

## Conditions of the Graduate School MPhil/PhD Scholarship 2015

1. **Maintenance Grant:** Full-time MPhil/PhD scholarships awarded by the University cover the costs of full-time tuition, and provide a maintenance grant. For the academic year 2015-2016 the maintenance grant is set at £11,700 [currently under review] (subject to review in subsequent years).

If a scholarship holder already holds a scholarship from, or is otherwise financially supported by, another organisation, and the University considers that scholarship or other form of support to be sufficient to cover maintenance and tuition fees, the scholarship holder will not be eligible for a full-time scholarship from the University. If a University scholarship holder is subsequently granted an additional scholarship or an equivalent form of support, he or she will not be entitled to a full University scholarship from the date on which the new scholarship or other form of support begins.

Scholarship holders may undertake a small amount of other paid work (normally up to one day per week) whether in term time or vacation, provided that they notify the Head of the Graduate School. It should be noted however that the University does not encourage such work especially during the times scholarship holders are expected to be engaged fully in research training and thesis preparation.

2. **Fieldwork and Conference Allowances:** With the approval of the Head of the Graduate School, scholarship holders may receive some assistance towards the costs of fieldwork, or of conference attendance. This is currently set at £500 per year. Any other costs must be met by the scholarship holder.
3. **Period of Scholarship:** The scholarship is normally for a period of three years, unless the candidate fails to attain to PhD status (see under 5 below). However, the continuation of the scholarship into the second and successive years is conditional upon satisfactory reviews, which take place each academic year (see under 5 below). The first review takes place after six months, and each successive review at one year intervals thereafter. Payment of the scholarship is normally made monthly, at the beginning of the month.

Where registration extends beyond three years due to interruption, the payment of the scholarship for the remaining period cannot be guaranteed and will be dependent on available funds.

4. Scholarship holders will be required to submit a body of work as defined by the Graduate School for the first review meeting of their supervisory panel within six months of the commencement of registration. If this work is not considered of sufficient standard within 12 months of registration, their registration and their scholarship will be terminated.
5. **Upgrade from MPhil to PhD:** Scholarship holders may be upgraded from MPhil to PhD only after a recommendation of satisfactory progress. If the holder of a scholarship has not been upgraded in this way by the end of the second year of registration, registration and the scholarship will be terminated at the end of the second year.
6. **Vacations:** The scholarship is for full-time study over a period of twelve months in each year. Scholarship holders may take up to eight weeks holiday (including Bank Holidays) during the year, but otherwise are expected to be engaged in their research programme throughout the year.

7. **Researcher Development:** Scholarship holders are required to attend the Researcher Development Programme in the first year of their study. Attendance will be a condition of upgrade to PhD. This will include a mandatory 10-hour HE Teaching orientation session.
8. **Teaching Requirement:** Scholarship holders will be required to undertake a maximum of 150 hours teaching over the three years of the scholarship. This will be conditional on attending the required 10-hour HE Teaching Orientation session. As first year scholarship holders are required to undertake preparations for Higher Education teaching as part of the Researcher Development Programme, they will not normally be required to undertake teaching in the first year of the scholarship, and their teaching obligations will, therefore take place in the second and third years of the scholarship.
9. **Residence:** Scholarship holders are expected to live near one of the University campuses. Absence for periods of fieldwork, or for other reasons, must be recommended by the supervisor, and is subject to the approval of the Head of the Graduate School. If there are reasons why scholarship holders need to be absent from carrying out field work, arrangements must be approved by the supervisory panel and a record of these will be placed in the scholarship holders file in the Graduate School.
10. **Accommodation:** There is limited help from the Accommodation Office for Postgraduate students. If you are a single overseas student and have accepted a firm offer of a place at the University you must apply for accommodation by 31 July 2014 at the very latest. You are advised to contact the Accommodation Office for details of available accommodation as soon as possible [accommodation@canterbury.ac.uk](mailto:accommodation@canterbury.ac.uk) . British and European students are advised to find accommodation through the private sector.
11. **Interruptions:** If a scholarship holder is prevented from working by pregnancy or illness for a continuous period of more than two weeks, the scholarship holder must inform the Head of the Graduate School immediately and send in a medical certificate. Under such circumstances, the first supervisor should apply for an interruption to registration on behalf of the scholarship holder. During such an interruption, the Head of the Graduate school may decide to also interrupt scholarship payments.

The University will be prepared to consider the interruption to a scholarship, provided that:

- a) the period of interruption does not exceed one calendar year;
- b) the scholarship holder's supervisor supports, in writing, the interruption and certifies that the interruption of studies will not delay the submission of the final thesis by more than the length of the interruption, and
- c) the request for interruption is made to the Head of the Graduate School in advance.

The University will not normally consider interruption of studies on the grounds of financial hardship.

**Where scholarship holders are overseas students who are bound by the UK Border Agency requirements on Visa regulations, they will not be allowed to remain in this country during their interruption.**

12. **Termination of the scholarship:** A scholarship may be terminated, or its conditions varied, at any time, at the absolute discretion of the University.

If a scholarship holder's performance is giving cause for concern, supervisors should advise the Head of the Graduate School without delay, even if immediate termination of the scholarship is not justified.

If a scholarship holder finishes his or her registration before the scholarship expires, the supervisor must inform the Head of the Graduate School immediately. In this case, the scholarship will terminate on the date on which the scholarship holder submits the thesis. If a scholarship holder takes up paid employment (in excess of one day per week) before the expiry date of the scholarship, the scholarship will terminate on the date of appointment.

If the scholarship is prematurely terminated for any reason, the scholarship holder must repay any money that he or she has received for the unexpired period of the month in which the scholarship is terminated.

13. **Deferment:** A scholarship holder may defer taking up the scholarship for normally up to 12 months, to October 1<sup>st</sup> in the following year. In such cases, the payment of the scholarship for the full three years cannot be guaranteed and will be dependent on available funds.
14. **Additional costs:** If a scholarship holder does not complete their programme within the permitted registration time, they will be liable to pay an appropriate fee to cover any additional extension time incurred. This fee will be levied pro-rata on a monthly basis according to the additional time taken to complete.
15. **Email:** Once you are fully registered you will be contacted only via your university email account and you should check this account at least once a week. If you wish to forward your emails to another account please contact the i-zone (student information service) [i-zone@canterbury.ac.uk](mailto:i-zone@canterbury.ac.uk) for instructions.