



STUDENTSHIP TERMS AND CONDITIONS

These terms and conditions relate to all studentship awards funded by the Arts and Humanities Research Council (AHRC), including those awarded under the Block Grant Partnership Scheme (BGP), Studentship Competition, Collaborative Doctoral Awards Scheme (CDA), and Project Students, as well as any other schemes that may be offered by the AHRC to provide funding to postgraduate students. This document should be read by all such students and their Research Organisation.

Definitions

AHRC - the Arts and Humanities Research Council

BGP - Block Grant Partnership scheme

CDA - Collaborative Doctoral Awards scheme

Project Student – a student attached to a Research Grant

Research Organisation – the UK Higher Education Institution at which a student is studying, or the organisation to which the funding is awarded (in the case of BGP awards), and which takes responsibility for the management of the students recruited to the studentships and for the accountability of the funds provided.

General

1. The Research Organisation holding the studentship, and those involved in the supervision of students, are expected to provide appropriate support for all postgraduate students funded under any of the AHRC's schemes for the duration of their study, in accordance with all relevant terms and conditions, guidelines and regulations set out by the AHRC, and as may be amended from time to time.
2. The Research Organisation holding the studentship is expected to ensure proper financial management of any funding awarded by the AHRC, and accountability for the use of public funds, in accordance with all relevant terms and conditions, guidelines and regulations set out by the AHRC, and as may be amended from time to time.
3. The Research Organisation holding the studentship will pay monies due to students in accordance with all relevant terms and conditions, guidelines, instructions and regulations set out by the AHRC, and as may be amended from time to time. Further, the Research Organisation must not pay maintenance due to an AHRC funded student in arrears; the Research Organisation will pay the total sum of the maintenance for that quarter, in accordance with the student's entitlement.
4. All students nominated or supported for an AHRC studentship must comply with the academic and residency eligibility criteria set out in AHRC guidance documents relating to its postgraduate funding schemes.
5. The Research Organisation holding the studentship must inform the AHRC immediately of any changes in circumstances affecting the tenure of a

studentship. For example, if a period of suspension is required due to illness or other problems, or if a doctoral thesis is submitted earlier than expected. If any change in their circumstances results in an overpayment of any money, it is the responsibility of the Research Organisation to reimburse the full amount of such overpayment to the AHRC.

6. The Research Organisation will be surveyed on an annual basis against the AHRC's submission rate threshold. Doctoral students supported by funding from the AHRC will be expected to submit a thesis within four years of the start of their studentship, if they are studying full-time, and within seven years if they are studying part-time. Research Organisations will face sanctions by the AHRC if submission thresholds are not met.
7. Students supported by funding awarded by the AHRC are expected to abide by all relevant terms and conditions, guidelines and regulations set out by the AHRC, and as may be amended from time to time.
8. In accepting their award, students are authorising their Research Organisation to disclose to the AHRC any information that the AHRC requests regarding the progress of their studies and the submission of their thesis (where appropriate). They are authorising the Research Organisation to provide to the Higher Education Statistics Agency (HESA) or any other organisation¹ acting on the AHRC's or the Research Councils' behalf any such information requested by them on the AHRC's or Councils' behalf. Students should also be aware that the AHRC, or a third party on behalf of the AHRC may contact an award holder beyond the life of their award for evaluation purposes.
9. The AHRC will treat as confidential all information held on a student regarding their personal details and will not pass any information to a third party, except to the authorities of the Research Organisation where the student is studying. The AHRC will not, therefore, be able to provide references or information regarding a student or their award to a third party, even in cases where the request is made by the holder of the studentship.
10. The Research Organisation is required to complete and return to the AHRC an annual report detailing the progress of every student at its institution in receipt of an AHRC Studentship award. The Research Organisation must complete and return any other reports relating to studentships held, as may be required by the AHRC from time to time.

Registration

11. All students supported by funding from the AHRC must be registered as a full-time, part-time or distance-learning student (as appropriate to their studentship award) for the course or programme of study, at the UK Research Organisation and for the time specified in the AHRC's offer letter, or approved nomination. N.B. it is not possible for Doctoral students to study by distance learning. If a student's registration ceases for any reason (other than a temporary suspension of study as approved by the AHRC), the Research Organisation must inform the

¹ 'Organisation' should be taken to mean any agency empowered to act on the AHRC's behalf or on behalf of the Research Councils

AHRC immediately, and the studentship will be terminated. Registration may be as:

- In the Research Preparation Master's or Professional Preparation Master's schemes, a full-time, part-time or distance-learning student for a taught Master's or Diploma² course
- In the Doctoral Award schemes, a full-time or part-time, probationary or prospective doctoral student or for research or on a tailor-made programme

12. For Doctoral students, if a student is initially registered as a probationary or prospective doctoral research student, it is a condition of their award that they are registered as a doctoral research student by the beginning of the final year of their award. If a student does not upgrade accordingly, the Research Organisation must inform the AHRC. The award will normally be terminated.

13. For studentships held under the Research Preparation Master's and Professional Preparation Master's schemes, the student may not upgrade to doctoral status during the tenure of their award, but should apply in a future competition for doctoral funding.

Tenure of the Award

14. The student is expected to remain resident in the UK, and close to the institution at which they are registered throughout the period of their award (unless they are registered as a distance-learning student, in which case they must still reside in the UK, even if they live at a distance from the institution). The AHRC expects the student to attend and to maintain regular contact with their supervisor and other institutional authorities, at a level at least in accordance with their institutional code of practice, throughout their award. The only exceptions to these requirements are to cover periods of fieldwork or study visits that are an essential part of their study, attendance at conferences, or for collaborative doctoral students, whilst working with a collaborating organisation. The student should make appropriate arrangements for maintaining regular contact with their supervisor during any extended period of fieldwork away from their institution.

15. The length of a student's award will be stated in the letter offering the award, or in the nomination confirmation. Continuation of all awards is subject to the AHRC receiving confirmation from the Research Organisation of the student's satisfactory annual progress. Satisfactory progress includes gaining a Master's level qualification and/or upgrading to doctoral status, as applicable for that student.

16. The AHRC expects that, by the end of the period of funding, a student will have achieved the qualification for which the award was granted.

17. If a student is considering any changes to their studentship, or has any change in circumstance that will affect their studentship, (e.g. change of research topic, transfer from full to part-time study or vice versa, if a period of suspension is required due to illness or other problems), their Research Organisation must inform and seek approval from the AHRC.

18. A studentship is allocated to a person for a specific course or programme of study at a specific Research Organisation, as specified in the notification of their award.

² Diploma courses are only eligible under the Professional Preparation Master's scheme

The AHRC will only consider a request to transfer to another Research Organisation under exceptional circumstances. Approval for any such requests must be approved by the AHRC.

19. If a student submits their doctoral thesis earlier than expected, their Research Organisation must inform the AHRC.
20. The AHRC will not intervene in any disputes between the student and the Research Organisation, but reserves the right to transfer or terminate a studentship if this is deemed by the AHRC to be the appropriate course of action.
21. While it is not encouraged by the AHRC, the holder of a full-time studentship may undertake a small amount of other paid work, either in term time or in the vacation, provided that it is compatible with the student's full-time studies, that the total demand on the student's time is not more than six hours a week and that the student informs the Research Organisation. An award will be terminated by the AHRC if the holder of a full-time studentship also holds a full-time job at the same time, or a part-time job that is incompatible with the time required for a student to undertake full-time study.

Finances and Reporting

22. The AHRC reserves the right to withhold payments relating to any studentship where monies are owing to the AHRC, or proof of expenditure of additional allowances have not been forthcoming. The AHRC also reserves the right to withhold payments or suspend a studentship where unauthorised changes have been made to the student's studies or, in the case of any dispute, until such changes have been approved and any dispute has been resolved.
23. Students must complete and return any reports, for example, a Final Report at the end of the period of funding, and others as may be required by the AHRC from time to time, in order to monitor the progress of the award.
24. A student must inform the AHRC immediately if they receive or are applying for a grant or an award from another body to support their postgraduate work, especially in the form of payment of fees or a maintenance grant. A student may not hold two awards for the same purpose concurrently.
25. Publication of any aspect of the research resulting from an AHRC funded studentship, through publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the AHRC.

Health and Safety

26. The Research Organisation holding the studentship is responsible for ensuring that a safe working environment is provided for all holders of AHRC studentship awards. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements and be consistent with best practice recommended by the Health & Safety Executive. Appropriate care must be taken where students are working off-site. The Research Organisation must satisfy itself that all reasonable health and safety requirements are addressed. The Research Councils reserve the right to require the Research Organisation to

undertake a safety risk assessment in individual cases where health and safety is an issue, and to monitor and audit the actual arrangements made.

Misconduct and Conflicts of Interest

27. The Research Organisation is required to have in place procedures for governing good research practice that meet the requirements of the Research Councils guidance on good practice. The Research Organisation must ensure that there are reliable systems and processes in place for the prevention of research misconduct, e.g. 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 funding from the AHRC, the Research Organisation must inform the AHRC immediately and notify the AHRC of the outcome of any investigation. The Research Organisation must ensure that potential conflicts of interest in research are declared and subsequently managed.

Research Governance

28. It is the responsibility of the Research Organisation to ensure that the work supported through AHRC funded studentships 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. The AHRC and the other Research Councils expect all research to be conducted in accordance with the highest standards of integrity, research governance and research methodology.

Research Ethics

29. The Research Organisation is responsible for ensuring that any ethical issues relating to the research supported through a studentship funded by the AHRC are identified and comply with all relevant legislation and Government regulation, including that introduced whilst work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

Data Protection Regulations

30. Where relevant, the AHRC will use information provided on the application form for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant. It will do so in accordance with the relevant provisions of the Data Protection Act 1998 and associated guidelines or codes of practice.
31. To meet the Research Councils' obligations under the Freedom of Information Act and the Environmental Information Regulations, and for public accountability and the dissemination of information, details of grants may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

Disclaimer and liability

32. The Research Councils accept no liability, financial or otherwise, for expenditure or liability arising from the research funded by the AHRC, except as set out in these terms and conditions, or otherwise agreed in writing. The Research Organisation is responsible in all respects for any research undertaken and its consequences.
33. These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.
34. If any of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.
35. These terms and conditions together with any additional conditions set out in the offer of award contain the whole agreement between the Research Council and the Research Organisation in relation to the stated award. The Research Council and the Research Organisation do not intend that any of these terms and conditions should be enforceable by any third party.