



## STFC STUDENTSHIP HANDBOOK 2010-2011 CONTENTS

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## POSTGRADUATE STUDENTSHIP RULES AND REGULATIONS

### Introduction

STFC postgraduate studentships enable promising scientists and engineers to continue training beyond a first degree. All studentship projects supported through STFC funding must fall within STFC remit. Details of the areas of science covered by STFC are available on the STFC website.

These pages provide information about STFC studentship awards for students, supervisors, Training Grant Co-ordinators and administrative officers at Research Organisations (universities, Institutions or other Independent Research Organisation eligible to receive Research Council funding).

From 2008 academic year onwards funding for research studentships and CASE studentship will be awarded to Research Organisation Departments in the form of a Training Grant (TG). TGs are awarded under Terms and Conditions that have been agreed cross Council, see <http://www.stfc.ac.uk/Funding+and+Grants/638.aspx> Further information on TGs can also be found in the TG Frequently Asked Questions document also available on the above STFC webpage. All studentships funded from the TG are also subject to the terms and conditions set out in this document.

## **TYPES OF POSTGRADUATE STUDENTSHIP**

Studentships are not awarded directly by STFC to individual students. If you are interested in an STFC funded PhD studentship you should contact the Research Organisation in which you would like to do your PhD to check the availability of places.

### **Standard Research Studentships**

From 2010 the majority of STFC studentship support will be awarded to Research Organisation Departments via an algorithm.

Research studentships normally leading to the award of a PhD are for a minimum of three years and enable postgraduate students to undertake training in research, research techniques and employment related skills.

Studentships may be held on a full or part time basis for those students wishing to combine their research training with work or domestic responsibilities. Part-time studentships should be awarded for no less than 50% of full-time, and on the understanding that the approved programme of research training can be carried out effectively.

### **CASE Studentships**

CASE gives students experience outside a purely academic environment. CASE awards are for a minimum of three and a half years and provide for training of a research student on a project which involves the joint supervision of the student by a member of staff at an academic Research Organisation and an employee of a UK industrial firm or an eligible organisation in the public service (the "co-operating body"). Institutes and Units of Research Councils can act as the co-operating body on condition that they are not eligible to act as an academic partner. UK subsidiaries of foreign firms may be eligible to participate. Cases of doubt should be referred to STFC. During the period of the award, the student is required to spend a period on the premises of the co-operating body. For a 3.5 year award, the cumulative period should be no less than nine months, but this could be spread over the period of the studentship and would not normally exceed 18 months.

Applications for a CASE or CASE-Plus studentship should be made using Je-S and submitted to STFC for a closing date of 31 October 2010. In exceptional circumstances, and where adequate justification for the timing has been made, applications may be considered at any time of the year under urgency procedure.

### **CASE-Plus Studentships**

CASE-Plus extends the CASE scheme to help students become more effective in promoting technology transfer, should their chosen career path take them into either academic research or industry. For the first three and a half years of the award, CASE-Plus operates in the same way as the CASE scheme (see above). The main difference is that the student spends an additional year working full-time on the premises of the co-operating body as an employee. This is seen as continued 'hands-on' technological training for the student. During this additional year, the student is employed by the sponsor company, at a salary equivalent to that of a new STFC postdoctoral fellow. STFC will contribute 50% of the salary costs incurred by the co-operating body (up to a maximum STFC contribution of £14,250). Entry into the last year is dependent on the student demonstrating a level of achievement agreed in advance between the sponsor, the University and the student. STFC will not commence funding for the additional year until the PhD thesis has been submitted.

## **CASE and CASE-Plus Supervision and Monitoring**

Co-operating bodies are required to take part in recruitment and monitoring of the student and to maintain active contact with the student and academic supervisor throughout the period of the studentship. Research Organisations are encouraged to include an industrial external examiner for the PhD. Applications must be supported by outline plans for supervision and monitoring. A statement of research, training and knowledge transfer objectives to cover the needs of all three parties should also be provided.

## **Co-operating Bodies in the Public Sector**

Co-operating Bodies in the Public Sector organisations should note that STFC assessment criteria for CASE and CASE-Plus include the impact of the project on wealth creation and the quality of life; this should be addressed in the application. Research Council Institutes are advised to tie their applications closely to those activities which involve industrial collaboration. The awarding process will take into account current and emerging STFC technology priorities.

Students holding CASE awards will receive £615 pa in addition to the basic maintenance allowance.

## **Other Types of Research Studentship**

### Spanish (IAC) Studentships

STFC has an agreement with the Instituto de Astrofísica de Canarias (IAC), Tenerife, Spain to support a maximum of two IAC students at any one time to study for an astronomy PhD in Great Britain. The IAC co-ordinates the selection process, and the successful students receive an identical award to their UK counterparts.

### Project Studentships

STFC also provides studentship support through research grants. These studentships are known as project studentships and are applied for by a research grant applicant as part of a research grant proposal. Project studentships will be closely associated with the work on the grant. In all other respects the department must ensure these students have the opportunity for the same standard of training in research and research techniques and employment related skills as all other STFC funded students. Further details are in section 5 of the STFC grants handbook at <http://www.stfc.ac.uk/rgh/rghDisplay2.aspx?m=s&s=155>.

## **Conversion from Standard Research to CASE and CASE-Plus**

Standard research studentship awards may be converted to CASE studentships at any time after the student is in post. Existing CASE studentships may be converted to CASE-Plus at any time up to the end of the second year.

## STUDENT ELIGIBILITY REQUIREMENTS

STFC does not make awards directly to students. Awards are made to eligible research training institutions (university departments, research institutes and other bodies) and they are responsible for selecting students for these awards who meet the STFC eligibility criteria. The two principal eligibility conditions relate to residence and to academic qualifications.

The Research Organisation Department is responsible for selecting an eligible student for any STFC studentship award. Eligibility requirements relate to residence and to academic qualifications.

Heads of Department, prospective supervisors and potential students who require advice on eligibility should contact the Research Organisation Registrar's Office (or equivalent) in the first instance. Where there is doubt about an individual's eligibility for a STFC studentship, the Registrar should discuss with the appropriate contact in the Education, Training and Careers Section at STFC for a ruling. Whilst general advice can be given over the telephone, a formal ruling will not be given without full written details of the candidate's academic qualifications and residency situation, and a copy of the curriculum vitae.

### Acceptance of PhD Studentships

STFC strongly recommends that prospective students should not be placed under undue pressure by departments to accept PhD places within short timescales. Therefore students should not be compelled to accept offers of PhD places prior to 31 March each year. Any prospective student subjected to pressure to accept a PhD place prior to the 31 March deadline is advised to contact Steve Cann at STFC (email: [Steve.Cann@stfc.ac.uk](mailto:Steve.Cann@stfc.ac.uk); tel: 01793 442026).

In the efficient matching of students to available PhD places it is unhelpful if students keep multiple offers open until the 31 March deadline. Students should therefore aim to decide promptly (within two weeks) when they receive more than one offer and reject all but the one most favoured at that point. The rejected studentships can then be offered by Departments to other students without having to wait until the deadline.

### Residence

#### Established UK Residency

These eligibility criteria are based on the Education (Fees and Awards) Regulations 1997 and subsequent amendments, covering England, Northern Ireland, Scotland and Wales. Candidates for awards are required to have a relevant connection with the United Kingdom. A relevant connection may be established if, at the date of application/nomination:

- a) the candidate has been ordinarily resident in the UK throughout the 3-year period immediately preceding the date of an award, and
- b) has not been resident in the UK, during any part of that 3-year period, wholly or mainly for the purposes of full time education, and
- c) has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which he/she may stay).

EU nationals who are resident in the UK only need to follow criterion (a) from the above list (EU nationals who have been resident in the UK for 3 years immediately preceding the date of an award for the purpose of full time education are now eligible for a full grant.)

British citizens are not subject to immigration control but only those other nationals who have been granted written permission to stay in the UK permanently are considered to have settled status.

It is important to note that residential eligibility is based on a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement.

### Temporary Absence

A UK citizen may have spent an extended period living outside the UK, either for study or employment. Most candidates in these circumstances will be able to show that they have maintained a relevant connection with their home country and therefore claim that the absence was temporary. "Temporary" does not depend solely on the length of absence.

For the purposes of eligibility, a period of ordinary residence will not be treated as being interrupted by an absence which is caused by:

- a) the temporary absence abroad, by reasons of training or employment, of the candidate, the candidate's spouse or parents, or
- b) the temporary full time education abroad of the candidate or spouse.

You may be asked to provide copies of temporary contracts of employment and/or other documentary evidence to prove temporary absence.

An expatriate, or the child of an expatriate, who may have been born in the UK or abroad, and appears to have returned to the UK for full time education, is required to establish temporary absence. In order to be eligible, it must be shown that:

- the absence abroad was involuntary, and attempts were made to remedy the breach with the UK at the earliest opportunity,
- there was no individual intention to sever links with the UK, and
- links have been maintained through visits and vacation work.

It should be noted that anyone who is resident in a country, is normally subject to the residence and tax conditions of that country. A resident may or may not acquire other rights by virtue of living there, but birth or long-term residence does not automatically confer similar rights to those of the citizens of that country. If a candidate has opted for full citizenship of a country other than the UK, then the candidate will be ineligible.

UK Armed Forces personnel on active service abroad and their children and spouses are regarded as ordinarily resident in the UK.

### Refugees and Asylum Seekers

A candidate who has been granted full refugee status by the Home Office, or is the child or spouse of a refugee, has settled status and is eligible on residence grounds, provided that he/she has not ceased to be resident since being granted asylum or refugee status. Such

candidates must provide documentary evidence of their status, usually in the form of a letter from the Immigration and Nationality Department of the Home Office.

Candidates who are 'asylum seekers' are required to demonstrate settled status to be eligible.

#### Indefinite Leave to Remain

Candidates who have been granted Indefinite Leave to Remain (ILTR) by the Home Office have been given the right to reside in the UK, and thus have settled status. ILTR is usually given to those who have already spent a period in the UK, and are looking to take up British Citizenship. A candidate who holds ILTR must nevertheless, establish a relevant connection as set out in the Introduction above. Documentary evidence will be required.

#### Exceptional Leave to Remain or Exceptional Leave to Enter

Candidates who have not been recognised by the Home Office as meeting the terms of the 1951 United Nations Convention on Refugees may be granted Exceptional Leave to Remain (ELR) or Exceptional Leave to Enter (ELE). The granting of ELR recognises that the current situation in the candidate's country of origin makes it impossible for him/her to return home. Thus, the holder of ELR may be allowed to settle in the UK if the home situation does not improve. Also, he/she is entitled to work in the UK and claim unemployment benefit and, after a certain period in residence, may be able to apply for ILTR, and subsequently British citizenship.

Candidates who have been granted ELR/ELE do not have the same entitlements as refugees. They will however, be eligible on residence grounds if they have spent the previous three years in the UK, not wholly or mainly for the purpose of receiving full-time education.

#### Visas, work permits, etc.

Candidates who are resident in the UK on a student visa, work permit or dependant visa, have restrictions on the time they may stay in the UK, and so will not be eligible on residency grounds.

#### 'Tuition Fees only' Studentships for EU Nationals to Study in Great Britain

Candidates from EU countries other than the UK, are generally eligible (subject to their eligibility on grounds of academic qualifications) for awards restricted to the payment of tuition fees only; no maintenance award will be payable. In order to be eligible for a 'fees only' award, a candidate must be ordinarily resident in a member state of the EU, in the same way as UK candidates must be ordinarily resident in the UK.

Currently, the member states of the European Union (EU) are as follows: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, The Irish Republic (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, The Slovak Republic, Slovenia, Spain and Sweden and the United Kingdom.

#### Migrant Workers (EU Nationals)

Articles 7 (2) and Article 12 of Council Regulations (EEC) No. 1612/68 allow for candidates who have established a relevant connection with the EU to be eligible for a full award to include maintenance, as 'migrant workers'. A migrant worker can be defined as an EU citizen who is employed in a member state of the EU who should be treated as a national of that member

state. Similarly, a child or spouse of a migrant worker is also eligible to be treated in the same way. However, the following conditions must be met:

- a) the employment should be full-time and of significant duration. Therefore, a candidate engaged in part-time or short-term casual employment, or who has been effectively unemployed, cannot be considered to hold migrant worker status. Additionally, the employment would be expected to be relevant to the candidate's previous or future course of study, although employment of a 'professional' nature will be considered on its merits,
- b) the employment should not be ancillary, i.e. taken up with a view towards engaging in subsequent studies, or subject to the candidate being accepted for the training for which he/she is to be nominated. An example of this would be a candidate who has been employed as a Research Assistant in a university department where a future award is to be held,
- c) with regard to the children of migrant workers, it must be shown that the candidate's residence is as a consequence of the parent's past or present employment. A child who has not been resident in the UK during the parent's employment, or departed with the parent at the cessation of that employment, will not be eligible to claim migrant worker status.

#### Candidates from European Economic Area (EEA) Member States

The arrangements for migrant workers are also extended to candidates who are nationals of EEA countries which are not member states of the EU (Iceland, Liechtenstein and Norway) or Switzerland are not eligible for fees-only awards. Where such candidates meet the migrant worker requirements they will be eligible for full awards.

#### Residents of Northern Ireland

If you are usually resident in Northern Ireland and can meet the eligibility requirements in the same way as described for residence in Great Britain, you can be considered for a studentship if you intend to study for a STFC PhD in Great Britain.

If you are usually resident in Northern Ireland or Great Britain and wish to study in Northern Ireland, the Department for Employment and Learning, Northern Ireland is responsible for awarding postgraduate studentships. The address is: Department for Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast. BT2 8FD. Telephone 028 9025 7777.

#### Residents of the Channel Islands and The Isle of Man

Students who are ordinarily resident in the Channel Islands are now eligible for a full award.

Students who are ordinarily resident in the Isle of Man should apply to their Education Authority:

The Isle of Man  
Department of Education  
Murray House  
Mount Havelock  
Douglas  
IM1 2SG

## Academic Qualifications

Candidates must have qualifications of the level of a good honours degree from a British academic Research Organisation. A STFC research studentship requires the candidate to have a first or upper second class honours degree. STFC also accepts qualifications, or a combination of qualifications and experience, which demonstrate equivalent ability and attainment. A less than sufficient first degree may be enhanced to meet the requirements by the acquisition of:

a) Masters degree to enhance the first degree by one step, e.g. from 2(ii) to 2(i);

and/or

b) substantial relevant postgraduate work experience, i.e. a minimum of two and a half years' full-time equivalent to enhance the first degree by one step, five years' full-time equivalent to enhance by two steps. The postgraduate work experience must relate to the discipline of the first degree, a subsequent Masters degree or the intended area of postgraduate study.

Research Organisations must ensure and verify that candidates possess the relevant qualifications.

## **RULES CONCERNING THE TENURE OF AWARDS**

### **General Understandings**

Studentships are awarded through the Heads of Department of research schools where the awards are to be held.

Awards made on the understanding that Research Organisations, supervisors and students agree to observe the conditions set out in this handbook and any amendments subsequently announced.

### **Responsibilities of the Research Organisation**

The Research Organisation is responsible for selecting, administering the supervising students throughout their period of training, in accordance with current good practice as detailed in the [QAA's Code of Practice for Postgraduate Research Programmes \(2004\)](#), and in accordance with any additional Research Council requirements.

In particular, the Research Organisation must ensure that:

- adequate facilities and resources are made available for the research training;
- a safe working environment is provided, meeting the requirements of health and safety legislation, and any other legislation concerning the health, welfare and rights of students, including the Data Protection Act;
- projects lie broadly within the remit of the Research Council funding the TG;
- Research Training Programmes contain good training in generic and transferable skills.

The Research Organisation must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence.

The Research Organisation must ensure proper financial management of TGs and accountability for the use of public funds. Research Organisations are expected to take reasonable steps to recover monies paid to students in advance who leave or whose studentship is terminated.

### **Studentship Data**

STFC will require data on students to be submitted within a month of the student starting their studies, via the Je-S Student Researcher Data Portal (STUDENT DATA PORTAL). Future TG payments may be stopped if appropriate details are not submitted to STFC.

### **Research Governance**

It is the responsibility of the Research Organisation to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a student's research project. Particular requirements are to ensure that all necessary permissions are obtained before the project begins, and that there is clarity of role and responsibility among the research team (including the student) and with any collaborators. The Research Councils expect research to be conducted in accordance with the highest standards of scientific integrity and research methodology as set out in the RCUK Policy and Code of Conduct on the Governance of Good Research Conduct [www.rcuk.ac.uk/review/grc](http://www.rcuk.ac.uk/review/grc).

## **Misconduct and Conflicts of Interest**

The Research Organisation is required to have in place procedures for governing good research practice that meet the requirements of the Research Council's guidance on good practice. The Research Organisation must ensure that there are reliable systems and processes in place for the prevention of misconduct eg plagiarism, falsification of data, together with well-defined and clearly-publicised arrangements for investigating and resolving allegations of misconduct.

Where an allegation of misconduct arises in respect of a student supported by a Training Grant, the Science and Technology Facilities Council must be informed immediately and notified of the outcome of any investigation.

The Research Organisation must ensure that potential conflicts of interest in research are declared and subsequently managed.

## **Equality of Opportunity**

STFC seeks to employ a workforce which reflects and draws upon the talents of a diverse community, because it values the individual contribution of people regardless of disability, race, ethnic origin, religion, gender, sexual orientation, marital status or age. To this end, all decisions related to employment and advancement are made solely on the basis of the individual's ability, qualification and fitness for the available work.

STFC seeks to reflect its equality of opportunity policy in the arrangements and conditions which apply to the staff posts, postgraduate fellowships and studentships it funds through research grants and awards.

In order to ensure that this policy is put into practice, STFC:

- (a) has published equality schemes and action plans which set out how we will meet our general and specific legal duties in relation to gender, disability and race;
- (b) may collect and analyse data on the gender, ethnic origin and age of STFC-supported students to monitor the effectiveness of its policies and initiatives.

In fulfilling its mission to promote the public understanding of science, engineering and technology, STFC will aim to involve and communicate with all sections of the community.

## **Grievances**

The Research Organisation is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems arising from the administration and supervision of the studentship.

These procedures are normally outlined in the departmental or faculty "code of practice" and students are strongly advised to take note of these procedures. STFC will not intervene where the student has pursued a complaint or grievance through the available channels. Students may, however, bring to the Council's attention any situation where they have not had access to appropriate procedures.

## **Extensions, Suspensions and Termination of Studentships**

The Research Organisation must make suitable arrangements for coping with absences of students for illness, maternity, paternity, adoptive leave, extended jury service and holidays.

The Research Organisation must ensure that it is aware of unauthorised absences by students, so that future payments may be stopped and those already made in advance of need can be recovered. The period of a student's support may be extended at the Research Organisation's discretion to offset a period of genuine absence, subject to finding the necessary funding from within the Research Organisation's Training Grant.

A studentship may be terminated or conditions varied at any time at the discretion of STFC. Students whose progress or conduct is unsatisfactory are liable to have their awards discontinued.

Supervisors must give students formal written notice of the date on which training will be deemed to have ended. It is reasonable, assuming the agreement of the supervisor in consultation with the student, that up to four weeks' notice may be allowed to complete domestic arrangements together with up to two weeks' leave. This period should not extend beyond the quarter in which cessation of training takes place. Research Organisations should record terminations on the Je-S Student Data Portal.

Students intending to take up employment before the normal expiry date of the studentship must inform their supervisor in advance of the date the employment is due to commence. Students taking up employment abroad must inform their supervisor in advance of the date of departure or appointment whichever is the sooner. The date of departure abroad or start date of employment is the date at which the studentship funding should terminate.

Students and supervisors must understand that monies paid in advance for the balance of the period remaining will be recovered. Entitlement to payments ends from the date on which students cease their training.

### **Transfer of Awards**

The grant will not be amended to take account of the transfer of a student from one Research Organisation to another or from one department to another within the Research Organisation. Transfers may be arranged where they are essential to the student's training, e.g. when a supervisor is moving and should be by agreement between the Research Organisations concerned. The Research Council expects that the arrangements for such a transfer would include the relevant funds.

### **Absence due to illness**

If a student is absent through illness for more than 13 weeks entitlement to stipend will cease, with immediate effect, until the student resumes research training. Payments of the award will continue for absences supported by medical certificates for up to 13 weeks, within any twelve month period.

### **Abeyance**

STFC expects students to complete their training in a single continuous period and does not encourage placing awards in abeyance. Abeyance of an award is limited to a maximum of twelve months unless exceptional circumstances prevail. Studentships placed in abeyance are without pay and any resultant overpayment to the student should be recovered. STFC will not approve any request for an abeyance for the purpose of employment, temporary lectureships, exchanges voluntary service overseas or expeditions/sport. Sympathetic consideration will be given to requests for abeyance due to personal or family reasons.

Visits to centres of excellence for a purpose directly related to the research topic will be considered for approval as an integral part of the research training. Consequently neither an abeyance nor an extension to the period of the award will be necessary.

Heads of Departments may seek an abeyance for a research student to visit a centre of excellence for a purpose not directly related to the research topic but deemed to be beneficial to the student's training, or for an industrial placement that is not an integral part of the PhD programme. STFC will consider approving only one such visit during an award. The visit should be at no cost to STFC and the award will be placed in abeyance for the duration of the visit. A compensatory extension to the award will be considered by STFC.

Studentships will also be held in abeyance during maternity leave or periods of illness exceeding 13 weeks.

### **Maternity Leave**

All Research Council funded students are entitled to take 26 weeks of maternity leave on full stipend and a further 26 weeks of unpaid maternity leave. The total period of support will not, however, be extended beyond the normal 36, 42 or 48 months plus the period of up to twenty six weeks' maternity leave.

### **Paternity Leave**

A total of ten days' paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. An adoptive parent who is not designated as the principal carer may also be allowed paternity leave. This is subject to the student fulfilling the relevant qualifying conditions of the employing Research Organisation.

### **Adoptive Leave**

STFC will fund up to 26 weeks' paid adoptive leave. The studentship may be put into abeyance for up to another 26 weeks, if requested.

### **Holidays**

Research students may, with the prior agreement of their supervisors, take up to eight weeks' holiday in each year (pro rata for parts of a year), inclusive of public holidays. Leave should not normally be taken during the academic term. Students receiving sponsorship are expected to bear in mind their obligations to the industrial sponsor in planning leave and agreeing this with their supervisors. Not more than four weeks' leave may be taken at the end of the period of a research studentship.

### **Teaching and Demonstrating**

Candidates agree when accepting the studentship to undertake full-time study for the duration of their award. Students will usually be required to leave employment when the studentship commences. Permitted part-time work is detailed below.

Students may undertake teaching, demonstrating and, subject to the approval of their supervisor, other paid work directly related to their training. However, the total demand on their time, including time spent on preparation and/or marking etc, should not normally exceed six hours per week. An exception is made in the case of teaching in a school or technical college where up to one day's teaching in any one week is allowed. Students must be paid for any teaching or demonstrating work at the usual rate of the Research Organisation, and should receive formal training.

## **Work Experience and Casual Work**

Short term work placement in companies, whether paid or unpaid, and other collaborative links which will develop a research scientist's industrial awareness are encouraged. Research students who wish to participate in such training must seek permission from the supervisor. The supervisor must give formal consent and be satisfied that the work will not interfere with the student's research training programme.

All students are expected to devote themselves full-time to their postgraduate training. Consequently students who wish to supplement their award by undertaking paid work (full or part-time) which is unrelated to their training must obtain the permission of their supervisor (except during holidays). The supervisor must give formal consent and is required to notify STFC that the work will not interfere with the student's training. Awards will not be placed in abeyance or extended as a result of casual employment.

## **Science Communications**

STFC encourages students to undertake a modest amount of work on "outreach" or promotion of science activity. Examples might include helping local science teachers, giving an interview with a journalist, working at a science event, or taking a short media training course. There is a specific opportunity with the Pupil Researcher Initiative.

## **Public Engagement**

It is the responsibility of the Research Organisation and the Supervisors to actively communicate the research to the public at both local and national level and to raise awareness of the role of science and research in any related issues of public interest. Special schemes exist in some Research Councils providing additional support for these activities, or earmarked funding may be provided in the grant for this purpose.

The [Science in Society](#) unit within STFC operates a number of funding schemes that are available for projects in public engagement. Please click [here](#) for further information.

## **Researchers in Residence**

This is a major school curriculum initiative to support the teaching and learning of science and engineering and to engage young people with current scientific research. It aims to stimulate and enthuse young people during their studies of school science by providing them with realistic and modern instances of where science and engineering is making an impact on their lives and the lives of others.

The Researchers in Residence Scheme places PhD students and early career researchers who are supported by the research councils into secondary schools in the UK. It is funded by the Research Councils (RCUK) and the Wellcome Trust and is delivered by the AEA.

Participating PhD students and researchers will commit at least 14 hours of their time to make a number of visits to a local school where they will work alongside the class teacher, mostly with fourteen to sixteen-year olds. The Researchers in Residence programme provides training, Criminal Records Bureau (CRB) checks, administrative help, ongoing support and advice and expenses.

Becoming a Researcher in Residence develops your communication and teaching skills; fuels your passion for your subject by working with inquisitive minds; and positions you as a future role model for tomorrow's researchers.

Students can apply by completing the application form at [www.researchersinresidence.ac.uk](http://www.researchersinresidence.ac.uk) or call 0845 365 7470 for more information.

## **ADDITIONAL INFORMATION AND CONDITIONS**

### **Income Tax**

Payment under a STFC studentship is not regarded as income for income tax purposes. It should, however, be noted that earnings from sources such as teaching and demonstrating received during the final year of the award will be aggregated with income from post-award employment, when income tax liability is assessed for the fiscal year in which the award terminates. Any enquires concerning a student's income tax position should be raised with the local income tax office.

### **National Insurance**

The STFC will not make any payment for students' national insurance contributions. Students may become liable for contributions in connection with any paid teaching or demonstrating they undertake.

### **Income of the Student**

The personal income of students has no effect on the entitlement to an award or its value except where that income is derived from another award which is intended to support the student during a period of postgraduate training. Students are required to study on a full-time basis and any paid work undertaken is restricted to a total of six hours per week of relevant employment unless it takes the form of permitted industrial work experience. In either case monies earned from these activities will not affect the value of the award.

A student in receipt of another award derived from public or private funds which includes payment of tuition fees will be ineligible for a STFC award of any kind.

A STFC student who later obtains an additional maintenance allowance from elsewhere may lose their entitlement to STFC support and may be required to refund payments already received. STFC may in certain circumstances agree to top-up another award where its value is lower than the STFC award. Research Organisations may, however, enhance the value of an award by a sum not exceeding the value of the STFC maintenance allowance. STFC authority must be sought in respect of proposals to exceed this value.

### **Liability**

STFC is not liable for the manner in which the work in connection with the studentship is undertaken. The Research Organisation must provide adequate facilities for the proposed research or training. Research Organisations must have appropriate Health and Safety arrangements and students should receive formal training in safe working practices.

### **Supervisor**

The university, company or research institute where a studentship is held must ensure that effective supervision can be provided until completion of the PhD programme. The supervisor is responsible for the first year annual progress report, keeping the student's progress under review, and ensuring that all training is successfully completed within the period of support.

### **Guide to Good Supervisory Practice**

The academic supervision of students is the responsibility of the Research Organisation. Students and supervisors who experience problems must raise them at the earliest opportunity

with the appropriate authority in their Research Organisation. The STFC guide “An Approach to Good Supervisory Practice for Supervisors and Researchers” is available on STFC’s website at <http://www.stfc.ac.uk/Funding+and+Grants/685.aspx>

### **Acknowledgement of STFC**

Acknowledgement of STFC support should be included in all publications, reports, advertisements and posters connected with the studentship.

### **Other Sources of Finance**

Institutions should make full use of all other sources of financial assistance open to students. An Institution’s own expenditure on postgraduate awards should not be reduced on account of STFC studentships awarded to its students.

### **Reports**

At the end of the first year of research training Heads of Department are required to submit a progress report. This will be distributed in September for return to STFC by 31 October.

### **Open Access**

The full text of any articles resulting from the research funded by the grant that are published in journals or conference proceedings, whether during or after the period of the grant, must be deposited, at the earliest opportunity, in an appropriate e-print repository, wherever such a repository is available, subject to compliance with publishers’ copyright and licensing policies. Wherever possible, the article deposited should be the published version.

## VALUE OF A STUDENTSHIP

Arrangements for payments to students who hold studentships under training grants will be agreed between the student and the Research Organisation.

Payments made to the Research Organisation on behalf of all students on a Training Grants cover the following:

- (i) Stipend (excluding fees only students);
- (ii) approved fees;
- (iii) Research Training Support Grant;
- (iv) Conference and UK fieldwork element;
- (v) Fieldwork expenses;
- (vi) Long Term Attachments;
- (vii) Other Allowances (where applicable)

### Maintenance Allowance (Stipend)

The annual rates for the 2010/2011 academic year will be applied from 1 October 2010.

The level of the allowance is contingent on whether the Research Organisation attended is located outside or in London (Research Organisations in London are those located within the City of London and Metropolitan Police districts).

2010/2011 rates are:

- London £15,590pa
- Elsewhere £13,590pa
- CASE London £16,590
- CASE Elsewhere £14,590

Holders of STFC CASE and CASE-Plus awards receive £615 pa in addition to the basic maintenance allowance. Payments will be based on the annual rate and will be paid quarterly in advance.

### Disabled Student's Allowance (DSA)

Disabled students who because of disability incur additional expenditure in connection with undertaking a PhD training programme may be eligible for Disabled Student's Allowance (DSA). Disabled students who have been recruited to fill STFC funded PhDs should contact the disability co-ordinator for their Research Organisation for [guidance and advice](#) on identifying and seeking the additional support they may need. Additional support may include funds for specialist equipment, non-medical assistance, general disabled students' allowances and extra travel costs.

Research Councils do not have set rates for DSA though the Dept for Innovation, Universities and Skills (DUIS) rates for undergraduate DSA are used as our indicators of the likely level of funds a disabled student may require:-

<http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation>.

The level of funds awarded will reflect the support the student needs to undertake a PhD training programme.

## **PAYMENTS TO THE INSTITUTION**

### **Starting**

Studentships funded under TGs can be started at any time of the year. Studentships can be started earlier than 1 October 2010 but the first TG quarterly payment will not be made in advance.

Grants are for a specified number of years, without extension, adopting fixed start and end dates. The Research Organisation must complete and return a starting certificate; this notification will be taken as acceptance of the grant on the terms and conditions stated and will activate profiled payments.

Submission of the starting certificate is required not more than 42 days after the start date shown on the starting certificate. Payments will commence after the receipt of the starting certificate and will be paid quarterly in advance thereafter.

### **Final Expenditure Statement**

At the end of the grant, the Research Organisation must complete and return a final expenditure statement (FES) detailing expenditure incurred over the full period of the grant. The FES must be received within three months of the end date of the grant. Once a FES has been received by the Research Council, and expenditure incurred has been reconciled against payments made, the statement will be considered as final. Facsimile or photocopies of the FES will not be accepted.

### **Sanctions**

If the Final Expenditure Statement is not received within the period allowed, the Research Council may recover 20% of the expenditure incurred on the grant. All payments may be recovered if the statement is not received within 6 months of the end of the grant.

The Research Councils reserve the right to terminate the grant at any time, subject to reasonable notice and to any payment that may be necessary to cover outstanding and unavoidable commitments.

### **Fees**

Payments to the Research Organisation are made from the Training Grant, and the department will determine the level of approved fees, RTSG, contribution to conference, UK and overseas fieldwork expenses.

The fee level that STFC funds is calculated on the basis of the set cross-Council fee which is the same for all universities. The fees include tuition, supervision, registration, bench fees and student union subscriptions but exclude any element of maintenance. Other costs, for example those associated with the administration of the training, advertising costs and the costs of open days, may be incorporated into the fee level that the Research Organisation charges to the Training Grant as long as the same level of fee is used for UK/EU non-Research Council funded students on similar programmes. No further payments will be made by Science and Technology Facilities Council.

While institutions are not regulated in terms of the fees they charge for postgraduate degree programmes, any difference between the Research Council fee-payment level and what an institution charges should *not* be met by the student. The agreement by an institution to host a

Research Council studentship is a matter between the institution and the Research Council, and in no circumstances should the student be asked to meet any fee short-fall from their stipend, or receive less than the Research Council specified minimum stipend.

### **Research Training Support Grant (RTSG)**

STFC awards are made on the understanding that the Research Organisation arranges adequate facilities for the proposed research or training. Awards are not made to relieve the Research Organisation of any part of the expenditure it would otherwise incur. A Research Training Support Grant (RTSG) of £1,000 is paid to Departments as a contribution towards incidental costs incurred in the training of research students, such as the provision of equipment, attendance on essential training courses, "outreach" work, etc. RTSG is paid with student fees (see above).

### **Conferences and UK Fieldwork**

STFC makes a flat rate contribution to Departments of £225 pa per student (2010/11) towards the cost of conference attendance (UK or overseas) and UK fieldwork. It is considered to be a conference attendance when the student presents either a paper or poster based on his/her research.

### **Use of RTSG, Conference and UK Fieldwork Monies**

STFC intends that RTSG and conference and UK fieldwork monies paid to Departments should be used directly to benefit the training of individual students it supports. The monies should, therefore, be readily accessible to the students' supervisors. STFC may request Departments to provide a brief report annually on conferences attended by its students.

## OVERSEAS FIELDWORK

STFC will calculate student unit costs for overseas fieldwork including an element for medical insurance and Research Organisations will be notified of the amounts allocated for their students.

### Long Term Attachments

There will be a separate approval process for Research Organisations to apply for exceptional overseas fieldwork for LTAs. This should include overseas travel and subsistence expenses in connection with fieldwork or other visits that are considered essential to the student's research/training programme.

### LTA Approvals and Claims

Departments need to apply for the LTAs required for 2010 starters. Further information and application form (LTA1) is on the STFC website at:-

<http://www.stfc.ac.uk/Funding+and+Grants/639.aspx>.

LTA applications should be submitted to STFC by 31 March 2011.

STFC undertakes within three weeks of the deadline to inform the department in writing if approval has been given and at what level.

Claims (LTA2) must be submitted by the Department within three months of completion of the fieldwork visit; failure to do so may result in non-payment. Claims will be paid quarterly with the next payment of the TG. Further information and [guidance](#) can be found on the STFC website.

### Long Term Attachments to CERN

Students travelling to CERN must contact the UK Liaison Office [Uk.Admin@cern.ch](mailto:Uk.Admin@cern.ch) at least 4 months in advance to arrange the visit. LTA commencement dates for the coming year will be 3 October 2010, 10 January, 4 April and 4 July 2011.

### Student Travel and Medical Insurance

Research Organisations will be responsible for providing students with adequate travel insurance for short visits. This insurance should cover students for medical emergencies, personal accident and disability.

STFC will continue to provide travel and medical insurance cover for students on LTA. Research Organisations will be responsible for providing the Science and Technology Facilities Council with student names and LTA dates for insurance purposes. Failure to do so could result in claims being invalid.

## **STATISTICS AND QUESTIONNAIRES**

### **Statistics**

Research Organisations are required to provide STFC with annual data regarding the submission of doctoral theses by, and completion rates of, research students whose awards have ended. Where a thesis has not been submitted, the student must submit a final report on the objectives of the research undertaken, and the extent to which these have been attained. In such cases the supervisor is also required to complete an accompanying final report on the student's progress.

Additionally, Research Organisations are required to provide data regarding the first employment of STFC supported students. The data will be collected by the Higher Education Statistics Agency (HESA) on an annual basis on behalf of STFC.

### **Submission of a PhD Thesis**

It should be noted that STFC views the writing up of the results of a research studentship in a PhD thesis to be an effective measure of whether the student's training has been satisfactorily completed.

STFC considers it normal practice for a student to complete a PhD, including the presentation of a thesis, within the period of the studentship award.

### **Questionnaires**

As part of its monitoring and evaluation of its postgraduate studentships programme, STFC requests the assistance of its students in completing an annual questionnaire.

### **Career Path Tracking**

STFC is keen to track the careers of its former PhD students and undertakes detailed studies of the career paths followed by students several years after their PhDs have been completed. Such studies inform policy decisions affecting STFC's studentships and fellowships programmes.

Students should be aware that STFC maintains a database of its former PhDs for the purpose of contacting them to seek their assistance with future career path studies.

Research Organisations are encouraged to register their student data with the Information Commissioner in a way that will allow it to be released for career path tracking exercises, as this will provide additional help to STFC in tracing former PhD students.

## **DATA PROTECTION**

The Research Councils will use information provided on the Training Grant proposal for processing the proposal or in relation to the administration of the Training Grant for the award of any subsequent grant, and for the payment, maintenance and review of the grant. This includes data submitted through the Student Data Portal. This may include:

- Registration of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by referees and peer review panels;
- Administration, investigation and review of grant proposals;
- Sharing proposal information on a strictly confidential basis with other funding organisations to seek contributions to the funding of proposals;
- Statistical analysis in relation to the evaluation of postgraduate training and the study of trends;
- Policy and strategy studies.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of student projects from Training Grants may also be made available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

## **FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS**

Attention is drawn to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIRs). Research Councils have issued Publication Schemes which set out the types of information publicly available on their websites or published as documents. In addition, Research Councils have an obligation to respond to specific requests and may be required to disclose information about or provided by Research Organisations. In some cases the Research Council may consult the Research Organisation before disclosure, but it is under no obligation to do so. If a Research Organisation considers that any information it provides to a Research Council would be subject to an exemption under FOIA or the EIRs it should clearly mark the information as such and provide an explanation of why it considers the exemption applies and for how long. The Research Council will consider this explanation before disclosure, but it is not obliged to accept it as binding.

Where a Research Council determines that a Research Organisation is holding information on its behalf that it requires in order to comply with its obligations under FOIA or EIRs, the Research Organisation undertakes to provide access to such information as soon as reasonably practicable on request of the Research Council and in any event within 5 working days.

In some cases Research Organisations may be directly responsible for complying with FOIA and the EIRs; in such cases the Research Councils accept no responsibility for any failure to comply by the Research Organisations.

## **DISSEMINATION AND EXPLOITATION OF RESULTS**

### **Commercial Exploitation**

It is the responsibility of the Research Organisation, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences – for example to inform potential users and beneficiaries of the research.

Responsibility for the arrangements relating to the ownership and management of intellectual property rests with the Research Organisation. The Research Organisation will be expected to put in place an agreement regarding the relative contributions to the creation of intellectual property and any associated revenue sharing arrangements before commercialisation or exploitation commences.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

### **Publication and Acknowledgement of Support**

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the STFC.

### **Monitoring and Information Requirements**

The Research Organisation will be required to provide the Research Council with standard information on students and their training programmes through the Je-S Student/Researcher Data Portal (SRDP) for inclusion in the Research Council's management information system.

Where a student is funded from two Councils' TGs, the information should be returned to the Council which is acting as the majority funder (see above), and not returned to the other council. Details of the secondary Research Council funder would be included in the submitted data.

Information should normally be entered within one month of the student starting their studies. Failure to provide this information may result in sanctions being imposed on future payments.

The Research Organisation should inform the Research Council of any significant changes to the student's research project funded from the TG, including change of supervisor or project objectives, by updating the Student Data Portal.

The Research Council expects that the start and end dates for the funded period of study will be agreed at the outset and would not be amended during the doctoral project unless exceptional circumstances apply, e.g. if there is prolonged absence due to illness. The Research Council will monitor any amendments to the start and end dates and reserves the option to apply original dates for assessing when thesis submission is due.

The Research Council should be notified through the Je-S Student Data Portal of students whose awards have been terminated, extended or transferred within a month of the change being formally agreed by the Research Organisation.

Research Organisations are also required to return information on the date of submission of the student's thesis.

The Research Organisation must make a clear statement, in relation to the Data Protection Act 1998, that personal information on students is being collected on behalf of the Research Council.

### **Disclaimer**

The Research Council accepts no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in these terms and conditions, or otherwise agreed in writing.

The Research Council reserves the right to terminate the grant at any time, subject to reasonable notice and to any payment that will be necessary to cover outstanding and unavoidable commitments.

### **Collaboration**

STFC expects collaborative research, either in the form of the joint pursuit of research with industry, or between similar organisations, both in the UK and abroad, to be put on a formal footing, for example, through a collaboration and exploitation agreement. Such agreements should make clear the contributions and rights of organisations, particularly in respect of exploitation arrangements. Any agreement should not in any way prohibit the student from achieving a PhD within a reasonable time. STFC will not get involved in negotiating exploitation agreements for collaborative research but expects to be assured that an arrangement acceptable to all parties exists.

## OTHER STFC-SPONSORED TRAINING OPPORTUNITIES

### Vitae

The STFC jointly funds [Vitae](#) to support training and development of postgraduate researchers and research staff. Vitae offers a range of information and resources for postgraduate researchers which are available from their website. They also run a small number of national summer schools although many universities run their own GRADschools with support from Vitae.

### Short Courses and Summer Schools

Each year STFC funds Short Courses/Summer Schools.

Full details are announced at the appropriate time by the host University and students are encouraged to attend the [appropriate course\(s\)](#).

### Communications/Media Training

STFC encourages its students to undertake communications training within the host University. In addition, STFC offers a scheme of bursaries for scientists to attend media workshops as part of its Science in Society programme. Further information can be obtained from STFC's Science in Society team (email: [jane.butt@stfc.ac.uk](mailto:jane.butt@stfc.ac.uk) or telephone 01793 442030).

### POST Postgraduate Placement Scheme

The Scheme provides an opportunity for a postgraduate to be seconded to the Parliamentary Office of Science and Technology (POST) to assist in providing objective briefing material for MPs and Peers for a three month period. Further information can be found on our web page

### Short Stays in European Centres

The European Sixth Framework Programme, as part of the Human Resources and mobility activity offers the opportunity for postgraduate students under 35 years of age, enrolled on a PhD studentship, to spend between three months and one academic year at a recognised Marie Curie Training Site. STFC is keen to encourage students to gain fresh or deeper knowledge through this competitive programme.

Marie Curie Training Sites are research groups which have successfully applied to the European Commission to host short stays of young researchers. Awards must be taken up in a Marie Curie Training Site in a country other than that of the student's nationality and of his or her recent centre of activity. The period of training at the Training Site must be recognised as an integral part of the student's doctoral studies, as certified by the Research Organisation awarding the degree.

In cases where a STFC student successfully applies to stay at a Marie Curie Training Site, the normal period for submission of a thesis is extended by the period of the Marie Curie grant and the studentship is put into abeyance for this period.

Full details of Marie Curie Research Training grants are given on the European Commission CORDIS website.

## Roberts Skills Training Funds

STFC, along with other Research Councils provides funding to Research Organisations to support the promotion of generic and transferable skills training for research students. View further information on what is covered by [transferrable skills development](#).

## CLOSING DATES AND FORMS

	Submission	Closing Date
CASE		
Applications for CASE studentships	Je-S	31 October 2010

### Forms Relating to the Administration of TG Awards

Form Number	Purpose	Dispatched	For completion and return by
LTA1	Application for Long Term Attachment	Online	Department 31 March 2011
LTA2	Claim for reimbursement of Long Term Attachment Expenses	Online	Department Quarterly
NP2	2007 Nuclear Physics Students Expense Claim Form	Online	The student and supervisor
P200	Probation report on a research student at the end of the first year	Annually in September	The student's Head of Department

## STIPENDS AND ALLOWANCES FOR ACADEMIC YEAR 2010/11

### Payments to the Student

#### Maintenance Allowance:

- Outside London - £13,590 per annum;
- Within London - £15,590 per annum;
- CASE outside London - £14,590 per annum;
- CASE within London - £16,590 per annum;

#### CASE and CASE-Plus Awards Addition:

- £615 per annum

### Payments to the Research Organisation

- Tuition fees up to a maximum of £3,466 per annum in 2010/11.
- Research Training Support Grant (RTSG), a contribution towards incidental costs of training research student - £1,000 per annum.
- A contribution of £225 is paid towards the cost of conference fees and UK fieldwork.

### CASE and CASE-PLUS Awards

#### Co-operating Body Contributions

The co-operating body is required to make a financial contribution to both the student and the project. It must include:

- an annual contribution to the academic Research Organisation towards the cost of the project: £1,550 for 2010/11;
- all additional expenses, such as the cost of travel and accommodation incurred as a direct result of attendance at the premises of the co-operating body;
- an annual contribution to the student: minimum £2,760 for 2010/11.

For CASE-Plus the co-operating body will pay 50% of the student's salary in the additional year; STFC will contribute the remaining 50%, up to a maximum of £14,250.

#### Withdrawal of the Company

In the event of a co-operating body withdrawing from the CASE arrangement, STFC will continue to pay the CASE addition of £615 pa to the student.

## CONTACT POINTS – STFC EDUCATION, TRAINING AND CAREERS SECTION

Current Studentships enquiries:

- 01793 442118
- [Studentships@stfc.ac.uk](mailto:Studentships@stfc.ac.uk)

Fellowships enquiries:

- 01793 442134
- [Fellowships@stfc.ac.uk](mailto:Fellowships@stfc.ac.uk)