



# Post Graduate Research (“PGR”) Studentship Terms and Conditions

## Introduction

The following terms and conditions apply to all Cranfield University (“Cranfield”) administered PGR awards. In the case of externally funded awards (such as Research Council awards) in the event of conflict between these terms and conditions those of the external Funding Agency, the latter shall prevail. All awards shall be paid in accordance with HMRC legislation.

## General conditions

1. Full-time postgraduate research students registered at Cranfield on an award bearing course in receipt of a studentship are not nor are they deemed to be employed by Cranfield and payments to the student are in the form of a maintenance bursary (may also be referred to as stipend or maintenance grant). A stipend paid to a full-time student is not, at the current time, considered taxable income by HMRC as the nature of the work undertaken by the student is akin to a training contract (eg learning new research methods and techniques). Recipients may be eligible for a Council Tax exemption certification (See HMRC website for current information).
2. The maintenance bursary quoted in the student’s offer letter is an annual figure for 12 months of study and is paid to the student in monthly instalments.
3. It is the student’s responsibility to ensure that their registration process is completed as maintenance bursaries are only paid to students who are fully registered with the University and have signed their Research Funding Form to accept Cranfield’s terms and conditions. This form signed after registration; contains financial details of the studentship, any special contract terms and conditions that apply (See Annex 1 for current wording of the statement).

## Payment Process

4. The University’s payment method for maintenance bursaries is in GBP (UK Pounds Sterling) via BACS into a UK-based bank account.
5. Maintenance bursaries are made monthly at the beginning of each month. This means for example:- If your start date is 10<sup>th</sup> January we will pay you in January for the whole month not from the 10<sup>th</sup> January. The remaining 11 payments will clear into your bank account on the 1<sup>st</sup> of every month or as near to the 1<sup>st</sup> as possible. Your final payment will be for the month of December and you will not receive any maintenance for the period from 1<sup>st</sup> January to 9<sup>th</sup> January, as you received these extra days in your 1<sup>st</sup> payment.
6. It is the student’s responsibility to ensure that the bank account details held by Cranfield are current, and that bank account details or changes thereto are advised at least two weeks in advance of any due maintenance bursary payment to allow processing of the details. BACS payments are processed in advance of the payment date.
7. From authorisation of a maintenance bursary payment being submitted to the University’s Finance Department to the funds being transferred to the student’s bank account can take up to twenty-one working days although most are paid within ten working days.

## Writing up period

8. The student will receive their maintenance bursary during their formal period of registration (referred to as the “period of study” in the conditions of offer), for example at Cranfield PhDs registrations are for three years. At the end of their formal period of registration (“period of study”), the student may

enter the writing up period before submitting their thesis but a student within the writing up period is not eligible to receive a maintenance bursary.

## Cessation of maintenance bursaries

The maintenance bursary will cease if one of the following occurs and the student will be asked to repay any overpayment. In the event of overpayment, the student will be invoiced for the monies due for repayment to the University.

9. Withdrawal from course. If the student withdraws from the course the entitlement to the maintenance bursary ceases.
10. Suspensions of study. Suspensions may be made for various reasons including illness. All requests for a suspension of study should be applied for in a timely manner as some Research Councils will not allow retrospective applications to be considered. The maintenance bursary will be stopped whilst the student is on suspension. Payment will recommence on the student's return to studies up to and including the revised end date after confirmation from the student's supervisor that the student has returned to studying.
11. Early submission of thesis. Students who submit early for any reason will not be eligible for a stipend payment for the period after their thesis submission date. Remuneration to a student who continues to undertake work that is directly linked to their thesis cannot be paid as a maintenance bursary.
12. A student who moves from studying full time to part time studying, this can be for a number of reasons including starting in employment before the research degree is completed.
13. Failure to progress and/or attend. If the student's progression and/or attendance is unsatisfactory the University reserves the right to stop maintenance bursary payments as appropriate.

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## ANNEX 1 Statement to be signed by student before receiving maintenance bursary

“Before you receive your maintenance bursary you will need to sign below to accept the following terms and conditions of the studentship and for some projects may also be required to sign a separate tri-partite agreement with the external sponsor.

- I accept the terms and conditions of the studentship of my research studies as outlined above.
- I accept that the studentship is exclusively linked to the project I have agreed to undertake.
- I accept that if I wish to change my project or fail to make satisfactory progress (either for the Sponsor or for the research studies in line with Cranfield’s regulations) on the project I may forfeit this financial support.
- I accept that my maintenance bursary will be stopped if; a period of suspension is taken during my studies, my mode of study changes from full time to part time registration, if I withdraw from my studies or complete my studies early. In any of these events I will be required to notify the Student Finance team and may be required to return some maintenance bursary back to the University.”