, and after the birth, as well as a period of maternity support leave immediately following the birth. A student in this situation should contact his/her Adviser of Studies, Supervisor or other staff member, to discuss this. Flexibility will be shown where possible although this will necessarily be more limited in some programmes than others. It should be noted that the Adviser of Studies or Supervisor will require to be informed, even if discussions involve a different staff member.

For students receiving research funding, it may be possible for a period of maternity support leave to be allowed, and students should contact their sponsor or provider prior to arranging leave. See Appendix A for further guidance.

Students requiring a Visa to study in the UK must check the terms of their Visa closely and comply with any restrictions or requirements. If clarification is needed on the terms of the Visa, this should be sought immediately from the UKBA and students are advised to obtain advice from [International Student Support](https://www.gla.ac.uk/international/support/) (see <https://www.gla.ac.uk/international/support/>).

4.4 **For students about to become parents (e.g. through adoption)**

Students about to become parents (e.g. through adoption) should inform their School, Graduate School or Research Institute of their circumstances as soon as possible.

Arrangements can be made to allow time out of study. This may vary depending on the age of the child, the programme of study being undertaken, and the point in the academic session at which the event takes place. Again, the Adviser of Studies or Supervisor will be informed if discussions involve a different staff member.

5. **Complaints**

Any student who feels that the University has failed to live up to the standards of this policy may raise a complaint under the University's Complaints Procedure (see <https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/students/complaints/>). It is suggested that problems are resolved as informally as possible in the first instance. The SRC Advice Centre

⁶ The Equality Act 2010 gives explicit protection to women wishing to breastfeed.

can provide impartial, confidential advice to students in this situation (contact details at the end of this document).

6. Guidance for Staff

This section provides guidance on the support of students coming under the scope of this policy, for use by any member of staff with a role in advising or supporting students. At all times, staff must ensure those students are not treated less favourably than any other student on the basis of their circumstances. In line with the University's legal obligations, flexibility should be shown where possible to ensure continued learning is facilitated.

Information given by students should be treated confidentially (being passed on where necessary only with the student's consent) and with sensitivity. Staff should not attempt to influence any student's decision but should provide impartial advice.

When a student contacts a member of staff to discuss any circumstances covered by this policy, a response should be made within five working days and a meeting arranged as soon as possible thereafter. If the member of staff being contacted by the student is not the student's Adviser of Studies or Supervisor, the Adviser of Studies or Supervisor should nonetheless be kept informed. Staff must inform the student of this intention.

Whilst it is recognised that each request must be dealt with on an individual basis, there are a number of measures that can be used in order to enable the student's continuation of study. These include:

- Allowing time out of study (for a pre-determined amount of time) for the birth and a period of time thereafter
- Prior to and after the birth, giving permission for periods of absence for medical appointments, and making arrangements for the student to catch up on missed classes
- Showing a degree of flexibility regarding assignment deadlines if the student's circumstances make it difficult for them to be met
- Allowing resit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual first attempt
- Consideration of any requests to transfer to part-time study, where this is possible (although the student should bear in mind the financial implications of this course of action). Staff should refer the student to the useful contacts section.
- Offering support to help the student reintegrate to their studies after any period of prolonged absence

It is important to take the views and wishes of the student into account, rather than applying a standard set of arrangements. All decisions taken should be based on discussion with the student.

Whilst an appropriate degree of flexibility should be exercised, care must be taken to ensure that academic standards are not compromised. A balance must be achieved between ensuring the student is not disadvantaged, and giving undue special treatment. It is not necessary for the University to grant every request made, although efforts should be made to meet reasonable requests. Requests should not be refused solely on the basis of being too costly to implement, although this will necessarily be considered when assessing the overall 'reasonableness' of a request. If any request is refused, the reasons for the refusal should be provided in writing for the student.

Where specific arrangements are required to be put in place for a student who is already granted additional arrangements (e.g. on the grounds of disability), these should be kept separate in order that it remains clear which arrangements relate to which particular circumstance. This ensures that these arrangements are in place for the required amount of time and also clarifies adherence to the different pieces of legislation.

For staff requiring more detailed guidance, advice can be sought on any of the above from the Equality & Diversity Unit.

7. Sources of information and help

Reproductive Health and Pregnancy advice

The Sandyford Initiative www.sandyford.org
0141 211 8130

British Pregnancy Advisory Service <https://www.bpas.org/>
08457 304030

Childcare

University Nursery <https://www.gla.ac.uk/myglasgow/nursery/>
0141 330 6441

Other childcare providers www.scottishchildcare.gov.uk

General information and advice

SRC Advice Centre <https://www.glasgowstudent.net/advice/>
0141 330 5360

One Parent Families Scotland www.opfs.org.uk
0808 801 0323

Adoption UK <https://www.adoptionuk.org/>
0844 848 7900

Finances

GOV.UK <https://www.gov.uk/student-finance/extra-help>
GOV.UK <https://www.gov.uk/browse/benefits/families>

GOV.UK – Child Benefit <https://www.gov.uk/child-benefit>
Child Benefit Office www.hmrc.gov.uk/childbenefit/start/who-qualifies/do-you-qualify.htm

SAAS www.saas.gov.uk

Students domiciled in England <https://www.gov.uk/student-finance>

Students domiciled in Northern Ireland www.studentfinancenri.co.uk

Students domiciled in Wales www.studentfinancewales.co.uk

Health and Safety advice www.hse.gov.uk/mothers/index.htm
www.hse.gov.uk/pubns/indg373.pdf

Student Counselling <https://www.gla.ac.uk/myglasgow/counselling/>
0141 330 4528

University Accommodation	https://www.gla.ac.uk/myglasgow/accommodation/ 0141 330 4743
Chaplaincy	https://www.gla.ac.uk/myglasgow/chaplaincy/ 0141 330 5419
International Student Support	https://www.gla.ac.uk/international/support/ 0141 330 2912
Equality & Diversity Unit	https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/ 0141 330 1887

The list of useful contacts is correct at the time of printing – June 2016. Please check the web for up to date contact information. Please note the University of Glasgow does not endorse or take responsibility for the information provided by external organisations.

Appendix A – Postgraduate Research Students Additional Guidance

This policy covers all PGR Students with parental responsibilities, including non-birthing partners. All PGR students are entitled to take Maternity, Maternity Support and Adoption (MMSA) leave as set out below:

1. Any student wishing to take a period of MMSA leave must contact their College Graduate School office as soon as possible to discuss leave options and make arrangements. Supervisory teams should also be consulted so that the period of leave has minimal impact on the student's work and so that their return to work is handled sensitively.
2. Employer, Visa or Funder terms and conditions normally overrule University Policy in terms of leave allowances and available funding. By accepting a studentship or Visa, the student is agreeing to the specific terms and conditions of the funder, employer or UKVI which may differ from the entitlements in points 3-5.

3. Maternity/Adoption: 2 weeks min/12 month max

- 3.1 Any student who has given birth must not return to University within two weeks of giving birth for health and safety reasons.
- 3.2 Students requiring a Visa to study in the UK must check the terms of their Visa closely and comply with any restrictions or requirements. Students should consult with the International Student Support Team and/or UKVI. If clarification is needed on the terms of the Visa, this should be sought immediately from the UKBA.
- 3.3 The submission deadline of the student will be adjusted in line with the amount of any maternity or adoption leave taken. If the student is in receipt of funding (e.g. RCUK studentship, University or College scholarships), the funding end date will also be adjusted in line with the funder's terms and conditions. Not all funders provide financial support to cover maternity/adoption leave, or multiple periods of maternity/adoption leave.
- 3.4 RCUK and certain other funders, including College-funded scholarships, provide maternity pay only if the student is in receipt of a full studentship, i.e. fees and stipend payments rather than 'fees only'. However, other funders may only support unpaid leave. If no funding exists for MMSA leave within the funder or employer terms and conditions, or the student is self-funded, the student will receive no funding from the University during the period of MMSA leave. Students should contact their Graduate School and the SRC Advice Centre to enquire if other funds are available to them (e.g. hardship funds).

Should a student withdraw from their studies after a period of paid parental leave, any stipend paid during that period would normally be recovered by the University. If a student returns for three months or less, payments may be recovered on a sliding scale.

4. Ordinary Parental Leave 10 days max

Partners are entitled to up to 10 days paid Ordinary Parental Leave on full stipend. Leave can be taken during a partner's pregnancy or within three months following the birth/adoption. This leave is in effect additional annual leave. There will be no change to the student's funding end date or submission deadline. Any further leave must either be taken as "Shared Parental leave" or suspension of studies.

5. Shared Parental Leave

Available to partners of mothers and adoptive parents provided that the mother or primary adopter has returned to work before using their full entitlement to maternity/adoption leave. The duration of shared parental leave is equivalent to the amount of maternity/adoption

leave that the mother/primary adopter has remaining when returning to work. The Graduate School must verify the mother or primary adopter has returned to work and the remaining duration of their leave entitlement before Shared Parental Leave can be granted. Appendix B contains more information about the University's policy on Shared Parental Leave.

Students requiring a Visa to study in the UK must check the terms of their Visa closely and comply with any restrictions or requirements. Students should consult with the International Student Support Team and/or UKVI.

Appendix B: Shared Parental Leave – PGR Interim Policy

Introduction

RCUK has updated the terms and conditions of its training grant funding guidance with the following statement about Shared Parental Leave:

RC funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, or shared parental leave.

While this seems straightforward, unravelling the implications of partners who may be employed is more complicated. Maternity leave for members of staff is, with a minimum of 1 years' service, either (a) 8 weeks at full pay, 16 weeks at half pay, 15 weeks of Statutory Maternity Pay (SMP) (about £140 pw) and 13 weeks unpaid **or** (b) 16 weeks full pay, 23 weeks SMP and 13 weeks unpaid.

To be clear, Shared Parental Pay (SPP) and Shared Parental Leave (SPL) should not be conflated. SPL refers to the entire period of leave and SPP refers to any leave within this period which is paid. Without reference to other constraints and eligibility requirements, SPP will relate to up to 39 weeks of SMP (or other in the event that a particular maternity policy provides for additional payment) and SPL will relate to up to 52 weeks leave – with the caveat that new mothers must take 2 weeks leave for health and safety reasons.

SPL/SPP is also predicated on both parents being employed in order to share an entitlement to leave and/or paid leave. There are eligibility requirements based on employment that must be met and as employers claim SMP back from the government, minimum requirements can be met without additional costs to the employer beyond staff being absent from the workplace.

RCUK has noted in correspondence that '*it is up to the ROs to decide on individual student eligibility within the framework that they are applying for their employees*' and that '*it is these periods of leave that need to be calculated **on the same basis** as an employee with an employment contract*'.

RCUK has also indicated that it will issue further guidance on this policy and many universities are holding off publishing a policy on this. However, students may still request shared parental pay and/or shared parental leave as identified in the University's Interim policy.

Interim Policy

1. With regard to Shared Parental Leave (SPL), postgraduate research students whose partners are entitled to maternity leave, may share this leave with them:
 - Eligible students may be entitled to take up to 50 weeks SPL during their child's first year;
 - The amount of SPL available is determined by the amount of unused maternity/adoption leave at the point the mother/adopter chooses to end their entitlement to it. They will have had an entitlement of up to 52 weeks and providing they have not used the full amount, any remaining weeks are converted into SPL which can be shared between both parents.

If the mother/adopter is not entitled to maternity/adoption leave but is still entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA) then providing they choose to end their entitlement before they have used the full 39 week allowance, their partner will still be entitled to take up to 50 weeks of SPL. This situation may arise, for example, if a mother resigns following birth or adoption. In this case the partner's entitlement will be 52 weeks, less the number of weeks entitlement already used by the mother/adopter (which will always include the first 2 weeks after birth/adoption as required by law).

2. RCUK's updated statement (January 2017) notes that an additional 13 weeks paid at the equivalent of statutory maternity pay may be taken. For the avoidance of doubt, for those additional 13 weeks the equivalent value of statutory pay is what is recommended by RCUK and therefore shall be deemed as 'at full stipend' as it is equivalent to what a birth mother or lead adopter would receive. Partners requesting shared parental leave where this period is part of the entitlement will therefore be paid at the statutory rate.
3. ***To be eligible, the mother/adopter of the child must be entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements.***
4. Students are urged to discuss any requests for SPL with their supervisors at the earliest opportunity and to agree a plan for submission of their thesis that takes into account this period of absence.
5. Students on SPL will be 'suspended' from study on the same basis as they would be for maternity leave.
6. Students would normally be expected to take their SPL as a single period of leave. However, in exceptional circumstances and with the agreement of their supervisor and the Graduate School, students may request to take their leave across up to *three* separate periods.
7. With regard to Shared Parental Pay (SPP), eligible students may be able to take up to 24 weeks (26 weeks less the required 2 weeks) SPP during their child's first year.
 - The student must intend to care for the child during the week(s) in which SPP is payable.
 - Maternity pay for funded students is generally set at 26 weeks full stipend although this may vary by funder. It is not possible to mirror the 39 weeks of possible statutory pay that an employee might be eligible for as SPP is set at the rate of the full stipend. 24 weeks is the maximum amount of pay that can be shared under this policy, unless funder terms and conditions specifically provide otherwise.
 - The amount of SPP an eligible student will be able to take will depend on the

amount of Statutory Maternity/Adoption Pay (SMP/SAP) or Maternity Allowance (MA) that the mother/adopter has already taken at the point that they have ended (or intend to end) their entitlement.

- To adjust any imbalance in time periods between a possible 39 weeks of statutory pay and 26 weeks of pay for a student, where the mother/lead adopter has taken a period of paid maternity leave and is entitled to 39 weeks of paid leave, the remaining entitlement for a student will be calculated proportionally.
8. Students must make an application to their Graduate School for SPL or SPP at least 30 days in advance of wishing to take leave. Any requests for changes to agreed leave must be made in writing at least two weeks in advance of the expected change.