

# **GUIDE TO EPSRC DIRECTLY – FUNDED POSTGRADUATE TRAINING**

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## SECTION ONE

### GENERAL INFORMATION

#### Introduction

The provision of trained people for industry, academia and other employment is an integral element of the EPSRC's programme, supported through its postgraduate training activities. Support is provided through a range of schemes for the training of individual students and developing and running courses. This guide is designed as a reference volume covering all aspects of the purpose, operation and funding of postgraduate training. Companion guides are available for Research Grants and Fellowships.

The principles governing the funding and management of postgraduate training are set out in the EPSRC's Research Framework Agreement with the universities and other higher education organisations, in the form of obligations by both EPSRC and the universities. The information given in this guide supports and expands on these principles.

#### Contacts

Within the EPSRC, the award and administration of studentships is managed by specific staff in the Programme Operations Directorate. In general, enquiries should be addressed to the member of staff who deals with the university concerned. The EPSRC Web site gives details of these contacts. For telephone enquiries, contact the switchboard and ask for the member of staff for the relevant university. Where different contacts are appropriate, these are identified in the text. Information on postgraduate training is publicised through letters to the community, and on the EPSRC Web site. Correspondence by e-mail is encouraged.

Fax	(01793) 444563/444007
E-mail	<a href="mailto:Studentships@epsrc.ac.uk">Studentships@epsrc.ac.uk</a>
EPSRC Helpline	(01793) 444100
EPSRC Switchboard	(01793) 444000
World Wide Web	<a href="http://www.epsrc.ac.uk">http://www.epsrc.ac.uk</a>

## SECTION 2

### TYPES OF SUPPORT

A variety of postgraduate training schemes is supported, to provide a range of training tailored to the requirements of research, industry and individual preference. The main categories of training are:

Category	Description	Available Support
Doctoral	Research training leading to the award of a doctorate	Doctoral Studentships CASE Industrial CASE CNA Engineering Doctorate Postgraduate Training Partnerships
Masters	Taught course instruction leading to the award of an MSc or equivalent	Masters Training Packages
Other Training Opportunities	Related initiatives and training opportunities	Project Studentships Industrial studentships Graduate Schools Pupil Researcher Initiative

### DOCTORAL LEVEL SCHEMES

#### Doctoral Studentships

The majority of EPSRC's support for doctoral level training is now provided through the provision of Doctoral Training Grants, awarded to universities. From October 2001, the EPSRC will pass funds for doctoral studentships directly to universities, to allocate.

For special schemes, the awards are held either centrally, or allocated to universities/industrial bodies, and students are nominated to the EPSRC against these places.

#### Cooperative Awards in Science and Engineering (CASE)

CASE are a type of doctoral studentship designed to incorporate an element of industrially related training to broaden experience. The research project undertaken by the student is agreed between the academic department and the cooperating body, and the student is supervised by staff from both the academic and industrial partners. Students must spend at least 3 months, during the period of their awards, at the premises of the industrial partner. CASE awards attract additional payments from the cooperating body to both the student and the department.

Current doctoral studentships may be converted to CASE awards at any time. Some CASE awards are also allocated direct to companies as Industrial CASE, and to new academic staff as CNA awards (see below).

#### Industrial CASE

These awards are allocated to companies, to enable them to take the lead in defining the arranging projects with an academic partner of their choice. Once the arrangements have been agreed, students will usually be recruited by the university and are nominated to the EPSRC. EPSRC does not invite or consider applications for industrial CASE.

## **CASE for New Academic Appointees (CNA)**

Numbers of CASE awards are set aside for allocation to new academic staff to help them develop links with industry at an early stage in their careers. CNA awards are allocated on a first-come, first-served basis, and nominations may be made at any time.

## **Engineering Doctorate**

The Engineering Doctorate (EngD) is a 4 year doctoral-level programme combining academic research and scholarship with industrial problem-solving and project management. It is based mainly in industry and provides a more vocationally-oriented study. The Engineering Doctorate scheme carries enhanced payments to students and contributions by industry.

## **Postgraduate Training Partnerships**

Postgraduate Training Partnerships provide an environment for research training between an academic organisation and a Research and Technology Organisation (RTO). Research projects are geared to industrial relevance and students spend about 70% of their time with the industrial partner. Financial support for the student and the academic department, together with administrative arrangements, are the same as for CASE awards.

## **Part-time Awards**

Doctoral level studentships (except EngD) may be undertaken part-time over 5 years instead of the usual three, and thus paid at 60% of the full-time rate. Part-time awards are intended solely for candidates returning from a career break for family commitments and are not available for those in part-time employment. Part-time students will be allowed an additional year to write up and submit a thesis.

## **MASTERS LEVEL**

### **Masters Training Packages**

In 2000, the EPSRC launched Masters Training Packages across all programmes. The "Training Package" arrangements are the only route by which support at the Masters level is provided by EPSRC.

A list of current EPSRC support at the Masters level can be found on our web site under "Training Engineers and Scientists" and "Considering a Higher Degree".

## **OTHER TRAINING OPPORTUNITIES**

### **Project Studentships**

A project studentship is awarded on an EPSRC research grant, and funds are included under the staff heading. Students are appointed in accordance with the organisation's terms and conditions, and accordingly, administration of the studentship is the responsibility of the organisation.

Prospective students should contact the institution where they wish to study for further information concerning the availability of project studentships.

### **Industrial Studentships**

Industrial Studentships provide a means by which a student can undertake postgraduate training while continuing to be employed. Under the arrangements, the student continues in employment, receiving his/her normal salary, while EPSRC pays the

employer the maintenance allowance (provincial rate only) otherwise due. Approved fees are paid by EPSRC direct to the academic institution.

## **Personal Skills Training**

The EPSRC wishes to ensure that all students have the opportunity to undertake an element of personal skills training during the tenure of their award.

All EPSRC sponsored students are required to attend a Research Councils' Graduate School, or an equivalent training programme, during the 2<sup>nd</sup> or 3<sup>rd</sup> year of a 3-year PhD.

In most instances the training provided through the Research Councils' Graduate Schools Programme will meet this requirement (these are paid for directly by EPSRC for all students with an award and for EPSRC funded project students). A Graduate School is a five-day residential workshop at which PhD students develop their team-working and communication skills, and enhance their career development.

If Universities which to choose a different approach or to make their own provision then the EPSRC would wish to be notified and reserve the right to comment on whether the provision is equivalent to that provided through the Research Councils' Graduate Schools Programme.

## **Pupil Researcher Initiative**

The Pupil Researcher Initiative (PRI) is a major school curriculum initiative to support the teaching and learning of science and engineering. Through the Researchers in Residence scheme, EPSRC and PPARC supported doctoral students visit local secondary schools acting as role models and working alongside teachers and pupils helping them develop interesting and exciting science projects. The Initiative provides an excellent opportunity for doctoral students to develop their communication and interpersonal skills. Training is given on how this activity should be carried out.

## SECTION THREE

### HOW TO APPLY

#### Allocation of Awards

The majority of EPSRC's support for doctoral level training is now provided through the Doctoral Training Grants mechanism, where the funds are allocated directly to university departments.

For special schemes, the awards are held either centrally (ie for CNA), or allocated to universities/industrial bodies (ie Industrial CASE, Engineering Doctorates etc) and students are nominated to the EPSRC against these places.

#### Timing

Allocations of studentships for special schemes are announced early in a calendar year. Individual students meeting the eligibility criteria can then be nominated to take up the award from 1 April. Students should be nominated to the EPSRC by 31 July. However, there is flexibility in this, but with the proviso that nomination forms must reach the EPSRC at least six weeks in advance of the intended start date. The awarding year for the academic session 2001/02 runs from 1 April 2001 to 31 March 2002, and all nominated eligible students must be in post by the latter of these dates.

#### Nomination of Students

Students cannot apply directly to the EPSRC for postgraduate training awards, but are nominated by the department holding an allocation for the relevant scheme. Nomination forms are available from the EPSRC web site, for completion and return in paper format, by the nominating organisation/university.

#### Eligibility Requirements

##### Eligibility of Organisations for CASE awards

The Cooperating body involved in a CASE award must be a company based in the UK (including subsidiaries of foreign-owned companies provided they have research or manufacturing facilities in the UK), or an organisation in the public sector, including Research Council institutes.

##### Eligibility for CASE for new academics (CNA)

Academic staff appointed in the last two years will be eligible to receive a CNA award if they meet the following criteria:

The current appointment is to a university-funded academic post, or an EPSRC Advanced Fellowship within a UK university;

- the appointment is for at least the duration of the proposed studentship;
- the application is received by the EPSRC within two years of the appointment being made;
- it is the first EPSRC studentship to be supervised by the new appointee;
- the department hosting the studentship must have either a current EPSRC doctoral studentship or be in receipt of an allocation from the most recent

exercise;

- the proposed research project falls within the remit of the EPSRC.

An application to this scheme can be made only once.

### **Eligibility to support an Industrial Studentship**

The employer may be a public or a private body, including local government authorities but excluding Government Departments, Research Councils and certain other Exchequer-funded bodies.

### **Eligibility of Students**

To be eligible for an EPSRC studentship, candidates must satisfy eligibility requirements based on:

- a relevant connection with the United Kingdom (UK), usually through residence;
- academic qualifications;
- a recommendation from the nominating institution and the head of department where they graduated.

Residence eligibility is based on the Education (Fees and Awards) Regulations 1983, and subsequent amendments. Guidance on eligibility requirements is given in Annex 1.

Candidates should seek advice on their eligibility from the academic organisation where they intend to study. The nominating organisation is responsible for ensuring that all nominated candidates meet the EPSRC's eligibility requirements. The EPSRC will not accept nominations unless the organisation has confirmed that the candidate satisfies the eligibility criteria and verified the possession of the relevant qualifications. Studentships are guaranteed for eligible candidates against allocated places. The EPSRC nevertheless reserves the right to exclude any nominations for candidates it considers ineligible.

### **Substitutions and replacements**

Substitute nominations are accepted up to 6 weeks before the intended start date, where a student withdraws before starting an award (please see Timing).

Doctoral students may be replaced where training eases within 1 year of the start of the award. Only one replacement is allowed for each award. Standard nomination procedures apply, and replacement students must start within 8 months of the termination date of the original award.



## SECTION FOUR

### PAYMENTS

*Payment rates for 2002/03 are set out in Annex 2*

#### Payments to Students

##### Maintenance Allowance

The maintenance allowance is intended to cover all normal living expenses associated with studentships. The standard allowance reflects location – a higher rate being payable to students attending an organisation in London. Engineering Doctorate awards receive an enhanced maintenance allowance. Payments for awards held part-time will be pro rata.

Note: Students in receipt of another award derived from public or private funds that includes payment of tuition fees **will not be eligible for an EPSRC award of any kind.**

##### Mature Students Incentive (MSI)

An age-related allowance paid to students who are 26 years of age or more on 1 September of the year in which the award is made. Assessment for entitlement to MSI is made from information given on the nomination form; students do not need to claim this allowance. No entitlement is gained on reaching 26 years of age during the period of an award.

##### Disabled Students Allowance (DSA)

Where a student incurs additional expenditure in undertaking training, as a result of disability, the EPSRC will consider paying a disabled students allowance. The allowance may cover such costs as:

- additional daily expenses incurred because of disability eg travel, special diets;
- non-medical helpers, such as readers for the blind or interpreters for the deaf;
- major items of specialist equipment needed as a result of the training being taken eg Braille printers, image enlargers.

A request for the disability allowance should be accompanied by medical evidence of need. The level of any allowance agreed by the EPSRC will reflect the student's personal circumstances.

##### Young Dependents Allowance (YDA)

The allowance is payable to students who are single parents and who have sole financial responsibility for their children. Students may claim for up to two children under 18 years of age. Applicants for YDA should complete form YD1, available on request from EPSRC.

Students in receipt of YDA must notify the EPSRC immediately of any change of circumstance which might affect entitlement to the allowance. An annual declaration of circumstances is also required.

## **Overseas fieldwork**

A contribution towards the cost of overseas travel and subsistence expenses may be made where the fieldwork is essential to the student's research project and where no appropriate research facilities or materials are available in the UK.

Allowances for overseas fieldwork are in bands, dependent on the country to be visited (see Annex 3). The rates are intended to cover all elements of the visit, including medical insurance. Allowances for visits of less than a year are calculated pro-rata.

Students should seek prior approval for overseas fieldwork costs (form OB1), at least six weeks in advance of the visit. For visits of less than three months, payment of the agreed contribution will be made on submission of a claim (form OB3). Claims must be submitted within three months of completion of the visit. For visits of more than three months a proportion of the contribution will be paid, with the quarterly maintenance allowance. Final payment will be held pending receipt of a claim.

## **INCOME TAX AND NATIONAL INSURANCE**

The Board of the Inland Revenue has agreed that payment under an PESRC studentship, other than an industrial studentship, is not regarded as income for income tax purposes. However, in the tax year spanning the end of the award, liability for income tax is assessed on the student's earnings in the period, from sources such as teaching and demonstrating and income after the award has finished. Any queries about a student's income tax position should be raised with the local tax office.

The EPSRC will not make any payment for student's national insurance contributions. Students may become liable for contributions in connection with any paid work they undertake.

## **PAYMENT ARRANGEMENTS**

Payments to students are made quarterly in advance through the Banks Automated Clearing system (BACS). No payments will be made until confirmation is received by the EPSRC that the student has started, through return of the starting certificate appropriately signed or stamped. After the first year, payments will be subject to confirmation that a student is continuing.

A form for the completion of bank details is sent with the student's award letter. No payments can be made in the absence of bank details. Students must notify EPSRC in writing of any change of bank details.

Payments are calculated on a daily basis; thus quarterly payments may vary in value. A payment schedule will be sent with the award letter showing the value of each quarterly payment at current rates; a revised schedule will be sent annually, or if the value of the award is changed.

## **PAYMENTS TO THE INSTITUTION**

### **Fees**

Fees are paid to academic organisations twice yearly by BACS on 15 December and 15 May for students in attendance on those dates. Prior to payment, a list is sent to each organisation of the students for whom payments are due. Organisations are asked to check the details, amend if appropriate and return the list to EPSRC. Payment will be withheld pending its return. The agreed listing forms the basis of payment. Payment also includes the RTSG and a consolidated sum to cover conferences and UK fieldwork for doctoral students (not Eng D).

Approved fees cover tuition, supervision, registration, bench fees, student union subscriptions, charges by external bodies for examinations and validation of courses, and college fees for students at the Universities of Oxford and Cambridge.

Students are advised that any additional fees required by the academic organisation will not be met by the EPSRC. The cost of typing or binding a thesis or dissertation is not included in approved fees and cannot be claimed from the EPSRC.

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

RTSG is paid to departments as a contribution towards the incidental costs incurred in the training of doctoral students.

### **Conference and UK Fieldwork costs (UKCF)**

A flat-rate contribution is made towards the costs of conference attendance and UK fieldwork for doctoral students.

## SECTION FIVE

### MONITORING AND EVALUATION

#### Supervision

The Head of Department must appoint a member of staff as a supervisor for each doctoral student. The supervisor is responsible for agreeing the project to be undertaken by the student, for keeping progress under review and for ensuring that training is successfully completed within the period of support, so that the student can submit a thesis in the time allowed by the EPSRC. The role of the supervisor also encompasses the general administration of the studentship and the provision of reports to the EPSRC when required.

#### Progress Reports

Progress reports on doctoral students are required at the end of the first and second years, giving an assessment of overall quality and performance, together with a recommendation on whether the award should continue. No further payments will be made until completed forms have been returned. Additional arrangements for reporting may apply to awards provided through the Engineering Doctorate and Postgraduate Training Partnership schemes.

The EPSRC may require students and supervisors to contribute to the evaluation of postgraduate training by attending evaluation or review meetings in order to assess progress of the award and its contribution to a scheme or programme.

#### PhD Submission Rates

The EPSRC collects and publishes annually, information on doctorate submission rates, based on the number of students who have submitted their thesis within a year of the end of their awards. The number of non-submissions for a department is taken into account in determining allocations of research studentships. A list is sent to academic organisations each autumn identifying students who are due to complete that year, for confirmation of whether a thesis has been submitted. The results form the basis of the next studentship allocations exercise.

### SANCTIONS

In allocating doctoral studentships, the EPSRC imposes sanctions on departments with low submission rates. A sanction is currently applied on doctoral studentship allocations at the rate of 0.25 of a studentship for each EPSRC doctoral student recorded as not having submitted a thesis in the most recent period. Non-submission details are taken from the annual survey of departments.

### FIRST DESTINATION STATISTICS

An important indicator of the overall usefulness of postgraduate training is the first employment destination of students following completion of their training. An annual exercise is therefore carried out to obtain this information from academic organisations.

### DISSEMINATION AND EXPLOITATION OF RESULTS

All those involved in postgraduate training and research (supervisors, students and sponsoring organisations) are expected to disseminate the results of research supported by the EPSRC to relevant beneficiaries and the general public. Results should be published where possible, and all publications should acknowledge the support received from the EPSRC.

It is EPSRC's policy that any results obtained in the course of research it supports should be exploited wherever possible. Those engaged in research where results of industrial or commercial value emerge are required to make suitable arrangements for exploitation and take up by industry. The EPSRC makes no claim to the intellectual property rights arising from the research it supports.

Research activity often entails collaboration between an academic organisation and industry. The EPSRC expects participants in a collaborative project to develop a collaborative agreement to clarify the contributions and rights of each partner. The EPSRC will not get involved in negotiating such an agreement, but will need to be assured that an arrangement acceptable to all parties exists.

## SECTION SIX

### THE EPSRC's STANDARDS OF SERVICE

The EPSRC has a policy of continuous review of its operations and their effectiveness. Standards of service have been developed which are intended to reflect best practice in the management and administration of postgraduate training.

**to operate open and responsive arrangements** for all aspects of the management of postgraduate training. We aim to reply to written correspondence within 10 working days of receipt and to respond to telephone and e-mail enquiries within two working days;

**to process studentship nominations** promptly. We aim to notify at least 90% of candidates within six weeks of receipt;

**to make timely payments** to students and academic organisations in accordance with specified frequencies;

**The EPSRC is an equal opportunities employer**, and seeks to extend its equal opportunities policy to cover the postgraduate students it funds.

The EPSRC welcomes comments on its operations and arrangements for postgraduate training. Enquiries on individual awards should be made to Programme Operations Directorate (Student awards). General comments on the management of postgraduate training should be sent to Stuart Ward, Director Finance and Administration 01793 444220 e-mail [stuart.ward@epsrc.ac.uk](mailto:stuart.ward@epsrc.ac.uk) .

## SECTION SEVEN

### **DATA PROTECTION**

In accordance with the Data Protection Act 1998, the information that you provide on the nomination form will be used in the processing of all aspects of the studentship, any resulting award and subsequent payments, including maintenance and review processes. This will include registration of nominations, operation of the in-house awards processing computer and management information systems.

In addition information may be used in the generation and collation of output and performance indicators and other management statistics, to evaluate the quality of the training or research undertaken, and for the demographic analyses of researchers. It may also be used in policy and strategy studies to inform management in carrying out the business of Council and in improving the business processes.

To meet the EPSRC's public accountability and information dissemination obligations details of funded awards may also be made publicly available on the EPSRC external web site, and in reports and/or paper documents.

Details which may be made publicly available are:

- a) studentship award reference number, host organisation, department and supervisor
- b) name and gender of student
- c) project title and description
- d) name/s of co-operating bodies and company supervisor(s)

EPSRC will assume that the necessary clearance from any co-operating body to reveal this information has been obtained.

Any queries should be addressed to the EPSRC Data Protection Officer, telephone no. 01793/444100.

## SECTION EIGHT

### **TERMS AND CONDITIONS OF POSTGRADUATE TRAINING SUPPORT**

The following conditions apply to all postgraduate training awards; any exclusions are identified in the text. The EPSRC may amend these terms and conditions at any time, but under the terms of the Research Framework Agreement, academic organisations will be consulted on major proposed changes. Any additional conditions that may apply to an individual award will be separately notified.

The text in shaded boxes provides additional or explanatory information, but is not part of the terms and conditions.

#### **TC 1 Full-time study**

Students are expected to devote themselves full-time to their postgraduate training (except part-time awards) and to be in attendance throughout the academic terms.

#### **TC 2 Resources and facilities**

The academic organisation must provide adequate resources and facilities for the proposed research or training. The organisation must ensure that suitable Health and Safety arrangements are in place and that students receive proper training in safe working practices.

#### **TC 3 Supervision**

The organisation must appoint a member of staff as a supervisor for each doctoral student. The supervisor is responsible for providing progress reports to the EPSRC, keeping the student's progress under review and ensuring that training is successfully completed within the period of support.

#### **TC 4 Progress reports**

Supervisors are required to submit an annual progress report on each doctoral student. The report should provide an assessment of the student's overall performance, and recommend whether the award should continue. Forms will be sent to supervisors before the end of each 12-month period. All payments will be suspended until the form has been completed and returned.

#### **TC 5 Grievances**

The organisation is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems arising from the administration and supervision of postgraduate awards. These procedures are normally set out in the departmental faculty code of practice. Students are advised to take note of these procedures and should pursue any complaint or grievance through the organisation's normal channels. They may bring to the attention of the EPSRC any situation where they have not had access to appropriate procedures.

#### **TC 6 Start dates**

Awards start on the date specified in the award letter, unless otherwise agreed by the EPSRC. This will normally be 1 October for doctoral students. All awards must start within the award year (1 April – 31 March) in which they are made.

#### **TC 7 Payments**

Payments to students for maintenance and other allowances are made quarterly in advance through the Banks Automated Clearing System (BACS). Students must provide



bank account details in good time to enable payments to be made. The first payment will be withheld until a starting certificate (issued with the award letter) is properly completed and returned to the EPSRC.

Quarterly payments for the next three quarters will be made to students' bank account on or by 1 January, 1 April and 1 July. For students continuing into a second or third year, the October payment will be withheld pending return by the supervisor of a satisfactory progress report recommending continuation of the award.

Payments for overseas fieldwork are made as soon as possible after submission of a claim.

For academic organisations, payments for fees, RTSG and a contribution to UK fieldwork and conferences will be made twice yearly on or by 15 December and 15 May, subject to confirmation of the attendance list of students.

### **TC 8 Duration of awards**

Doctoral studentships are awarded for three years, and Engineering Doctorates for four years. Part-time doctoral studentships are expected to be 60% of full-time and thus run for five years.

The EPSRC may, under some circumstances, consider extending the duration of a doctoral studentship, to compensate for time unavoidably lost. However, awards will not be extended where it has proved difficult to complete the project within the period of the award, where a change of project has occurred, or following a transfer to another organisation. Consideration will be given to a compensatory extension following absence of the student through illness, although this will normally be limited to periods of unpaid abeyance. All requests for extensions should demonstrate the actions taken by the student and supervisor to minimise the impact of time lost.

Award will not be reduced in duration on account of previous postgraduate training, but the EPSRC will not normally support more than one doctoral studentship from UK public funds.

### **TC 9 Absences**

#### ***Illness:***

The supervisor must notify the EPSRC immediately if a student is absent through illness for more than two weeks and arrange for medical certification to be forwarded. Return from such absence must also be reported. Frequent short absences for medical or other reasons must also be reported where they are likely to affect the student's studies.

Students have entitlement to paid sick leave on the basis of the first 28 days at full rate and the next 28 days at half rate, within any twelve-month period. For longer periods of illness, a doctoral studentship can be placed in abeyance, during which no payments are made. Abeyances on account of illness will be limited to a maximum of twelve months. Supervisors must keep the EPSRC informed of a student's plans for resumption of study.

#### ***Maternity leave:***

Doctoral students may be allowed four months paid maternity leave. A compensatory extension to the period of support of up to four months may be given, but the total duration of support from the EPSRC will be limited to three years, plus up to four months.

### **Abeyance:**

Students are expected to undertake their training in one continuous period, but an abeyance for reasons other than illness may be allowed in certain circumstances. Periods of abeyance are limited to a maximum of 12 months:

- 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. The visit must be at no cost to the EPSRC. A request for a compensatory extension will be considered. Only one such visit during the award will be entertained.
- Leave of absence for personal or family reasons, or prolonged jury service.

An abeyance will not be given for the purpose of employment, temporary lectureships, exchanges, voluntary service or expeditions/sport.

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. Thus, neither an abeyance nor an extension to the period of support are necessary. Approval for visits where the EPSRC is invited to contribute should be sought as fieldwork.

### **Unauthorised absence:**

The supervisor must notify the EPSRC immediately of any unauthorised absence, for which an abatement of the award will be made.

Students and supervisors should note that where an abeyance is agreed, an overpayment of maintenance may arise. The EPSRC will seek to recover any overpayments.

### **TC 10 Transfers**

The transfer of a doctoral studentship between academic organisations may be agreed where it is essential to student's training, for example, where the supervisor is moving. The heads of department of both organisations must give their written consent to the transfer. No replacement award will be given to the organisation giving up the studentship. The EPSRC will not agree any extension to the award arising from a transfer.

### **TC 11 Holidays**

Doctoral students may, with the prior agreement of their supervisors, take up to eight weeks holiday in each year (pro rata for shorter periods), inclusive of public holidays. Students receiving industrial sponsorship are expected to bear in mind their obligations to the sponsor in planning leave. Not more than four weeks leave may be taken at the end of the award.

### **TC 12 Paid or unpaid work**

Students may undertake teaching, demonstrating and, subject to permission from the supervisor, other paid work directly related to their training. Work placements in industry which will develop students' wider awareness are encouraged. Students must be paid for any teaching and demonstrating work at the normal rates for the academic organisation and receive training.

Students who wish to undertake work not related to their training must obtain the permission of their supervisors. Supervisors must be satisfied that the work will not interfere with the student's training.

### TC 13 Personal Skills Training

All EPSRC sponsored students are required to attend a Research Council's Graduate School, or an equivalent training programme, during the 2<sup>nd</sup> or 3<sup>rd</sup> year of a 3-year PhD.

If Universities wish to choose a different approach or to make their own provision then the EPSRC should be notified and may wish to comment on whether the provision is equivalent to that provided through the Research Councils' Graduate Schools Programme.

### TC 14 Termination of awards

Students whose progress or conduct is considered unsatisfactory may have their awards terminated. Supervisors must notify the EPSRC immediately where they consider a student to be unsatisfactory. In case of early termination, which may also be at the request of the student, the EPSRC must be notified immediately. Form S300, signed by both supervisor and student must be sent to confirm the agreed termination date. In general, it is reasonable in such circumstances to allow up to four weeks notice to enable the student to make domestic arrangements, and up to two weeks holiday. The period should not, however, extend beyond the quarter in which training ceases.

Supervisors must also notify the EPSRC immediately if a student withdraws voluntarily from training.

**Entitlement to payments by the EPSRC end from the date on which the award terminates. Students and supervisors must understand that payments made in advance for any period after termination will be recovered.**

### TC 15 Commercial exploitation

It is the responsibility of the academic organisation and all engaged or associated with the research and training, to make every effort to ensure that potentially valuable results arising from the research are exploited and that there is a suitable return to the organisation and the individual staff and students involved. The organisation must ensure that all those associated with the research are aware of and accept the arrangements for exploitation.

The EPSRC expects any collaborative arrangements to be put on a formal footing, for example, through a collaboration agreement, so that the contributions and rights of all parties are clear. Such arrangements must not conflict with the EPSRC's postgraduate training conditions.

Researchers should, subject to the procedures laid down by the academic organisation, seek to publish the results of the research in accordance with normal academic practice. Any publication should acknowledge the support received from the EPSRC.

### TC 16 Disclaimer and Right to Terminate the award

The EPSRC accepts no responsibility, financial or otherwise, for expenditure or liability arising from the award.

The EPSRC reserves the right to terminate an award at any time.

## ANNEX 1

### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for an EPSRC studentship, candidates must satisfy two key eligibility requirements:

- A relevant connection with the United Kingdom (UK), usually through residence;
- academic qualifications.

These, together with a recommendation from the nominating organisation and the head of department where the student graduated, form the basis of assessment of eligibility for a studentship. This guide is intended to help candidates and academic organisations find their way through the complexities of residence and academic qualifications eligibility.

#### Part 1 – RESIDENCE

##### Introduction

Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983, and subsequent amendments, require that candidates for awards have a relevant connection with the United Kingdom. A relevant connection may be established, if at the date of nomination:

- a) The candidate has been ordinarily resident in the UK throughout the 3 year period preceding the date of application for an award, and
- b) has not been resident in the UK, during any part of the 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 (ie is not subject to any restriction on the period for which he/she may stay).

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 settled.

##### 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 the absence was temporary. "Temporary" does not depend solely on the length of the 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.

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 or re-established through visits, vacation work, and subsequent re-settlement in the UK.

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 citizens of that country. If a candidate has opted for full citizenship of a country other than the UK, then it should be assumed that the candidate will be ineligible.

### **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.

### **Refugees and Exceptional Leave to Remain**

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 asylee or refugee status. Such candidates must provide documentary evidence of their status, usually in the form of a letter from the Immigration and National Department of the Home Office.

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

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 (ELTR) or Exceptional Leave to Enter (ELE). The granting of ELTR 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 ELTR 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 of residence, may be able to apply for ELTR, and subsequently British Citizenship.

Candidates who have been granted ELTR/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 cannot demonstrate a relevant connection or settled status. They will not therefore, be eligible on residence grounds.

### **Fees Only Awards**

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 university 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  
Denmark<sup>\*1</sup>  
Finland  
France<sup>\*2</sup>  
Germany<sup>\*3</sup>  
Greece  
The Irish Republic (Eire)  
Italy  
Luxembourg  
The Netherlands<sup>\*4</sup>  
Portugal<sup>\*5</sup>  
Spain<sup>\*6</sup>  
Sweden

\*1 **Greenland and the Faroes**, are not part of the EU.

\*2 The French Overseas Departments (DOMs) of **Guadeloupe, Martinique, French Guyana**, and Reunion are part of Metropolitan France, and the treaties apply. However, French Overseas Territories (TOMs) eg **French Polynesia**, are not part of the EU.

\*3 **Heligoland**, although a tax free port, is part of the EU.

\*4 **The Netherlands Antilles** are not part of the EU.

\*5 **Maderia** and The **Azores** are part of the EU under special terms. **Macao** is not part of the EU.

\*6 **The Balearic Islands, the Canary Islands, Ceuta and Melilla** are all part of the EU.

(Gibraltar is part of the EU, and students from Gibraltar are to be treated as other EU nationals. The Channel Islands and the Isle of Man are not part of the EU, and students from these should approach their own Education Departments. The Sovereign Bases on Cyprus, and UK Dependent Territories are also not part of the EU).

The Independent states of Andorra, Monaco, San Marino and the Vatican are not part of the EU.

### **Migrant Workers**

Articles 7 (2) and Article 12 of Council Regulation (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. However, the following conditions should be met:

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 should normally be expected to be relevant to the candidate's previous or future course of study, although employment of a 'professional' nature should be considered on its merits.

The employment should not be considered to be ancillary ie 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.

Similarly, a child or spouse of a migrant worker is also eligible to be treated in the same way, providing that they themselves have been resident in the EU/EEA for the previous three years. With regard to the children of migrant workers (Article 12), it must be shown that the candidate's residence is 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 national of the EEA member states of Iceland, Liechtenstein and Norway. Where such candidates meet the migrant worker requirements they will be eligible for full awards. However, as these countries are not member states of the EU, candidates will be ineligible for fees only awards.

## **Part 2 – QUALIFICATIONS**

### **Introduction**

Candidates must have qualifications of the level of a good honours degree from a UK academic organisation:

Doctoral studentships:           First or upper second class honours

In a majority of cases, candidates will have undertaken an undergraduate course at a recognised UK organisation. However, some may have qualifications from outside the UK, or be able to offer a combination of qualifications and/or experience. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level.

### **Enhancement**

A less than sufficient first degree may be enhanced one step by attainment of a Masters degree eg a Masters degree may be considered to enhance a lower second class honours degree to upper second.

Additionally, the EPSRC will consider that completion of 2 ½ years (full time equivalent) relevant postgraduate work experience will enhance a less than sufficient first degree by one step (5 years experience by two steps, etc).

A second Masters degree will not, by itself, constitute a further step. However, it can be regarded as postgraduate employment.

'Relevant' employment is regarded as employment, which is relevant either to the first degree or to the proposed course of postgraduate study. For example, a graduate in computer studies who has been employed as a computer programmer will have relevant employment experience.

Employment undertaken before the commencement of undergraduate study will not count for the purposes of enhancement.

### **Aegrotats or unexpectedly low class degrees**

In some circumstances, candidates who did not sit their final examinations due to a certified illness may be awarded an aegrotat (unclassified) degree. Also, illness or other adverse domestic circumstances may result in a candidate attaining a lower than expected level of degree. In these cases, the candidate may have the ability to

undertake postgraduate training, and in order to be considered, the HEI authorities should be asked to provide a testimonial verifying that:

- a) the candidate was ill or suffered specific adverse conditions during the **final** year, **and**,
- b) the candidate's performance was such that during the first and second year of study they would have been expected to have achieved the appropriate level **and**,
- c) the examination procedures did not allow for the adverse conditions to be taken into account.

### **Assessment of overseas qualifications**

Qualifications that have been attained outside the UK will need to be equated to the UK honours degree standard. The nominating organisation should use its judgement in making such assessments, bearing in mind the EPSRC's wish to see high academic standards maintained. Some information may be obtainable from the British Council's NARIC guide and the EPSRC may be able to provide assistance.

### **Professional qualifications, etc**

Membership of professional bodies or learned societies usually requires the candidate to have achieved, through formal training or work experience, a level of expertise which can be equated to that achieved by an honours degree student.

### **Other undergraduate qualifications**

Some universities may offer diploma courses which are equivalent to a degree standard, (although not necessarily honours degree), or an undergraduate qualification which cannot be readily identified as degree standard. As an example of the latter, medical degrees offered by teaching hospitals may equate to an honours degree.



## ANNEX 2

### PAYMENT RATES 2002/03

*All rates are per annum, unless otherwise stated.*

#### EPSRC PAYMENT TO THE STUDENT

##### Maintenance allowances:

a) Outside London	£ 8,000
b) London	£10,000

##### Engineering Doctorate Maintenance allowances:

a) Outside London	£ 9,500
b) London	£11,250

plus annual increments of £400

Mature Students Incentive (MSI)	£ 1,590
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##### Disabled Students Allowances:

a) Additional daily expenses	up to £ 1,455 (per annum)
b) Non medical helpers	up to £11,015 (during an award)
c) Major items of <b>specialist</b> equipment	up to £ 4,355 (during an award)

##### Young Dependant Allowance (YDA):

a) One child	£ 1,990
b) More than one child	£ 3,135

#### EPSRC PAYMENT TO THE INSTITUTION

Tuition fees	up to £ 2,870
College fees	as appropriate

Research Training Support Grant (RTSG)	£ 1,000
UK fieldwork and conference fees (UKCF)	£ 170

#### CASE AWARDS COOPERATING BODY'S CONTRIBUTIONS

##### Minimum contributions to:

Student	£ 3,000
Academic institution	£ 1,400

#### ENGINEERING DOCTORATE INDUSTRIAL CONTRIBUTION

Minimum contribution to student	£ 3,000
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## **INDUSTRIAL STUDENTSHIPS**

### **By the company to:**

Student: normal salary

### **By the EPSRC to company:**

Outside London maintenance allowance **£ 8,000**

## **Engineering Doctorate Studentships**

### **By the company to:**

Student normal salary

### **By the EPSRC to company:**

Outside London maintenance allowance **£ 9,500**

## ANNEX 3

### OVERSEAS FIELDWORD BANDING

Common countries are listed. Other rates are available on request

	Annual Rate
Band A	£9500
Band B	£6500
Band C	£4500
Band D	£2500

COUNTRY	BAND
Australia	B
Australia (National University Canberra)	A
Austria	B
Belgium	C
Canada	A
China	B
Denmark	B
Finland	A
France	B
Germany	B
Germany – DESY	B
Greece	C
Italy	C
Italy, Legnaro, EUROBALL	B
Japan	A
Luxembourg	B
Netherlands	C
New Zealand	C
Norway	A
Poland	C
Portugal	C
Republic of Ireland	C
Romania	D
Russia	B
Singapore	B
Spain	C
Spain (Las Palmas)	B
Sweden	A
Switzerland	B
Switzerland – CERN (over 28 days)	A
Turkey	C
USA	A

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