Postgraduate Research College Scholarships

Terms and Conditions 2017-18

1. Scope

This document outlines the terms and conditions of College scholarships (i.e. scholarships funded by Royal Holloway) for postgraduate research students which are referred to in this document as ‘scholarships’. Note that students in receipt of externally-funded scholarships (RCUK, charitable or commercial) or College scholarships originating with gifts or endowments from individuals/trustees, are bound by the specific terms and conditions of those scholarships (e.g. in relation to submission dates) in precedence to the general terms and conditions set out here. If a student receives part of their funding from an RCUK or other external source and part from the College, then the conditions of the external funder take precedence over those of the College.

2. Eligibility

A student in receipt of a scholarship:

- Must be registered as Royal Holloway PGR student for the whole period in which they are in receipt of the scholarship
- May be in receipt of another scholarship; however a student with a College scholarship should not be in receipt of combined scholarship income in excess of the RCUK maintenance grant and the College fee. A College scholarship may be used to make up the difference between another award(s) and the level of the RCUK maintenance grant and College fee.
- Must make satisfactory academic progress after the initial academic session, as agreed by the supervisory team at the annual review/upgrade.

Part-time Students

Part-time students are eligible for scholarships under the same terms and conditions as full-time students. In most cases the value of the maintenance payment and fee-waiver will be halved but paid over six years rather than three.

3. Payments

Maintenance payments are made directly into the student’s UK bank account on a quarterly basis in October, January, April and July as long as they have enrolled and provided bank details. The bank account must be held either solely or jointly in the name of the registered Royal Holloway student. Payments cannot be made into the account of another person.

It is the responsibility of the student to ensure that they have enrolled at Royal Holloway for each academic year and provided bank details via Campus Connect in time for the payments to be made. Payments will not be made retrospectively more than 12 months after the payment was due.
The College reserves the right to reclaim any overpayments.

If a student is in debt to the College, the College reserves the right to offset scholarship payments against the debt.

4. Tuition Fees

As part of their contract with the College, students are liable for their fees regardless of any scholarship awarded.

If a student’s scholarship includes an HEU or Overseas fee-waiver this covers the full cost of the fee. The value of the waiver will increase in line with any increase in the fee. If however a scholarship includes only a contribution to the fee rather than a full fee waiver, the student will need to fund the difference between fee-contribution and the fee in each year of the scholarship.

If a student remains enrolled on the programme after the end of their scholarship, they are liable for fees in full. This includes the writing up fee charged in the fourth year of a full-time PhD.

5. Changes in Circumstances

- Students should notify scholarshipadministration@royalholloway.ac.uk and their Department if there are any changes in their circumstances, for example receipt of another award, change of mode (between part-time and full-time or vice versa), interruption or withdrawal from study. Scholarship values may be adjusted in the light of any changes in circumstances. For example, if a student interrupts then payments are stopped.

- Students who withdraw from or interrupt their studies, or whose studies are terminated, will be required to return any outstanding maintenance paid in advance.

- Maintenance payments will cease once the doctoral thesis is submitted. If the student continues work related to their thesis beyond the submission date, it is possible for payments to continue to the end of the quarter in which the thesis is submitted.

- Maternity Leave – the College’s Code of Practice for the Academic Welfare of Research Degree Students 16/17 states in para. 20 and footnote:

  “Where students are in receipt of College scholarships, they will be supported on maternity or adoption leave to the extent of six months leave equivalent to their stipend. The College will pay a stipend during maternity or adoption leave that is informed by Research Council UK guidelines and is based on the actual amount of the stipend that the College pays to the student. Where College funds support a student (Home, EU or international), the stipend paid to the student over the course of the maternity or adoption leave will be six months of that stipend, irrespective of its value.”

6. Unpaid Academic Support associated with College Doctoral Scholarships

Full-time students in receipt of College Doctoral Scholarships with maintenance of £10,000 p.a. or more may be expected to carry out unpaid academic support (as described below) for up to a maximum of six hours per week during term-time (normally Autumn and Spring Terms only).

Wherever possible Departments are normally expected to offer opportunities for students to gain teaching and research experience through unpaid academic support, but it is not a student entitlement.
It should be noted that:

- Examples of unpaid academic support include, but are not restricted to: leading or supporting undergraduate seminars, advising on course materials or developing a Moodle site.
- Students should not: have sole responsibility for teaching a unit or significant elements of a unit; deliver lectures; do low-level clerical tasks such as photocopying; be involved in postgraduate teaching.
- In Year one if teaching support is being undertaken then the six hour per week limit will include inSTIL (inSTIL may be regarded as 5 days’ worth of training or 40 hours).
- Departments must offer training and support appropriate to the nature and level of work undertaken.
- If a student proves unable to do what is offered, or the Department is unable to provide suitable work, their studentship will still continue subject to satisfactory academic progress.
- Part-time students are not expected to undertake unpaid academic support because of the practical difficulties in finding time in which to do this, though of course they may do so where the student and Department agree.

The following applies to non-EU students. Please see the HR policy for further information.

- Non-EU students undertaking any work including paid, unpaid, or voluntary should be aware that unpaid academic support will count towards the 20 hours per week that they can work under visa regulations. All hours of work must be agreed before they are offered and worked by the nominated Departmental contact (the Accountable Officer) checking on the central spreadsheet that the hours proposed are available. The student can be told that they can undertake the duties only after the hours have been identified as available and added to the spreadsheet. If the student fails to notify their Departmental contact (Accountable Officer) of the proposed hours or the department does not carry out the necessary checks this may result in disciplinary action.

7. Other

Students who withdraw from Royal Holloway and complete their doctorates at another institution should acknowledge Royal Holloway’s support in future outputs from their doctoral studies.

Jane Gawthrope, 11th May 2017