Lord Kelvin/Adam Smith PhD Scholarships (LKAS)

Terms & Conditions

Effective from 01/10/20
Scholarship Value and Duration Summary

- Up to 4 years stipend at UKRI rates + 15% uplift for students commencing in 2020/21 (confirmed as £17,577.75 for 2020/21). Current students will continue to be paid at a rate commensurate with UKRI rates (confirmed as £15,285 for 2020/21).
- Students are required to submit their thesis for examination within 48 months of starting their programme of study (excluding any periods of suspension).
- The stipend will cease to be paid once the student’s thesis has been submitted if this is earlier than the 48 month period.
- Annual research support budget of £3,000
- Full tuition fee waiver (students should not be charge additional bench fees as these should be charged against the consumables budget)
- New students should normally be in post by 1 October 2020 in order to fully benefit from induction and cohort activities. Any exceptions to this must be agreed in advance with the PGR Service and relevant Graduate School.
- The stipend cannot be held concurrently with another award covering the same basic cost element (e.g. stipend, bench fees, consumables). The student may seek stipend/subsistence enhancements from other funding sources and may apply for scholarships or bursaries for specific additional activity.
- Funding is contingent upon satisfactory engagement by the student as determined by the Annual Progress Review. The scholarship may be withdrawn if the standard of work produced is unlikely to result in a thesis of PhD standard.
- The scholarship is intended to support full-time study only. Requests to changes to part-time status should be sent to the PGR Service for consideration.
- The scholarship is to be awarded for PhD study only, and cannot be used to support a Masters year followed by PhD study. A candidate should undertake any required research training during the first year of their PhD.
- The scholarship is intended to support candidates who have not previously undertaken study at a doctoral level and as such cannot be awarded to a candidate already in possession of a Doctoral degree or equivalent.

Stipend Payments

A maximum of 48 monthly stipend payments will be paid to students (except for additional payments for maternity leave/shared parental pay/sick leave or similar). The first stipend payment will normally be paid in advance of students commencing their studies on 1 October. The stipend will cease to be paid once the student’s thesis has been submitted if this is earlier than the 48 month period.

Stipend payments will not be paid during periods of suspension except in the following circumstances:
- Maternity leave/Shared Parental Leave or similar
- Illness of up to 13 weeks which is covered by a medical certificate

In order to receive their first stipend payment students are advised to be complete academic and financial registration on MyCampus at least 2 weeks prior to the 1 October start date. Stipends are usually paid on the last Friday of every month via BACS payment (Financial Aid Payment Calendar).

Please note: Stipends can only be paid into a UK bank account.

Research Support Budget

The University shall award the student, via the Lead supervisor, an annual research support budget of £3000 to contribute towards consumables costs of the project and conference attendance. Expenditure must be approved in advance by the supervisor. The annual consumables allowance may vary between scholarship cohorts depending on number of scholarships supported by the scheme each year. Any
equipment purchased in excess of £200 should remain in the custody of the relevant University following completion of the award. At the commencement of the studentship, students should determine with their supervisors, how much funding, if any, has already been committed for specific equipment purchases/activities. For updates of how much funding is remaining, please contact your School/Institute Finance administrator rather than the PGR Service.

Examples of allowable expenses:
- Lab costs (including direct expenses incurred by your project and a proportion of shared lab costs)
- Conference attendance (registration fees, accommodation and travel)
- Equipment
- Survey costs for example, printing, stationery, telephone calls
- Transcription costs
- Fieldwork costs (including accommodation, travel and subsistence)
- Software licenses
- Purchase of small items of equipment for example, cameras, recorders, films,
- Books and other reading material not available through libraries (this will only be allowed where copies are not available from the University Library or via inter-Library loans)

Not allowable:
- Laptops/Tablets
- Visa/immigration expenses to enter the UK to commence study or extend stay in the UK
- Subscription costs to academic societies, professional bodies etc (except where this results in receiving preferential rates for conferences that would result in an overall lower cost to attend an event)
- Proofreading
- Journal subscriptions
- Job interview expenses
- Business cards

The consumables budget cannot be spent in advance. For example, claims in excess of £3000 cannot be made in Year 1 on the assumption of student progression. Supervisors and Colleges must bear this in mind when authorising expenditure from the allocation. Any unspent consumables allocation may be carried forward from year to year within the overall period of funding.

Requests to use the consumables budget to purchase a laptop or similar computing equipment will only be considered where suitable computing facilities do not already exist or where the project requires specialised computing equipment. This must have already been included and approved within the original project application.

To allow students to disseminate their research beyond the end of their funded PhD students may access any unspent consumables budgets up to 6 months from the end of their 4 years funded period (or from submission of their thesis, whichever date is earlier). Funds may only be used to attend conferences where they will be actively presenting their research or to cover publication costs. All expenditure must be processed within the 6 months but may relate to activities which will take place beyond this.

The scholarship must be used to support research study associated with the project for which the scholarship was awarded. It is principally to be used to cover research expenses occurred by the student and should not be used by the supervisory team or others to cover their own travel/accommodation or unrelated costs. For lab based projects, the basis of allocation of shared lab expenses should be equitable and transparent. Periodic audits will be made on each student’s expenditure.

You have 2 options regarding purchasing items to support your research:
You can pay for these yourself and then claim the funds back by completing a Student Expenses Claim Form along with the original receipts and submitting this to your School/Institute PGR administrator (local procedure may vary). You should record your consumables budget project code (ie 123456-01) under the ‘Sub project’ field. Each expense item should be listed separately and coded under the ‘Account’ field using the appropriate 4-digit code. Each type of expense type can be found in the following links:

- 6000-6999 - 6. General expenses
- 7000-7999 - 7. General expenses (including travel accounts)

Under ‘Description of Expenses Claimed you should use the format ‘First Initial Surname, short description of expense’. The form then should be signed off by yourself and your primary supervisor.

1) Your School/Institute can purchase items on your behalf.

The University has preferred suppliers for some items (for example stationary, travel, lab supplies) which is some cases gives us preferential rates. Your local PGR administrator, Finance administrator or lab technician will be able to advise you and can make purchases on your behalf.

Things to bear in mind when costing items
- VAT (Value Added Tax) usually 20% but varies for some goods and services https://www.gov.uk/guidance/rates-of-vat-on-different-goods-and-services
- Delivery charges
- Employing Casual Workers via the University – Employer National Insurance (and in some cases pension contributions) will be added to the agreed hourly rate. There will also be additional costs for other entitlements such as holiday pay. Your local HR contact should be able to help with specific costings.

Items of equipment purchased over the value of £200 using your LKAS consumables budget must be returned to the University for other students to benefit from them. In some cases, it may be possible to negotiate the retention of certain items for a financial contribution to the University. Please contact the PGR Service regarding this.

Status

The scholarship is awarded to the candidate by the University. The University reserves the right to vary these terms and conditions as it deems appropriate. The University will not change the terms and conditions of the scholarship without providing due notice to applicants, current students, staff and other stakeholders, as appropriate. Should a student fail to meet the terms and conditions of the scholarship, the scholarship award may be withdrawn.

Conduct

The student will abide by the University’s regulations, codes of conduct and policies including the Postgraduate Research Code of Practice and the University’s Code of Good Practice in Research. It details the standard of provision students can expect and states their rights and responsibilities as a research student. It is an important document and should be regularly consulted. The student will also abide by any additional codes of conduct and policies relevant to their status, Host College and area of study.

Suspensions

The scholarship may be suspended for up to 12 months in total and up to 3 instances over the course of the scholarship period on the request of the student and with the support of the Lead supervisor.
Reasonable cause for suspending a scholarship might be: ill-health, family care duties, family emergency or undertaking an internship but each request will be assessed on a case-by-case basis. If the suspension request is approved, stipend payments and access to the consumables budget will be suspended (except in the case of for example, maternity leave or sick leave up to 13 weeks as outlined below) and the end date of the scholarship (and the submission deadline) will be amended accordingly. Retrospective suspension requests will not be approved except in exceptional circumstances.

**Illness**

Students experiencing ill health can continue to be paid their stipend up to a maximum of 13 weeks in any 12 month period, provided that the absence is covered by medical evidence for the entire period. The period of sick leave will commence from the date of the medical certificate. Students will be granted additional time and funding in line with the certified period of absence up to the limits specified. Beyond 13 weeks, stipend payments will be suspended. Medical evidence must be submitted promptly at the start of any period of illness or as soon as practically possible.

**Maternity Leave/Paternity Leave/Shared Parental Leave/Adoption Leave**

Studentship holders are entitled to 52 weeks of maternity leave (please refer to the [Student Maternity, Maternity Support and Adoption Policy](#) for further information on Shared Parental Leave). Any student who has given birth must not return to University within two weeks of giving birth for health and safety reasons. The first 26 weeks of maternity leave will be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with statutory maternity pay (currently £151.20 per week). This application must be supported by a copy of their MAT B1 form.

Partners are entitled to up to 10 days paid Ordinary Parental Leave on full stipend.

**Termination**

The University reserves the right to terminate a scholarship in the following circumstances:

- If the student’s progress is unsatisfactory
- If the student transfers to another institution
- If the student withdraws from study
- If the student is found to be in breach of either University regulations, codes of conduct and policies relevant to the student
- If the student is deemed to be absent from study without authorisation following failure to attend three consecutive agreed contact appointments with University staff

In the event of scholarship termination, the relevant University will notify the student in writing of the termination of their scholarship in advance of cessation of payment.

The University reserves the right to recover any funds paid to the student relating to a period beyond the date of termination. The University will not seek to recover full repayment of funds paid out prior to the date of termination.

**Additional Requirements**

The University may require the student to participate in promotional activities, provide a report, make a presentation or provide other information in relation to the student’s research experience or research project during or after the completion of the degree. The student must use all reasonable endeavours to comply with all requirements in a timely manner.
Impact Reporting

The University will require the student and supervisors to provide information in relation to the management and impact of the research project to assist with the assessment of the University investment that the scholarship represents. Students and supervisors must use all reasonable endeavours to comply with all requirements in a timely manner.

Annual Events

Each year an induction event and cohort activity will be held for studentship holders. These events exist to provide presentation skills and other training for students, and a networking opportunity for research staff. It is expected that all students funded by the scheme will present their work at least once during the tenure of their award.

Intellectual Property

The University’s policy is that PGR students who are not employed by the University own their IP unless this is governed by a third party agreement (e.g. funding or sponsorship) or other factors which confer an interest in the IP. Students may also choose to assign their IPR to the University. Any student who assigns any IPR created during their research degree to the University would then be granted the same rights as any employee inventor under the University’s Intellectual Property & Commercialisation Policy.

Publication Acknowledgement

Any published articles, books etc should acknowledge the studentship as follows:

“This publication was supported by the University of Glasgow’s Lord Kelvin/Adam Smith (LKAS) PhD Scholarship.”

Key Contacts

PGR Service, Research and Innovation Services – Rebekah Derrett, Rebekah.Derrett@glasgow.ac.uk, 0141 330 1987

School/Institute PGR Administrators and Convenors

Graduate Schools

- Arts – gradschool.arts@glagow.ac.uk
- MVLS – mvls-gradschool@glasgow.ac.uk
- Science & Engineering – scieng-gradschool@glasgow.ac.uk
- Social Sciences – socsci-scholarships@glasgow.ac.uk
### Appendix 1 – Summary of Key Roles & Responsibilities

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Proposal</th>
<th>Project Selection</th>
<th>Project Advertisement</th>
<th>Top 10 Candidate Selection</th>
<th>During Studentship</th>
<th>End of studentship/Thesis Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PGR Service</strong></td>
<td>Will distribute call to all academic staff and provide application forms and terms and conditions. Will provide guidance to applicants regarding eligibility.</td>
<td>Will place project summaries and candidate criteria on PGR Service website and promote the projects to current students.</td>
<td></td>
<td>Will arrange for a suitable selection panel to review all projects from the original 20 which have successfully recruited a candidate. Will notify all Lead supervisors regarding the outcome of the selection panel and will provide feedback where available.</td>
<td>Will issue all new students with the terms and condition of their award and will inform them of the importance of maintaining contact with their supervisor/School/Graduate School/PGR Service of any issues affecting their progress. Will notify all local PGR/Finance contacts, and consumables budget.</td>
<td>May request details of all consumables spending to date. Will require annual reporting on project outputs/impact.</td>
</tr>
<tr>
<td><strong>Supervisory Team</strong></td>
<td>Will submit completed applications forms to relevant Graduate School contact.</td>
<td>Will prepare a summary of the academic qualifications, experience and personal attributes sought in a candidate. Will notify PGR Service if a candidate has been identified before the end of the recruiting period.</td>
<td></td>
<td>Should notify PGR Service of their preferred candidate and submit a combined PDF of their statement of support for the chosen candidate along with the candidate’s required documentation. Will notify their chosen candidate as to the outcome of the selection committee.</td>
<td>Notify PGR Service of any issues affecting progress. Will authorise all purchases/reimbursements relating to the project as necessary. Will provide a rationale when requested of any shared lab costs. Supply details of any articles published.</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate School</strong></td>
<td>Will provide an email contact for project proposal forms.</td>
<td>Arrange appropriate College selection panel. Inform all applicants of College selection outcome. Forward top 5 projects proposal forms/assessment s/summary to PGR Service.</td>
<td>Will advertise the projects on College/School websites and appropriate. If external websites are used applicants should be directed to contact lead supervisor and not follow links to the University’s Online Application System.</td>
<td>Will issue award letters to all successful candidates giving them 1 month to accept. The PGR Service should be notified of all acceptances/rejections. Will notify the Lead supervisors School/Institute of the incoming LKAS student.</td>
<td>Forward Annual Progress Review documentation to PGR Service. Notify PGR Service of any changes to student’s supervisory team.</td>
<td>Notify PGR Service and School/Institute of submission. Curtail any further stipend payments if submission before 4 year deadline.</td>
</tr>
<tr>
<td><strong>School/Institute</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Process claims against consumables budget. Maintain records of spending to date and keep student informed. Notify PGR Service of any issues affecting progress.</td>
<td>All outstanding claims on consumables budget to be processed before submission. Equipment over the value of £200 should be returned to School/Institute.</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>May be involved in the research proposal development.</td>
<td>Students already identified in the project proposal should collate the necessary documentation to support their application.</td>
<td>Selected candidates of the chosen projects will have 1 month to accept their awards and should complete a formal application to the University if they have not already done so.</td>
<td></td>
<td>Keep bank details up-to-date in MyCampus. Notify PGR Service of any issues affecting progress. Participate any LKAS events. Supply details of any articles published.</td>
<td>Notify PGR Service of submission. Arrange for the return of any equipment purchased over the value of £200.</td>
</tr>
</tbody>
</table>