



Arts & Humanities
Research Council

**A Guide for
Postgraduate Award Holders
in the
Arts and Humanities**

**Studentships
Academic Year
2008–2009**

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Arts and Humanities Research Council Mission Statement

The Arts and Humanities Research Council has an overarching **vision** to be a recognised world-leader in advancing arts and humanities research through 4 **strategic aims**:

- To promote and support the production of world-class research in the arts and humanities
- To promote and support world-class postgraduate training designed to equip graduates for research or other professional careers.
- To strengthen the impact of arts and humanities research by encouraging researchers to disseminate and transfer knowledge to other contexts where it will make a difference.
- To raise the profile of arts and humanities research and to be an effective advocate for its social, cultural and economic significance.

Research Councils' Equal Opportunities Statement

The Research Councils aim to develop as organisations that value the diversity of their staff and stakeholders, enabling all to realise their full potential by valuing the contribution of everyone and recognizing and harnessing the benefits that differences can bring.

The UK Research Councils are committed to eliminating unlawful discrimination and promoting equality of opportunity and good relations across and between the defined equalities groups in all of their relevant functions.

Accordingly no eligible job applicant, funding applicant, employee or external stakeholder including members of the public should receive less favourable treatment on the grounds of: gender, marital status, sexual orientation, gender re-assignment, race, colour, nationality, ethnicity or national origins, religion or similar philosophical belief, spent criminal conviction, age or disability.

The AHRC has also published a **Single Equality Scheme** which is available to download from our website www.ahrc.ac.uk

Introduction

1. The Arts and Humanities Research Council was officially established by Royal Charter on April 1st 2005 replacing the Arts and Humanities Research Board which was set up in 1998 as an interim body. The AHRC along with the other Research Councils is a non-departmental government body funded by the Department for Innovation, Universities and Skills.
2. The Arts and Humanities Research Council operates on a UK-wide basis currently provides funding and support in advanced research; postgraduate research and training; university museums and galleries; and funding for knowledge transfer activities.
3. The AHRC aims to be as helpful as possible to support students in their academic work. If a student or their supervisor needs to contact the AHRC, information about how to do so is given at the back of this guide in Appendix 4.
4. The AHRC hopes that the studentships awarded will enable the successful pursuit of postgraduate studies and our aim is to help students achieve that goal. This guide is intended to help students, supervisors and other university staff to understand how we administer studentships and the payments we make in respect of those studentships to Research Organisations, how we monitor progress and the terms and conditions that are attached to studentships. The guide is updated at the start of each academic year and as may be amended from time to time during the year. Any changes to our rules, regulations or procedures will apply to all studentship award holders.
5. This guide includes a section on research training which explains the AHRC framework of research training requirements for Research Organisations. The framework is a means of enabling institutions to reassure the AHRC that the doctoral students it funds are well supported and that they receive appropriate and relevant preparation and training. The framework is flexible and takes a 'needs-based' approach covering both general, transferable skills and subject-specific research skills. The aim is to help students develop the knowledge, understanding and skills necessary both to complete a high-quality doctoral thesis and to move on to future career. (For full information please see paragraphs 75 to 91 below)
6. For students in receipt of a studentship under the Collaborative Doctoral Awards scheme (CDA) or a collaborative research studentship (CRS) in one of our strategic research programmes the information in this guide applies to them but they should also see paragraphs 138 to 170 for additional information about the operation of their studentship.
7. This guide is only available to download from the funding opportunities section of our website at www.ahrc.ac.uk. It is no longer published in hard copy. You will also find other forms referred to in this guide available to download on these pages.

Postgraduate award schemes

8. Studentships will have been awarded for one of the following postgraduate schemes for the academic year 2008-09.

Research Preparation Master's Scheme

9. The Research Preparation Master's scheme supports students undertaking Master's courses that focus on advanced study and research training explicitly intended to provide a foundation for further research at doctoral level. Studentships will normally be for one-year full-time or two years' part-time study or distance-learning study.

Professional Preparation Master's Scheme

10. The Professional Preparation Master's scheme supports students undertaking a Postgraduate Diploma or Master's course that focuses on developing high level skills and competencies for professional practice. Studentships will normally be for one-year full-time or two years' part-time study or distance-learning study.

Doctoral Awards Scheme

11. The doctoral scheme provides studentships to enable students to undertake and complete a doctoral degree in any area of the AHRC's subject domain. Studentships will normally be for up to three years for full-time study, or up to five years for part-time study.

Project Studentships

12. Funding for doctoral research students is also available through the Council's scheme of research grants, where funding is provided to support large-scale collaborative research projects. Academic members of staff applying for such grants may include in their costings support for up to two doctoral students whose work will be closely related to the research project.

Collaborative Doctoral Awards/Studentships

13. The AHRC has a postgraduate scheme, first introduced in 2005, for Collaborative Doctoral Awards that aims to encourage, promote and develop collaboration between Research Organisation (i.e. a higher education institution) departments and non-academic organisations and to provide studentships that offer doctoral students the chance to conduct their research in collaboration with a non-academic body and gain experience of work outside the academic sphere. The scheme is run as a separate competition to the main annual competition for postgraduate awards (and will remain so under the new Postgraduate funding arrangements being introduced by the AHRC in 2009) and collaborative studentships are also offered from time to time as part of strategic research programmes such as Religion & Society, Science & Heritage and Beyond Text.
14. Applications for these awards are made by a department in a Research Organisation in collaboration with a non-academic partner organisation who devise a mutually beneficial research topic and set out the framework for the supervision and management of the project. Successful collaborators then recruit and nominate a suitable doctoral student to undertake the research and take up the AHRC studentship.

Continuing Studentship Holders

15. For continuing students who have previously received a studentship in either the doctoral awards scheme, the Research Preparation Master's scheme, the Professional Preparation Master's scheme, the Collaborative Doctoral Awards scheme or through a Project Studentship, the information in this guide applies for the 2008-09 academic year and supercedes all previous versions of this document.

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 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

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 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 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 prospective² 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

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

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

appropriate arrangements for maintaining regular contact with their supervisor during any extended period of fieldwork away from their institution.

15. Similarly those students undertaking a Master's or Diploma course are expected to attend all the sessions as required by the course director or other institutional authorities. Students should remain in regular contact with their course leader or tutor during any period when they are writing a dissertation or preparing work for examination. Any holidays should be taken outside of the teaching term or semester, and should be authorised by the Research Organisation.
16. Students receiving funding for full-time doctoral study are allowed up to eight weeks holiday (including public holidays) in any 12 months, as approved by their supervisor and the Research Organisation authorities. If a longer period of absence is required for any reason a studentship should be suspended.
17. 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.
18. 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.
19. 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.
20. 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. 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.
21. If a student submits their doctoral thesis earlier than expected, their Research Organisation must inform the AHRC.
22. 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.
23. 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

24. 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.
25. 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.
26. 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.

27. 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

28. 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

29. 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

30. 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

31. 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

32. 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.
33. 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

34. 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.
35. 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.
36. 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.
37. 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.

What is the value of a studentship?

16. Postgraduate studentship rates and allowances are reviewed each year. The rates given in this Guide relate to the academic year 2008-09. **Please also refer to the table in Appendix 3 at the back of this guide.**
17. The AHRC does not, in any circumstances, provide retrospective funding. Funding is provided only from the start date of the studentship offered and as stated on a students offer letter, regardless of when actual study on the particular course of study or research may have commenced. Students should keep the offer letter in a safe place for future reference.
18. **All payments are made through the Research Organisation at which the student is registered. The AHRC is not able to make payments directly to students.**
19. A **full-time** postgraduate studentship provides funds to meet:
 - payment of approved fees to the Research Organisation
 - a maintenance grant
 - additional allowances, as appropriate (see paragraph 32)
20. A **part-time** or **distance-learning studentship** provides funds to meet:
 - payment of approved fees to the Research Organisation
 - a pro-rated maintenance grant
 - additional allowances, as appropriate (see paragraph 32)
21. A **fees-only** studentship provides funds to meet:
 - payment of approved fees to the Research Organisation

If a student is **fees-only**, they are not eligible for any maintenance grant but may be eligible for disabled student's allowance, if appropriate. If they are studying full-time they may also be eligible for payments towards the costs of fieldwork or study visits. **Please note that eligibility for the receipt of either a full or fees-only award is based on an individual student's eligibility as at the start date of the studentship concerned and will not change during the lifetime of that studentship.**

Tuition fees

22. The AHRC will pay fees **directly to the Research Organisation** to cover tuition and registration up to a maximum rate, which is set collectively by the Research Councils, for the current academic year.
 - for a **full-time** studentship the maximum payable is **£3,300**
 - for a **part-time** or **distance-learning** studentship the maximum payable is **£1,650**
 - The AHRC will also pay approved postgraduate college fees for the universities of Cambridge and Oxford.
 - Tuition fees are paid directly to the Research Organisation in two instalments in December and May of each year. Eligibility for tuition fee payments is based on registration status at the time the fees are due to be paid on 15 December and 15 May. If a student is not registered on either of these dates they will not be eligible for that instalment of fees to be paid.
23. Approved fees do not include the costs of residence in a college or university hall of

residence. No separate payment will be made by the AHRC towards fees for any examination, continuation fees, caution money or any deposit ultimately repayable to a student, nor towards any charges that may be incurred for presenting, preparing or binding a thesis or dissertation; nor any fees incurred for training courses.

Funding for skills training (doctoral studentships only)

24. Since the 2004–05 academic year the AHRC has made an additional payment to Research Organisations, in respect of AHRC doctoral studentships, to help departments and institutions meet the requirements of the Council's research training framework. The Council expects institutions to use this money to develop and enhance their training provision for all AHRC-funded arts and humanities students, and to make this training available to all relevant students, including those not receiving AHRC funding, as appropriate. For further details please refer to paragraphs 95 to 91.
25. Research Organisations will receive the sum of £850 a year per AHRC doctoral studentship holder, for up to three years per studentship. These funds are paid directly to Research Organisations in December each year, and apply in the same way to all holders of studentships who are fully registered at the institution, including part-time and fees-only doctoral students, and both new and continuing doctoral students. **Please note that these monies are paid direct to Research Organisations as a block training fund to be used for generic skills training and do not constitute individual training funds.**

Maintenance grants for doctoral students

26. The basic rates of maintenance grant for a full year of doctoral study are as follows for the academic year 2008-09. If a programme of study lasts less than 12 months or if a student submits their thesis early, the grant will be reduced pro-rata.
- for attending an institution within the City of London or Metropolitan Police District:
 - **Full-time: £14,940**
 - **Part-time: £8,960 (60% FTE)**
 - for attending any other institution:
 - **Full-time: £12,940**
 - **Part-time: £7,760 (60% FTE)**

Maintenance grants for Master's students in the Research Preparation Master's scheme

27. The basic rates of maintenance grant for a full year of study are as follows for the academic year 2008-09. If a programme of study lasts less than 12 months the grant will be reduced pro-rata.
- for attending an institution within the City of London or Metropolitan Police District:
 - **Full-time: £11,040**
 - **Part-time or distance-learning: £5,520 (50% FTE)**
 - for attending any other institution:
 - **Full-time: £9,040**
 - **Part-time or distance learning: £4,520 (50% FTE)**

Maintenance grants for Master's and PG Diploma students in the Professional Preparation Master's scheme

28. The basic rates of maintenance grant for a full year of study are as follows for the academic year 2008-09. If a programme of study lasts less than 12 months the grant will be reduced pro-rata.
- for attending an institution within the City of London or the Metropolitan Police District:
 - **Full-time: £10,420**
 - **Part-time or distance-learning: £5,210 (50% FTE)**
 - for attending any other institution:
 - **Full-time: £8,420**
 - **Part-time or distance-learning: £4,210 (50% FTE)**

How is maintenance grant paid?

29. Payments are normally made in four quarterly instalments, early in October, January, April and July. Each quarter's maintenance grant is calculated from the 1st day of the relevant month and the AHRC will do everything we can to ensure that payments are with the Research Organisation's authorities in advance of this date. It is then the responsibility of the Research Organisation to arrange for the transfer of funds to students. **The AHRC expects that Research Organisations will pay the full quarter's maintenance, to students, in advance.**

Starting up and renewing a studentship

30. In order to start paying tuition fees and maintenance grant for any studentship the AHRC must receive all the relevant documentation including the acceptance form confirming the student has accepted the studentship and its terms and conditions and confirmation by the Research Organisation's authorities that the student has a place to study. If this is not received, payment of the first instalment of maintenance grant may be delayed. To continue a studentship the AHRC we will seek further confirmation from Research Organisations authorities that a student has registered for their course of study. If this is not confirmed by 31st October the AHRC will reclaim the October instalment of maintenance grant and terminate the studentship.
31. To renew a studentship for subsequent years, the AHRC will seek confirmation of a student's continued registration from the Research Organisation's authorities. If this is not confirmed by 31st October the AHRC will reclaim the October instalment of maintenance grant and terminate the studentship.

32. Additional allowances

- All studentships are eligible for additional allowances if they incur additional costs while studying because of a **disability**. Details of how to apply for this allowance can be found in Appendix 1.
- If a student holds a full or fees-only doctoral studentship for full-time study or is pursuing a full-time research-based MA, MPhil or similar course, they may also apply to the AHRC for additional support towards the costs of approved fieldwork abroad, study visits in the UK or the costs of attending one conference abroad in order to present a paper. Please note that the Council does not provide support towards the costs of attending conferences in the UK. Details of how to apply for these allowances can be found in Appendix 2.
- Part-time studentships may also be eligible for study visit and conference allowances. Please contact the AHRC for further information.
- The AHRC also has bursary schemes to enable students to spend time at the Library of Congress in the USA or the National Institute of Humanities in Japan. Further information can be found in Appendix 2 and full details of these schemes can be found on the AHRC website.

Reimbursing overpayments

33. If maintenance grant is paid to a Research Organisation on behalf of student for a period of time during which they are not registered on the programme of study for which the AHRC award was intended (for example, if they have suspended their studies temporarily), or if any other overpayment occurs (for example, if they return earlier than anticipated from an overseas study visit for which the AHRC has provided additional funding), the AHRC will seek reimbursement from the Research Organisation for any overpayment that has occurred. Therefore a student should re-pay any overpaid sums to their Research Organisation immediately and the AHRC will take steps to recover any outstanding amounts that remain unpaid. Similarly, if a student is not fully registered on 15 December or on 15 May, the AHRC will send an invoice to the Research Organisation seeking reimbursement of the relevant instalment of tuition fees.

Termination or lapse of studies

34. If a student discontinues or terminates their studies both the student and the relevant authorities at the Research Organisation must inform the AHRC immediately as they will not be entitled to any support from the date on which studies ceased. If an overpayment of maintenance grant has occurred we will seek reimbursement from the Research Organisation and a student should re-pay to them any overpaid sums immediately. The AHRC will take steps to recover any outstanding amounts that remain unpaid. Similarly, if a student was not fully registered on 15 December or on 15 May as a result of a termination the AHRC will send an invoice to the Research Organisation seeking reimbursement of the relevant instalment of tuition fees. All studentship award holders and Research Organisations sign an undertaking at the start of the award agreeing to re-pay any sums which have been overpaid.

Income tax and National Insurance

35. Payments made under an AHRC postgraduate studentship award are not regarded as income for tax purposes and the AHRC is not deemed to be the employer of an award-holder. The AHRC will not make any payment for students' National Insurance contributions and part-time students should check with their tax office regarding any income tax liability resulting from any employment. The AHRC is not able to provide advice on tax, national insurance, pensions or benefits issues. For information about tax and National Insurance, please see the Inland Revenue's guidance on Income Tax and Students available on the HM Revenue and Customs website <http://www.hmrc.gov.uk/students/index.shtml>.

Disclosure of information about studentships and awards to third parties

36. Please note that all the information we hold about awards and studentships is deemed to be confidential and the AHRC will not be able to provide references or information regarding an award or studentship to a third party (i.e. landlords, letting agencies, banks, student loan companies), even in cases where the request is made by the award or studentship holder. **Proof of an award or studentship is provided by the original offer letter from the AHRC and any subsequent revised assessment letters, which should be kept in a safe place.**

Other income and awards

37. AHRC studentships are not means-tested. Any income received from other sources during the tenure of a studentship will not normally affect either the eligibility for the AHRC studentship, or the level of grant that a student will receive. Please see the notes in paragraphs 69 to 74 about paid employment during the tenure of a studentship.
38. A student may also benefit during the tenure of a studentship from additional bursaries

or other grants to support their postgraduate work. Where these are intended to supplement an AHRC studentship they will have no impact on the tenure of that studentship. Where they are intended to provide for all living expenses over a period of several months, however, the additional grant may have an impact on the tenure of the AHRC studentship. It is not permissible for a student to hold two awards concurrently for the same purpose. Thus if a student were to gain an award such as a scholarship for study abroad for one year, the AHRC studentship will normally be suspended for that period. The AHRC must be informed about any such additional award and will advise on how the AHRC studentship may be affected.

Can a studentship transfer to another course or institution?

Transferring to another course or Research Organisation

39. Studentships are awarded for a particular course or programme of study at a particular Research Organisation as identified on the student's application (or nomination form) and as assessed by the relevant postgraduate peer review panel. The AHRC shall consider any request to transfer to another course or institution only in exceptional circumstances, and only if the reasons are fully and clearly explained. In most cases appropriate circumstances would be the transfer of a student's supervisor to another Research Organisation.
40. If a student is considering transferring to another course or institution permission must be sought **in advance** from the AHRC. Failure to do so will lead to the AHRC terminating the studentship and requiring repayment of any grant already paid. It should not be assumed that a request to transfer a studentship will automatically be granted. All requests will be considered individually and on their merits. The AHRC will require letters from:
- the student formally requesting the transfer and setting out their reasons
 - the registry at each Research Organisation agreeing to the transfer
 - the supervisor supporting and explaining the request

The receiving Research Organisation will be required to accept all the terms and conditions relating to the studentship as it was made, including its start date and length, registration requirements and (in the case of a doctoral student) submission date target.

Please note that the AHRC will be unable to approve a transfer to a course or programme of study that falls outside the AHRC's subject domain. We are also unable to approve a doctoral student's transfer to a department that was ineligible to submit applications for doctoral awards at the time of their application.

Changing course or programme of study

41. In undertaking a doctoral research project, the AHRC accepts that as research plans are developed and redefined, a student may need to make some modifications to the original programme of research, and to the thesis title. The AHRC should be informed of such changes as soon as possible.
42. Only in exceptional circumstances will the AHRC approve a radical change of topic or direction for a doctoral research project. If a student is contemplating such a change, they and their supervisor should contact the AHRC in writing immediately outlining the change and explaining fully why it is necessary. The AHRC may need to seek academic advice before deciding whether to allow the change.
43. Similarly the AHRC should be notified in writing of any significant change that is proposed to a taught course or programme of study, providing reasons for the change and supporting statements from the course leader, tutor or head of department. Again, it should not be assumed that the Council will automatically approve such a change, and a student must gain the same level qualification as that specified in the original application or nomination form.

Changing department or supervisor

44. The AHRC must be notified in writing if a student is considering changing their supervisor or the department in which they are studying. This must include the reasons for the change and any consequences this change may have for their studies. The AHRC may need to seek academic advice before deciding whether to allow the change.
45. The AHRC will reserve the right to request further information about such changes from the supervisor, head of department or the Research Organisation's authorities such as the registry.
46. Failure by the student or the Research Organisation to notify the AHRC of any changes to a student's studies may lead to the studentship being terminating and all monies paid being reclaimed from the Research Organisation.

Transferring between full-time and part-time study

47. Doctoral students may, in exceptional circumstances, apply to transfer from a part-time to a full-time award or vice-versa. The application must explain the reasons for the proposed transfer and it must have the support, in writing, of the supervisor and Research Organisation's authorities. The AHRC will consider each case on its merits. Ideally any transfer will take effect at the beginning of a quarter (1 October, 1 January, 1 April or 1 July).
48. Reasons for a transfer may include changes in a student's domestic or employment circumstances. The AHRC will not normally approve a transfer for health reasons where a suspension may be the more appropriate course of action, but will consider applications where medical evidence indicates that part-time study is feasible, while full-time study is not.
49. If a full-time student transfers to part-time study they will not be allowed to transfer back to full-time status and vice versa. The AHRC will not agree to a transfer in the final six-months of a studentship.
50. If a student transfers status, they will be subject to the terms and conditions relating to that new status. The length of a studentship will be recalculated to take account of the change in status, and of the funding already received: 12 months' full-time study will be treated as equivalent to 20 months' part-time study. The target date for submission of the thesis (see paragraphs 101 to 104) will be recalculated similarly. Any overpayment of maintenance grant or tuition fees that may occur as a result of such a transfer must be reimbursed to the AHRC by the Research Organisation.

In what circumstances should a studentship be suspended?

51. Studentships are intended to be held on a continuous basis, without a break. Sometimes, however, a student may need, or have an opportunity, to interrupt their programme of study. This may arise for reasons such as maternity or illness, or to enable the take up a short-term post that is relevant to their studies. Each of these situations is considered below.

Temporary periods of suspension

52. For **doctoral studentships**, the Council is able to consider a request for a period of suspension (during which they are not entitled to receive maintenance grant or tuition fees) only if:
- the request is made **in advance**. The **AHRC** is able to consider requests for a retrospective suspension only in the most **exceptional** of circumstances
 - they are not in debt to the Council
 - the total period of suspension during the tenure of the studentship does not exceed **12 months**
 - the AHRC receives written support from the supervisor or head of department, and confirmation that the suspension will not delay submission of the thesis by more than the length of the suspension
 - the AHRC receives confirmation from the Research Organisation's authorities that they have met the registration requirements as set out in paragraphs 11 -13 of the Studentship Terms & Conditions and that the Research Organisation has approved the suspension.
53. A student or their supervisor should contact the AHRC as soon as possible if they are considering suspending their studies. A suspension form can be downloaded from the AHRC website which must be completed by the student, the supervisor and the appropriate institutional authorities. Each case is considered on its merits, and it should not be automatically assumed that the AHRC will agree to the suspension. For these reasons, arrangements to suspend a studentship should not be finalised until the AHRC has confirmed it has approved the request.
54. A studentship will normally be extended by the length of the suspension. Any period of suspension will also be taken into account when the AHRC calculates the date by which the student should submit their doctoral thesis, with the **submission date** normally extended by the length of the suspension.
55. If a student has received a payment of maintenance grant covering all or part of the proposed period of suspension, the AHRC will ask the Research Organisation to repay the amount that has been overpaid. A student should therefore re-pay any amounts owing to their Research Organisation immediately. Similarly the AHRC will ask the Research Organisation to repay any instalment of fees we may have paid if the student was not registered on 15 December or 15 May because of a suspension.
56. The AHRC does not normally agree to requests for a period of suspension for studentships in the Master's schemes because if such a studentship were to be suspended, the student may have great difficulty in completing the course on time. In cases of serious illness, however, a studentship may be put into abeyance for a period not exceeding 12 months, to enable the student to resume their studies at an appropriate point in the following academic year. We shall require evidence, as set out in paragraph 51 above, before considering a request to put an award into abeyance.

Returning from a period of suspension

57. At the end of an approved period of suspension, the Research Organisation should contact the AHRC to confirm that the student has re-registered on their original programme of study. The AHRC will not be able to continue making payments to the Research Organisation in respect of the studentship until such confirmation has been

received and also that any overpayments resulting from the suspension have been repaid to the AHRC..

58. If a studentship has been suspended or put into abeyance for medical reasons, the student should provide further medical evidence, to the relevant authorities at their Research Organisation, that they are fit to resume their studies. The Research Organisation must then confirm this to the AHRC upon notification of re-registration.

Illness

59. If a student is prevented by illness or accident from following their studies for a period of more than two weeks, they must inform their Research Organisation immediately and provide them with a medical certificate. The Research Organisation must then inform the AHRC and confirm the dates of the illness and that they have seen the medical certificate.
60. During periods of certificated illness, a student will normally be paid at the full rate of maintenance grant to which they are entitled for the first **thirteen weeks** within any 12-month period. Such periods will be treated as part of the tenure of the studentship and it will not be extended correspondingly. However such periods of illness can be taken into account when calculating the date by which the AHRC expects the thesis to be submitted, as long as it is notified at the time of illness.
61. If a student is unable to resume their studies after a period of illness and the AHRC has overpaid the maintenance grant after the thirteen-week period, we will request repayment of the amount that has been overpaid from the Research Organisation.
62. If the illness lasts for more than thirteen weeks, the student should make arrangements to suspend their studentship for a period of up to 12 months (see paragraphs 51-56 above). In such circumstances, the student may also wish to seek advice from their Research Organisations authorities about other possible sources of financial support.
63. Doctoral students should also inform the AHRC of any extended period of illness that occurs in the year after the end of their AHRC studentship and before they are due to submit their thesis. Extended periods of illness in that year can also be taken into account when calculating the date by which the AHRC expects the thesis to be submitted, as long as it is notified at the time of illness.

Temporary employment

64. A full-time doctoral student may wish to take up an opportunity for a temporary period of employment that is relevant to their doctoral research. The AHRC will consider requests for a suspension in such circumstances, subject to the conditions set out in paragraph 52 above. Please note that, once a studentship has finished and the student is in their 'writing-up' year, the AHRC will not consider a request to extend the submission deadline on the grounds that they have taken up employment (please also see paragraph 111).

Maternity leave

65. Full-time or part-time doctoral students who become pregnant, with an expected date of childbirth that occurs during the period of the studentship are entitled to a nine-month period (39 weeks) of maternity leave during which the AHRC will continue to pay maintenance grant and tuition fees. The studentship will also be extended by up to nine months. After this nine-month period of paid maternity leave a student may request a suspension of the studentship for a further three months, during which no maintenance grant or tuition fees are payable.
66. Such a student is therefore entitled to a total of 12 months' leave of absence, of which nine months are paid and up to three months are unpaid. The paid period of absence and the suspension should be taken consecutively. If the student does not return to

their studies after the nine-month period of paid maternity leave and the maintenance grant has been overpaid, the AHRC will request repayment of the amount that has been overpaid from the Research Organisation. Any period of maternity leave will be taken into account when calculating the date by which the AHRC expects the student's thesis to be submitted..

67. If a student needs to take a period of maternity leave please follow the procedure as noted in paragraphs 51 and 52 and complete a suspension form. A certificate MATB1 or letter from the doctor must be provided to the relevant authorities at the Research Organisation as they will need to confirm receipt of this to the AHRC.

Paternity leave

68. Full-time doctoral students are entitled to a total of two weeks paternity leave, to be taken at any time during their partner's pregnancy or within three months following the birth. The AHRC will continue to pay maintenance grant and tuition fees during this period. This period is regarded as additional leave of absence from their studies and studentships will **not** be extended. If further time is needed a request to suspend the studentship should be made, during which they will not be entitled to receive any maintenance grant or tuition fees (see paragraphs 51 to 56 above).

Adoption Leave

69. If a full-time student is adopting a child during the period of their studentship they are entitled to a nine-month period of leave during which the AHRC will continue to pay maintenance grant and tuition fees.

Can a student undertake paid work during the studentship?

Teaching and demonstrating

70. The AHRC encourages research students to undertake a certain amount of paid teaching or demonstrating work during the period of a studentship, if the opportunity arises. Such work can provide invaluable experience and is a useful extension to their research training. Such work may be undertaken provided that:
- the total demand on their time, including contact time and a reasonable allowance for preparation and marking, does not exceed 180 hours in any one year
 - the total demand on their time does not exceed six hours in any week
 - the work is compatible with their programme of doctoral study
 - their supervisor approves.
71. Any teaching or demonstrating work should be paid for at the usual hourly rate applicable in the Research Organisation and should be supported by appropriate training. The payment for such teaching will not affect the level of maintenance grant the AHRC pays.
72. Part-time award holders must not be employed as a salaried member of staff at the Research Organisation in which they are studying.
73. If a doctoral student with a full-time studentship takes up a full-time, salaried position at the Research Organisation where they are studying the AHRC will not be able to approve funding for part-time study and will have to terminate the studentship. If it is a short term appointment it may be possible to suspend the studentship for the relevant period.

Other work

74. Full-time students may undertake a small amount of other paid work, either in term time or in the vacation, provided that it is compatible with their full-time studies, that the total demand on their time does not exceed six hours a week and that they notify the Research Organisation. The AHRC does not encourage such work, however, especially during the times when it is expected that students are fully engaged in their studies.
75. A full-time student cannot hold a full-time job at the same time as an AHRC studentship, or a part-time job that is incompatible with the time required for that student to undertake full-time study. If this condition is broken the AHRC will terminate the studentship with immediate effect.

The AHRC's framework of research training requirements

Principles behind the framework

76. The framework of research training requirements implemented in 2004 by the AHRC's predecessor body (AHRB) was developed as a means of enabling Research Organisations to reassure the AHRC that funded doctoral students will receive appropriate and relevant preparation, training and support for their development, helping them both to complete a high-quality doctoral thesis and to develop a range of knowledge, understanding and skills necessary for their future employment.
77. The framework is founded on a needs-based approach to the provision of research and key skills training that is sensitive to the distinctive characteristics of research in the arts and humanities, and that also reflects the state of preparation, the developmental needs and the research subject of the individual student.

The AHRC's research training requirements

78. In 2004 all departments in all the Research Organisations with funded AHRC doctoral students were required to submit a statement explaining their systems for assessing and meeting the training and development needs of their doctoral students. This exercise reflected the AHRC's view that the vast majority of departments already had good research training systems in place.
79. The AHRC's definition of 'training' in this context is a broad one, encompassing all the opportunities, both formal and informal, available to doctoral students, to develop specific skills as a researcher in their field and as a highly qualified individual with transferable generic skills in preparation for their future career. Institutions are expected to ensure that students are provided with the appropriate opportunities to enable them to do so.
80. Training must be specifically tailored to the students individual needs, taking account of their research topic (and where appropriate, the differing demands of text-based and practice-based research) and the level of knowledge and skills they have already acquired.
81. The aim of the framework is to help institutions share and embed good practice in the training and development of doctoral students and is not prescriptive about the content of the training provided, or about how training should be delivered. The framework thus gives examples of knowledge, skills and understanding to be developed to an appropriate level, rather than, for example, listing specific software packages or courses in which students should receive training or insisting that training should be part of a system of credits.
82. **Examples of key subject-specific knowledge, understanding and skills are:**
 - i) Understanding theoretical issues, the nature of evidence and argument, and the relationships between practice, theory and criticism
 - ii) Developing research methods and skills and practical techniques appropriate to the project
 - iii) Developing knowledge and understanding of the research context of the project, and of trends in the discipline
 - iv) Developing knowledge, understanding and skills in analysis and synthesis of research material

- v) Developing knowledge and understanding of related disciplines where appropriate
- vi) Specialist knowledge, understanding and skills such as an additional language, methodology or technique.

83. Examples of the core generic skills that all research students must develop during their doctoral study are:

- i) Written communication skills appropriate for the academic context and beyond
- ii) Oral presentation skills, including giving research papers and discussing others' research findings
- iii) Designing and managing a project
- iv) ICT skills, including appropriate word processing and other ICT skills (such as creating and using spreadsheets and databases) as relevant to the research topic
- v) Bibliographical skills and contextualising practice-led research
- vi) Identifying and using web-based resources
- vii) Record-keeping and record management
- viii) Personal and career development, and broader employment-related skills (such as participating in workshops and conferences, or, if students undertake undergraduate teaching duties, relevant support and training).

Delivering Research Training

- 84. Institutions are expected to provide a 'menu' of research training provision from which the relevant elements for an individual student's needs can be selected. In some cases, inter-institutional collaboration may be the most appropriate way to provide this.
- 85. The Council recognises that there are some skills that all research students need in order to undertake research effectively, some skills that are relevant to particular topics of study, and some skills that students develop through the process of conducting research. Training should always be relevant to an individual student's experience and requirements, and to their discipline and research topic.
- 86. Development of key generic skills should be a compulsory training requirement for all research students. As well as being important in preparing them for their future career, the development of key generic skills should enable a student to work more effectively during the course of their doctoral research.
- 87. The Joint Statement of the Skills Training Requirements for Research Students, issued by the AHRC's predecessor body (AHRB) and Research Councils, is a useful tool in helping both students and institutions in framing their own research training provision. A copy of this Joint Statement is available on the RCUK website at the following link:
<http://www.rcuk.ac.uk/cmsweb/downloads/rcuk/researchcareers/jsstrainingrequirements.pdf>

AHRC funding for Career Development and Transferable Skills Training

- 88. In order to assist departments and Research Organisations to meet the requirements of the research training framework the AHRC has, since 2004, allocated additional funding for each of its funded doctoral studentships. Originally this money was explicitly intended to develop and enhance subject-specific research training provision but from the 2007-08 academic year the money provided is to be used by Research Organisations solely for

generic skills training. This brings the AHRC in line with the skills training funds provided by the other Research Councils following the recommendations of Sir Gareth Roberts' report '*Set for Success*'.

89. Although the funding that the AHRC provides is to support generic skills training Research Organisations are still expected to be offering subject or discipline specific training to meet students needs, alongside generic skills training.

Research Councils' Graduate Schools Programme

90. The AHRC strongly encourages its funded doctoral students to participate in one of the workshops organised by the Research Councils' GRADschools Programme. The AHRC funds 150 places annually for doctoral students in the second and third year of their research to attend these residential workshops, which take place at a variety of locations throughout the year. They allow doctoral students time away from their research to focus on their skills and abilities and how these may relate to future career plans. Formally known as the UKGrad programme these are now run under the **Vitae** Programme which supports the Professional and Career development of researchers. Details of the GRADschools and of the other services and support offered are available on the Vitae website at <http://www.vitae.ac.uk/>.

Researchers in Residence Scheme

91. In October 2004 the AHRC joined the other Research Councils in participating in the Researchers in Residence scheme. Under this scheme the AHRC provides funding to allow doctoral students to spend time in a school engaging in a range of activities to give pupils a chance to learn more about university research, about a particular subject area, and about life as a research student from an enthusiastic new researcher. The scheme is very flexible and the Researchers in Residence staff provide a full briefing, and can match students with a participating school. Participation in this scheme can help develop a wide range of transferable skills valuable for both research and future careers.

For more information on the scheme, please:

- visit the RinR website at <http://www.researchersinresidence.ac.uk/rir/>
- or contact Becky Borrill in Programmes on 0117 987 6607 or email r.borrill@ahrc.ac.uk

How will studentships and awards be monitored?

92. The AHRC will monitor the progress of all studentships during the lifetime of the award. After a studentship comes to an end, the AHRC will seek information from students about whether or not they have achieved their aims and about the support and training they have received.

Annual progress reporting

93. The AHRC no longer requires individual annual reports to be submitted for students whose studentship award is for **more than one year**. The AHRC will instead ask the Research Organisation to confirm at the start of each academic year that the progress of each student, expected to continue their studentship, is 'satisfactory'. By marking a student as satisfactory the Research Organisation is confirming that the student is progressing with the research project or course that they were originally funded to undertake, that any pending Masters qualification that was outstanding at the time the studentship was offered has now been awarded and that for doctoral students about to enter their final year of funding that their registration has been upgraded to full doctoral status.

Annual progress reporting for Collaborative Doctoral Awards

94. The AHRC will continue to ask the Research Organisation, the partner organisation and the student to complete a short annual report on the progress of their project. This is separate from the process above and is intended to monitor the overall progress of the project rather than that of the student.

End of award reports

95. Holders of **doctoral studentships** will be required to submit, by the end of their award, a report on the work they have undertaken, together with an assessment from their supervisor. Information will also be requested about the training they have received, the skills they have acquired and an assessment of the support they have received. The report form will be available in electronic format on the AHRC website and the AHRC will send email notification to students and Research Organisations in early summer when it is available for download. Forms should be returned to the AHRC by the end of September.
96. For holders of **Master's studentships** in either the Research Preparation Master's or Professional Preparation Master's schemes the AHRC will also ask for a report on the students progress at the end of an award. It will ask about the course and the training they have received and their plans once the award has finished. The report forms will be available in electronic format on the AHRC website and the AHRC will send email notification to students and Research Organisations in early summer when they are available for download. Forms should be returned to the AHRC by the end of September.

Difficulties encountered during the course of study

97. It is important that students and their supervisors inform the relevant authorities at the Research Organisation and also the AHRC, about any circumstances that may significantly affect their progress. These may include health problems, personal difficulties, or problems with access to libraries, archives or other research materials. As such problems may affect the tenure of a studentship it is important that, where possible, they are dealt with at an early stage to enable all concerned to find solutions to help a student continue their studies

Upgrading to doctoral status

98. Doctoral students funded by the AHRC must be registered for a doctoral degree by the beginning of the final year of their studentship. Research Organisations will be asked to confirm this to the AHRC (see paragraph 93 above). If a student is not so registered (for

example, if they remain registered as a PRS or MPhil student), the studentship will be terminated with effect from the end of the penultimate year of the studentship in question. Those holding Master's studentships (in the Research Preparation or Professional Preparation schemes) **should not** upgrade their studies to doctoral status during the course of their Master's studentship, but should re-apply in the doctoral scheme for doctoral funding.

Completion of Master's or Diploma courses

99. The AHRC will monitor whether or not students succeed in gaining the qualification for which they were aiming when they took up their studentship for a Master's or Diploma course. Research Organisations are required to respond to an annual survey that is conducted on the AHRC's behalf by the Higher Education Statistics Agency (HESA) and which monitors completion rates in institutions.

Doctoral submission rates

100. In making studentship awards for doctoral research, the AHRC assumes that doctoral students will complete a piece of work (usually a thesis) that (a) exhibits substantial evidence of original scholarship and contains material that can be prepared for publication, and (b) is produced by a capable, well-qualified and diligent research student, properly supervised and supported by their institution.
101. On accepting a studentship to pursue a programme of doctoral research a student also accepts a commitment to make every effort to complete their project, and to submit their thesis, if possible by the end of the period of funding, but no later than four years after taking up the studentship if they are a full-time award holder, or no later than seven years if they are a part-time award holder. By the end of the studentship they are expected to have completed their thesis, or to be close to completion. The additional year(s) after the end of a studentship and before the submission date provides an opportunity to meet any unforeseen circumstances that have arisen during the course of the studentship. Please note that this additional year is **not funded by the AHRC**. Submission dates are currently calculated in terms of years after the start of a studentship, not after the start of the doctoral research (which may have preceded the gaining of an AHRC studentship).
102. A Research Organisation may require a different submission date to that specified by the AHRC and students should check this with them. The AHRC will inform students at the start of their studentship what the expected AHRC submission date is and will also inform them of any changes to this date as a result of any suspensions or extensions granted on a studentship.
103. Students in receipt of four years support who were eligible for the new extended funding introduced in 2006, must still submit within four years for a full-time award or seven years for a part-time award.

Submission rate surveys

104. Each year, the AHRC collects information from Research Organisations on the submission and completion rates of studentship award holders who took up awards four, five and six years previously. This data is used to measure the performance of Research Organisations and departments in meeting the targets set for the successful submission and completion of theses by the students that the AHRC funds. The Council's current policy is changing and it will no longer apply sanctions at a departmental level. As of the 2008 submission rate survey exercise, sanctions will be applied at an institutional level only. Over a three-year period, where there have been at least four award holders in a Research Organisation and the rate of submission after four years has not reached 60%, they will be ineligible to submit further applications on behalf of doctoral students for a period of two years. Full details of the AHRC's submission rate policy can be found on the website at www.ahrc.ac.uk

105. In calculating the date by which it expects a student to have submitted their thesis, the AHRC will take account of any period during which a doctoral studentship was suspended. Thus, if a student is studying full-time and the studentship is suspended for six months, the submission target date will be set at 4 years 6 months after the studentship was taken up.
106. If a student is allowed to transfer their studentship to another Research Organisation (see paragraphs 39 to 40), that receiving organisation takes on the responsibility for ensuring that the original submission target date is met. Such students will be included in the submission rate survey for the new Research Organisation and department.

Extensions to submission dates

107. The expectation is that a student should aim to complete their doctoral work during the course of their studentship, and at the latest within the unfunded year (or years for a part-time student) of grace that allows the student to finalise the submission of their thesis, and to take account of unforeseen circumstances that may have arisen during the course of their research. Full-time students are not encouraged to take up employment until after submitting their thesis.
108. While the AHRC will normally extend a submission date to take account of any period of suspension during a studentship, **only in exceptional circumstances will we consider extending the target date for submission on account of difficulties that arise in a year(s) of grace.** Such difficulties may relate to illness, accident, exceptional personal circumstances or maternity. The student's institution will be required to submit documentation to support such a case.
109. Please note that **we will not grant extensions on the grounds that a student has taken up employment of any kind.** Nor will we grant extensions retrospectively, on the grounds of difficulties that arose during the course of a studentship but of which we were not notified at the time.
110. It is essential that a student and their supervisor should keep both the AHRC and the relevant authorities in their Research Organisation, informed at the time of any circumstance that may adversely affect their ability to submit their doctoral work on time. Please note that the AHRC **will not grant extensions in the year(s) of grace if we have not received an end of award report for the student in question.**

Exclusion from submission rate surveys

111. If a studentship is terminated **before** the end of the first year, for whatever reason, the student will be excluded from the AHRC's submission rate surveys.

First employment destinations

112. The Higher Education Statistics Agency (HESA) will conduct on the AHRC's behalf an annual survey of the first employment destinations of funded students and Research Organisations will be required to submit an annual return. This provides the Council with useful information about the progress of funded students in the labour market, and the AHRC would ask students to co-operate by keeping their Research Organisation informed about their employment. The AHRC also participates in wider surveys and studies of the career paths of funded students. Again, the Council would ask for co-operation in such surveys.

In what circumstances could a studentship be terminated?

113. The AHRC will consider termination only as a last resort, since the objective is to enable students to bring their studies to a successful completion. Students should discuss with their supervisor or course director and inform the AHRC of any circumstances that might put that objective at risk. Research Organisations are required to inform the AHRC of any circumstances that may significantly affect the progress of particular student's studies, and of any significant causes for concern that may arise. The AHRC **reserves the right to terminate a studentship where a student breaks any of the terms and conditions, if their progress is unsatisfactory or if they break their studies without authorisation.**

Failure to upgrade to doctoral status

114. If a doctoral student fails to upgrade to doctoral status by the beginning of the final year of their studentship (for example if they remain registered as a PRS or MPhil student) the studentship will be terminated at the end of its penultimate year (see paragraph 98).

Early submission of a doctoral thesis

115. If a student completes their studies and submits a doctoral thesis before the end of the studentship the AHRC must be informed **immediately** as the student's studies will be deemed to have finished. The AHRC will allow a student to retain the maintenance grant up to the end of the quarter in which they have submitted. (31 December, 31 March, 30 June or 30 September), but they will not be eligible to receive any further maintenance payments. **Please note that the AHRC will seek reimbursement from the Research Organisation of any overpayments that may occur through the early submission of a student's thesis.**

Taking up paid employment before the end of a studentship

116. If a full-time student takes up paid employment before the end of a studentship, (other than as described in [paragraph 70](#)), the studentship will be terminated unless they have made a prior arrangement to transfer to part-time study ([see paragraphs 47 to 50 above](#)).
117. If a doctoral student takes up employment after the studentship has finished but before they have submitted their thesis (i.e. during the year of grace) the AHRC will not consider this grounds for any subsequent request to extend their submission date ([see paragraph 109](#)).

Repayments

118. If a studentship is terminated prematurely for any reason, the AHRC will require repayment of any monies overpaid to the Research Organisation. The AHRC will actively pursue any debts that may arise as a result of overpayment of maintenance grants, additional allowances or tuition fees paid for a period when a student was not registered.

Research Ethics and Conduct

119. It is the responsibility of the Research Organisation to ensure that all research is organised and undertaken within a framework of best practice and the Research Councils expect research to be conducted in accordance with the highest standards of integrity and research methodology. A Research Organisation will have its own regulations for postgraduate research degree programmes and these should be readily available to students. The AHRC would expect all Research Organisations that are involved in postgraduate research and training to comply with the Quality Assurance Agency for Higher Education 'Code of Practice for Postgraduate Research Programmes (Sept 2004)' and are also expected to ensure equal opportunities and health and safety issues are taken into account where appropriate.

120. The AHRC attaches considerable importance to the maintenance of high ethical standards in the in the development conduct and reporting of the research and training it supports and to ensure that it is conducted in a professional manner and will not give rise to distress or annoyance to individuals. 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.

Publication and dissemination of research

121. It is AHRC policy that the results of the research it supports should be disseminated as widely as possible, for the benefit of other researchers and of the wider community. Research Organisations will have established arrangements for ensuring that dissertations and theses are deposited in the library and made available to other researchers. Students should consult their supervisor about those arrangements. Doctoral students should ensure that their dissertation or thesis (or any other output such as an exhibition or performance) includes an acknowledgement of the support they have received from the AHRC. It is **not** required that a copy of the thesis is deposited with the AHRC.
122. **Guidelines on AHRC branding** for publications, publishing and marketing materials are available by contacting **Trish White (t.white@ahrc.ac.uk)**.
123. Students should discuss with their supervisor whether any or all of the results of their work should be published. If a student, or anybody else, publishes 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, they must acknowledge the support received from the AHRC. Please note that the AHRC will not provide funding for the purpose of publishing the results of the work.
124. Learned societies and other organisations (such as the Institute of Historical Research) collect and publish information about doctoral theses completed and in progress. The AHRC strongly urges the submission of relevant information if asked to do so.

Exploitation and Intellectual Property Rights

125. Research Organisations will have established procedures for dealing with intellectual property rights and students should seek their supervisor's advice about them. The AHRC does not seek any rights for itself with regard to the exploitation of the results of any funded research, but is concerned to ensure that both students and Research Organisations can benefit from such exploitation. A student should not enter into any agreement that may affect their rights to exploit their work without first consulting the relevant authorities at their Research Organisation.

Complaints and Appeals

126. The AHRC is committed to providing an accessible, high quality, efficient, and accurate service in all its interactions with the community³. Despite this commitment it is recognised that sometimes things go wrong. Therefore set out below are the systems that are in place.

- If you consider that we have fallen short of the level of service that you would expect, based on the information we provide through our procedures and policies, you are welcome to alert us to the problem through our **complaints** procedure (see the AHRC website for details)
- If you consider that you have grounds to contest the outcome of a decision we have made, you should refer to our **appeals** policy (see the AHRC website for details).
- If you are concerned about any impropriety or potentially fraudulent activity you should refer to our **whistleblowing** policy (see the AHRC website for details).
- Or, if you would like to make any general positive or constructive comments we welcome your feedback at any time.

127. We will aim to respond to straightforward enquiries within 15 working days of their receipt. If your query is a complex one then we will send you an interim reply within 15 working days specifying when you can expect a full response. We will aim to be clear about who is dealing with your enquiry and how it will be dealt with.

You can expect your enquiry to be:

- handled respectfully and sensitively
- treated in confidence and within current information legislation
- responded to in full and within the timescale specified

128. We will aim to bring about a fair and satisfactory resolution. We may also draw upon the experience and feedback to improve our level of service in the future.

129. We welcome suggestions and ideas to help us improve our procedures. If you have any suggestions or questions please contact:

Cecilia Sparke, Council Secretary
AHRC
Whitefriars
Lewins Mead
Bristol, BS1 2AE
Tel: 0117 987 6822, Email: c.sparke@ahrc.ac.uk

³ 'Community' is defined as any individual or organisation with whom the AHRC interacts

What does the AHRC do with information about a studentship?

130. The AHRC will retain information relating to an application or a nomination and the studentship both electronically and in paper form, for the duration of the studentship and for a minimum of seven years after its end. Personal information is used to process and monitor a studentship (including both academic and financial monitoring). This includes:
- operation of the AHRC grants processing and management information systems;
 - statistical analysis and surveys to inform the evaluation of the quality of postgraduate study undertaken and to study demographic trends;
 - policy and strategy studies;
 - monitoring the progress of, or changes to postgraduate study as necessary;
 - monitoring the spend of funds awarded.
131. The AHRC will treat as confidential all information provided and will not use it or disclose it to any other person except as set out here. The AHRC will pass students' contact details on to two schemes funded by the AHRC and Research Councils – the Vitae Programme (formerly UKGrad) and the Researchers in Residence Scheme – in order that they can keep students informed of the opportunities they offer.
132. The AHRC will not pass student details to any commercial organisations, but may use them for future contact and when requesting information from Research Organisations or HESA to monitor progress and completion.
133. Details of a studentship, including the student's name, the Research Organisation at which they are studying, the dates and type of studentship award, the funding provided by the AHRC and a description of the subject of study, may be published on our website and in other AHRC publications. If a student does not wish their details to be made public, they should contact AHRC Programmes Division to request privacy.
134. A funded student must provide, on request, a description of their work, which the AHRC might include in any of the Council's publications, such as its Annual Report.

Freedom of Information Act 2000

135. The AHRC is a public authority for the purposes of the Freedom of Information Act 2000 and is subject to its terms. This means that it has a duty to respond to requests for information from the public and to provide certain information on request unless that information falls within certain exemptions that are specified in the Act. These exemptions apply to, among other things:
- personal information;
 - information that has been provided in confidence; or
 - information which is a trade secret or where its release would be likely to prejudice the commercial interests of any person.
136. The AHRC sometimes receives requests, made under the Act, for information contained in applications, proposals, or award progress reports. In the course of responding to such requests, the AHRC will make every effort to consult with the holder of the studentship or award and will seek their consent where consent to disclose is required. The AHRC has a duty to comply with the FOI Act and is obliged to disclose any information requested, unless specific exemptions apply.

Additional information for Collaborative Doctoral Studentships

137. If a studentship has been made under the Collaborative Doctoral Awards scheme the terms, conditions, information and guidance as stated in this guide, apply to those studentships. However, there are some additional features of collaborative studentships and further guidance and information is given below.

Responsibilities of Collaborative Working

138. Collaborative awards are made to a Research Organisation (Higher Education Institution) and a collaborating partner to work together on a research project of mutual interest and benefit. They create the framework within which a selected student is able to undertake the research and produce a PhD. All parties, including the student, must be prepared to work in partnership in a collaborative and co-operative fashion and accept the responsibilities to the project and to each other that this method of working brings. The AHRC reserves the right to suspend or terminate a collaborative award at any time if the partnership or collaboration, as originally specified, ceases to function. In some circumstances however alternative solutions may be available. Please see paragraphs 161 to 164 below.

What is the value of a Collaborative Doctoral Award?

139. A doctoral student is entitled to standard tuition fees, college fees (where appropriate), research training funds and for full-time or part-time, full-award holders, a maintenance grant. In addition all studentships in this scheme will receive an additional sum of £500, towards their maintenance, from the AHRC. This additional payment will be made in April each year.
140. Where the non-academic collaborating partner has agreed to make additional payments to the student, arrangements should be made between the partners and the student as to the amount, frequency, and mechanism for payment (see paragraph 146 below). The AHRC will assume no responsibility or involvement in such payments nor will it act as intermediary in any disputes over such payments.
141. All holders of studentships are eligible for disabled students' allowance, if appropriate, and if they are a full-time doctoral student for payments towards the costs of fieldwork or study visits. Part-time doctoral students may also be eligible for study visit allowances and should contact the AHRC for further advice before applying for these allowances.

Study visits, fieldwork and conferences

142. The AHRC will fund one overseas study visit and attendance at one overseas conference during the tenure of a studentship. Students may only apply for funding if they have been invited to present a paper at the conference. The AHRC does not fund attendance at conferences held within the UK. Full details are in Appendix 2.
143. UK study visits are not subject to restrictions on the number that can be claimed. However, provision to cover costs should have been made by the collaborating partners where it is expected that extensive or prolonged fieldwork or several study visits may be necessary during the course of a project, as the AHRC cannot guarantee to cover all such costs.
144. Partners and students should note that costs incurred whilst working at or visiting the premises of the non-academic collaborating organisation are not eligible for support as study visits.

Partnership agreements

145. The AHRC expects collaborating partners to have established a written partnership agreement, by the start date of the project, in order to provide a framework and a clear understanding of the operation of the project. The agreement should set out expectations and responsibilities and cover areas such as those listed below:
- Specific objectives, obligations and responsibilities of each party
 - Provision of resources
 - Issues of ethics or confidentiality
 - Ownership of research results and intellectual property
 - Outcome of studentships
 - Supervision and training
 - Monitoring and reviewing
 - Timescales/Project plan
 - Financial contributions (inc. timing & mechanism for payment)
 - Working hours of student; time in department/time in workplace
 - Nature of and arrangements for, work with the collaborator
 - Risk Assessment
 - Conflict Resolution
146. The student or students involved in the project should be given an opportunity to discuss these elements before the final agreement is put in place. The AHRC would advise students to contact their supervisor if this has not happened or if they have not seen a copy of the agreement by the time they begin work on their research. In addition the AHRC would strongly advise **all** parties involved in the collaboration not to begin work on the project until an agreement is in place and has been signed.
147. The AHRC would recommend this agreement forms the basis of working project plan which is regularly reviewed and updated.

Intellectual Property Rights, confidentiality and ethical considerations

148. Issues surrounding IPR should be clarified and form part of the formal agreement, **before the start of the studentship**. The partners should already have considered this but the student should discuss with their supervisors what kind of outcomes there might be from the research and whilst the details might not be known at the outset, procedures for dealing with it should be put in place. Outcomes whether academic or commercial may need to be variously published, protected or exploited so the rights to ownership and the sharing of any resulting benefits should be closely addressed.
149. The academic supervisor and the supervisor in the organisation where the student will be working should make them aware of, and provide procedures for, any ethical issues or issues of confidentiality or sensitivity surrounding data or information that they may have access to. It is of course vital that a student is able to use their research to publish their PhD within the required timeframe and any restrictions on access to information or data or on publication of such material may affect the ability of the student to submit. Please also refer to paragraphs 119 to 125).

Supervision and training

150. Students undertaking Collaborative Doctoral Awards have an exciting opportunity that can offer enhanced benefits to their research, experience, training and skills development. There will be different skills to be offered and varying contributions and benefits to be made by both academic and non-academic organisations and supervisors. There are also potentially greater demands placed upon students in that they will be involved with two sets of supervisors, colleagues and working environments. Having clear lines of communication and an understanding of requirements and responsibilities by all parties should help to minimise any conflict or tension that could potentially arise.
151. The partnership agreement should set out the mechanisms for the supervision and

training of the student and for the monitoring of the project. The AHRC will expect partners to ensure that adequate levels of supervision are available and maintained to support each student throughout the project. As a minimum they will be expected to have one lead academic supervisor and one lead non-academic supervisor. Please also see the section in this guide on the Framework of Research Training Requirements.

152. The award for the collaboration was made on the understanding that the Research Organisation and the collaborating organisation will provide the necessary support, induction, training, supervision and resources, to ensure that the project can be sustained and that the student is able to produce a doctoral thesis within the period of the studentship.
153. It is reasonable for student to expect regular meetings with both supervisors and to have access to them as required to ensure both the project and their research is on track. Ultimately the academic supervisor must take overall responsibility for a student's academic study and welfare and for the leadership, management and supervision of the project.

Working with the collaborating organisation

154. During the course of a collaborative studentship a student will be spending time on the collaborating organisation's premises. **Throughout this time they must be engaged in activities which are an integral component of the research to be presented in the thesis.** The recommended minimum is three months and the maximum eighteen months, although when and how this time is spent will vary depending on the nature of the project and is subject to negotiation between the student and the supervisors.
155. The non-academic supervisor must have the permission of their employer and be in a position to offer supervision and support to the project. They must also be able to provide a student with, or facilitate access to, necessary resources or those areas of the organisation that are required to undertake the project.
156. The partnership agreement should lay out the arrangements for the student's supervision and welfare whilst they are undertaking work within the collaborating organisation and it should also include details of the resources and facilities that will be made available to them.
157. Students are expected to conduct themselves in a professional manner at all times, to respect the working practices, policies, environment and conditions of the organisation in which they are undertaking their work and to abide by any special conditions or restrictions, such as confidentiality or access to data or collections, that are placed upon them.
158. The AHRC recommends that the student should receive an induction programme in the non-academic organisation similar to that provided for new employees although this will vary depending on the nature of the project and the size of the organisation. The induction should be tailored to the student's needs but it is also recommended, where appropriate, that the induction also be offered to the academic supervisor where it might serve the needs of furthering trust, understanding and good working relationships.
159. The AHRC urges all parties to remember that spending time working with the collaborating organisation is one of the key features of a collaborative studentship. It should provide the student with experiences and opportunities that otherwise might not be available during doctoral study. We trust that students will feel welcomed as a part of the organisation and that their time there is not only productive but enjoyable as well.

Interruptions to study

160. If a student needs to interrupt or suspend their studies, for whatever reason, they must inform their supervisors immediately as all parties will need to be aware of any implications for the continuation and completion of the project. An AHRC for a suspension

request form must also be completed. Please refer to paragraphs 51 to 69 for further information about suspensions and interruptions to study.

Transfer of collaborative awards and studentships

161. Collaborative awards are made on the basis of a partnership between a Research Organisation (higher education institution) and a collaborating external organisation. As the holder of the studentship a student will have agreed to working with those partners on the specified project and to remaining registered at the relevant Research Organisation. A student will not be permitted to transfer their studies on the project to another Research Organisation. There may be exceptions to this where the academic supervisor moves to another Research Organisation. If this is the case the AHRC will consider transferring the award and the studentship to the new Organisation but **only** where it is considered imperative to the continuation of the project. In such cases **all** parties involved must be in agreement and a student would not be under any obligation to transfer.

Replacement of collaborative studentships

162. If a student withdraws from the project or terminates their studentship within the first year the AHRC will allow the collaborating partners to find a replacement student. If a student withdraws after more than one year of work on the project the AHRC will not be able to fund a replacement. In such circumstances supervisors should contact the AHRC for further advice.

Conversion of collaborative studentships

163. Collaborating partners are required to have mechanisms in place to ensure the continuation of the project. However, if for any reason the collaborative arrangement were to cease before the end of an AHRC studentship it may be possible for any student concerned to continue as a standard doctoral award holder provided that their research is still viable, that adequate supervision is available and that they will be able to complete their thesis within the required time.

Monitoring of Collaborative Doctoral Awards

164. The AHRC will require a short annual report on the progress of the project to be completed by the academic supervisor, the non-academic supervisor and the student. In April the AHRC will notify the academic supervisor, by email, where the form can be accessed on our website and it must be returned by the end of July. This report is intended as a means of monitoring the overall progress of the project. Students should refer to paragraphs 92 to 112 above for details on the procedure for monitoring satisfactory academic progress.

End of Collaborative Award Reports

165. The AHRC will require supervisors in both organisations and the student to complete a full report at the end of the period of the studentship. The AHRC will notify academic supervisors and students in early summer when the form is available to download from the AHRC website. This report will cover both the project and the academic progress of the student.

Submission of thesis

166. Collaborative doctoral students are expected to submit their thesis within the same time-frame as all doctoral studentships, which is no later than four years after taking up their studentship for full-time study or no later than seven years for part-time study. The Council has a policy of collecting submission rate data from Research Organisations and collaborative students will be surveyed along with standard AHRC doctoral students in the relevant survey year (see paragraph 101).
167. The AHRC recognises that despite good planning and project management, working in a

collaborative environment could in some cases leave students subject to external changes or forces that are out of their control. For this reason it is important that the AHRC is informed **at the time** of any impediment to progress and where this may have a significant impact on their ability to submit their thesis within the required time-frame. For more information please see paragraphs 97 and 107 to 110.

Feedback and further information

168. If a student or the collaborating partners have any questions about the operation and administration of a collaborative doctoral award or studentship please contact Programmes Division for further advice. Contact details are available on the AHRC website www.ahrc.ac.uk.
169. The AHRC would also welcome feedback on the experiences of collaborative working. All parties will have an opportunity to do this in the annual report and end of award report but feedback is welcome at any time. This will be used to improve our guidance to applicants and award holders in the future.

Please submit your feedback, comments or questions to:

Robert Keegan, Programme Manager
Tel: 0117 987 6683, Email: r.keegan@ahrc.ac.uk

Sam Lamshead, Senior Awards Officer
Tel: 0117 987 6682 Email: s.lamshead@ahrc.ac.uk

Appendix 1:

Allowances for disabled students

How to apply

If a student wishes to apply for the disabled students' allowance, they or the Disability Coordinator at their Research Organisation **should contact the AHRC as soon as they are offered a studentship. The AHRC will then send a claim form for completion.** Alternatively, a copy of the application form and guidance notes can be downloaded from our website (www.ahrc.ac.uk). Research Council funded students must contact the relevant Council and not their local education authority (LEA), if they wish to apply for disabled students' allowance for their postgraduate study.

Disabled students' allowance: notes for students

If you have a long-term disability and as a result of your disability you are obliged to incur additional expenditure in connection with your studies, you may be eligible for an extra allowance. This may cover costs relating to additional daily expenses, equipment, or non-medical help. We will consider meeting only those costs that are incurred directly and solely as a consequence of your taking up an AHRC studentship to pursue postgraduate study. This allowance is available to all studentship award holders, full-time, part-time and fees-only.

The AHRC would strongly recommend that you contact the disability coordinator at your institution before applying to us for the disabled students' allowance. This will ensure that you will have access to the best and most appropriate support throughout your study. In most cases you will be asked to undertake a needs assessment at a recognised Access Centre. If your disability coordinator considers such an assessment to be necessary the AHRC will normally cover the cost. If you apply for the disabled students' allowance you should not commit yourself to any expenditure relating to your claim until you have received formal agreement of the amount of support we are able to provide. Please contact AHRC Programmes Division for further information.

In the academic year **2008-09** the maximum entitlement for disabled students' allowance is as follows:

Disabled Students' Allowance (DSA)	Annual rate (maximum)
Daily expenses	£1,680 (£ 1,260 for p/t)
Non-medical helper	£20,000 (£15,000 for p/t)
Equipment	£5,030

If you are entitled to disabled students' allowance, the AHRC will make all approved payments for equipment, non-medical help and daily expenses directly to your institution's finance office. You will need to make arrangements with your institution about how best these funds should be distributed to you. Your institution will be required to provide invoices or receipts as proof of expenditure for equipment and non-medical helper costs.

Appendix 2: Allowances for Fieldwork, Study Visits and Conferences

	UK Study Visit	Overseas Study Visit	Overseas Conferences
Who can apply?	<p>Full-time and part-time doctoral and Research Preparation Master's studentship holders.</p> <p>If you are a project student funded through the AHRC's scheme of research grants, you may be eligible to apply for this allowance. Please contact the AHRC for advice.</p> <p>Collaborative Doctoral students are eligible to apply for this allowance but please contact AHRC Programmes before submitting an application.</p> <p>You may apply for this funding only if you will be carrying out primary research in the UK that is directly related to your study.</p>	<p>Full-time and part-time doctoral and Research Preparation Master's studentship holders.</p> <p>If you are a project student funded through the AHRC's scheme of research grants, you may be eligible to apply for this allowance. Please contact the research grant holder for advice.</p> <p>Collaborative Doctoral students are eligible to apply for this allowance but please contact AHRC Programmes before submitting an application.</p> <p>You may apply for this funding only if you will be carrying out primary research overseas that is essential to your study. If the visit is an integral and compulsory part of the course (i.e. all students on the course are required to spend a period of time abroad), then the AHRC will not be able to support your visit.</p>	<p>Full-time and part-time doctoral and Research Preparation Master's studentship holders.</p> <p>If you are a project student funded through the AHRC's scheme of research grants, you may be eligible to apply for this allowance. Please contact the AHRC for advice.</p> <p>Collaborative Doctoral students are eligible to apply for this allowance but please contact AHRC Programmes before submitting an application.</p> <p>You may apply for this funding only if you have been invited to present a paper at a conference abroad.</p>
What costs are eligible?	<p>Travel: You should travel by the most economical means. If you wish to travel by car and claim mileage, please contact us in advance. Mileage is normally paid at 20 pence per mile.</p> <p>We cover the cost of a student railcard if the purchase will lead to an overall saving.</p>	<p>Your allowance is calculated according to the length in complete weeks of your trip and the country to which you will be going. Please see current rates in the overseas fieldwork allowance table at the end of this appendix. We will pay for an International Student Identity Card (ISIC) if the purchase will lead to an overall saving.</p>	<p>We may contribute a maximum of £350 towards the cost of return travel only (including any travel insurance necessary).</p> <p>We encourage you to travel by the most economical means.</p> <p>We will pay for an International Student Identity Card (ISIC) if the purchase will lead to an overall saving.</p>

	Accommodation: We allow a maximum of £30 per night towards your accommodation costs.		
	UK Study Visit	Overseas Study Visit	Overseas Conferences
How many visits/ conferences can I apply for during my award?	There is no limit on the number of UK study visits that you can make during your studentship, but if your project is likely to involve prolonged and expensive fieldwork and travel in the UK, you should investigate with your institution other possible sources of support.	You are eligible to receive support for one overseas visit lasting for a maximum of twelve consecutive months during your studentship. We would usually expect you to visit only one country other than in exceptional circumstances.	You are eligible to receive support for attendance at one conference abroad during the tenure of your studentship.
	UK Study Visit	Overseas Study Visit	Overseas Conferences
How do I apply?	You can contact the AHRC for an application form and guidance notes. Alternatively, these can be downloaded from our website (www.ahrc.ac.uk)	You can contact the AHRC for an application form and guidance notes. Alternatively, these can be downloaded from our website (www.ahrc.ac.uk)	You can contact the AHRC for an application form and guidance notes. Alternatively, these can be downloaded from our website (www.ahrc.ac.uk)
When should I apply?	Please return your completed form to us at least one month before the intended visit. Retrospective approval will not be granted.	Please return your completed form to us at least one month before the intended visit. Retrospective approval will not be granted.	Please return your completed form to us at least one month before the conference. Retrospective approval will not be granted.
How are payments made?	Directly to your institution's finance office upon your return, once we have received confirmation from you and your supervisor that the visit has been completed as planned (by completing a Confirm UK form – see below)	Directly to your institution's finance office before the overseas visit is due to take place. Please make arrangements with the finance office at your institution as to how funds will be distributed to you.	Directly to your institution's finance office on receipt of an invoice (in your name) or a receipt for your travel costs either before or after the visit has taken place.
What should I do when I return from my visit/	You should complete a Confirm UK form (this will be sent to you when you apply, or can	You should complete a Confirm OS form (this will be sent to you when you apply, or can be	You should complete a Confirm OS form (this will be sent to you when you apply, or can

<p>conference?</p>	<p>be found on our website) confirming dates of travel and the expenses incurred. You should return this to us as soon as possible along with receipts for travel expenses but not for accommodation.</p> <p>We are unable to make any payments until a completed Confirm UK form and receipts have been provided.</p> <p>We are unable to meet costs incurred in excess of the amount approved in advance.</p>	<p>found on our website) and return this to us as soon as possible.</p> <p>Please note, we will seek to reclaim any payments made if we do not receive a completed Confirm OS form upon your return.</p> <p>If you cut your visit short, or if the visit is cancelled, any overpayment made by the AHRC must be returned in full.</p>	<p>be found on our website) confirming dates of travel and the expenses incurred. You should return this to us as soon as possible along with receipts for travel expenses.</p> <p>Please note, we will seek to reclaim any payments made if we do not receive a completed Confirm OS form upon your return.</p> <p>If you do not attend the conference, any overpayment must be made in repaid in full.</p>
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Additional guidance for students on Fieldwork, Study Visits and Conferences

- These funds are provided by the AHRC with the aim of assisting with the costs of **primary research** that is directly related to and is an integral part of, your study. You and your supervisor will be required to provide supporting statements with each request for funding to show how the trip will meet this aim.
- Please note the AHRC does not provide funds for attendance at UK conferences.
- Once a study visit or conference has been approved, you may not change the dates or details without prior authorisation from the AHRC.
- Only in very exceptional circumstances will we provide support towards the costs of fieldwork or study visits in the last three months of your doctoral award.
- We cannot provide funding for a study visit in the UK or abroad, or for attendance at a conference abroad, before 1 October in the first year of your studentship.
- During any extended period of absence from your host institution we expect you to keep in regular contact with your supervisor, by telephone, fax or email. In some cases, it may be possible to secure support from a local university or other institution. You should discuss this with your supervisor well in advance of your trip.
- Please note we do not undertake to meet all of the costs of any study visits that may be necessary for your research: the amount that will be available to you will depend on the level of demand and the general availability of funds in any one year.
- Normal maintenance grant payments will continue to be made whilst you are away as these allowances are provided for additional costs.

Overseas Fieldwork Banding

Amount payable = Element A + (weekly rate x number of weeks)
 Element A already included in Banded Rate

Banded Rate

Band A	£11,300
Band B	£7,800
Band C	£5,400
Band D	£3,000

Country	Band	Banded Rate	Element A	Weekly Rate
Afghanistan	B	£7,800.00	£600	£144
Albania	C	£5,400.00	£400	£100
Algeria	C	£5,400.00	£400	£100
American Samoa	C	£5,400.00	£600	£96
Angola	B	£7,800.00	£600	£144
Anguilla	C	£5,400.00	£1,000	£88
Antigua and Barbuda	B	£7,800.00	£800	£140
Argentina	B	£7,800.00	£600	£144
Armenia	D	£3,000.00	£500	£50
Ascension Islands	B	£7,800.00	£800	£140
Australia	B	£7,800.00	£800	£140
Austria	B	£7,800.00	£300	£150
Azerbaijan	D	£3,000.00	£500	£50
Bahamas	B	£7,800.00	£800	£140
Bahrain	C	£5,400.00	£500	£98
Bangladesh	C	£5,400.00	£500	£98
Barbados	B	£7,800.00	£600	£144
Belgium	C	£5,400.00	£300	£102
Belize	C	£5,400.00	£600	£96
Benin	C	£5,400.00	£600	£96
Bermuda	A	£11,300.00	£600	£214
Bhutan	B	£7,800.00	£600	£144
Bolivia	C	£5,400.00	£600	£96
Bosnia & Herzegovina	C	£5,400.00	£600	£96
Botswana	C	£5,400.00	£600	£96
Brazil	B	£7,800.00	£600	£144
Brunei	B	£7,800.00	£600	£144
Bulgaria	C	£5,400.00	£400	£100
Burma (Myanmar)	B	£7,800.00	£800	£140
Cambodia	D	£3,000.00	£600	£48
Cameroon	C	£5,400.00	£600	£96
Canada	A	£11,300.00	£500	£216
Cayman Islands	B	£7,800.00	£600	£144
Chad	C	£5,400.00	£600	£96
Chile	B	£7,800.00	£600	£144
China	B	£7,800.00	£600	£144
Colombia	B	£7,800.00	£600	£144
Congo, Republic of	A	£11,300.00	£600	£214
Costa Rica	C	£5,400.00	£600	£96
Croatia	C	£5,400.00	£600	£96
Cuba	B	£7,800.00	£600	£144

Cyprus	C	£5,400.00	£400	£100
Czech Republic	C	£5,400.00	£300	£102
Denmark	B	£7,800.00	£300	£150
Dominica	C	£5,400.00	£800	£92
Dominican Republic	D	£3,000.00	£500	£50
Ecuador	C	£5,400.00	£600	£96
Egypt	C	£5,400.00	£400	£100
El Salvador	C	£5,400.00	£600	£96
Equatorial Guinea	B	£7,800.00	£600	£144
Eritrea	C	£5,400.00	£400	£100
Estonia	D	£3,000.00	£300	£54
Ethiopia	C	£5,400.00	£600	£96
Falkland Islands	B	£7,800.00	£600	£144
Fiji and West Pacific	C	£5,400.00	£600	£96
Finland	A	£11,300.00	£300	£220
France	B	£7,800.00	£300	£150
French Polynesia	C	£5,400.00	£600	£96
Gabon	B	£7,800.00	£600	£144
Gambia	B	£7,800.00	£600	£144
Georgia	C	£5,400.00	£400	£100
Germany	B	£7,800.00	£300	£150
Ghana	C	£5,400.00	£600	£96
Gibraltar	C	£5,400.00	£300	£102
Greece	C	£5,400.00	£300	£102
Greenland	B	£7,800.00	£600	£144
Grenada	B	£7,800.00	£600	£144
Guatemala	C	£5,400.00	£600	£96
Guinea	D	£3,000.00	£600	£48
Guam	C	£5,400.00	£600	£96
Guyana	C	£5,400.00	£600	£96
Haiti	C	£5,400.00	£800	£92
Honduras	D	£3,000.00	£600	£48
Hungary	D	£3,000.00	£300	£54
Iceland	B	£7,800.00	£600	£144
India	D	£3,000.00	£500	£50
Indonesia	C	£5,400.00	£600	£96
Iran	D	£3,000.00	£500	£50
Iraq	A	£11,300.00	£500	£216
Irish Republic	C	£5,400.00	£300	£102
Israel	C	£5,400.00	£400	£100
Italy	B	£7,800.00	£300	£150
Ivory Coast	B	£7,800.00	£600	£144
Jamaica	C	£5,400.00	£500	£98
Japan	A	£11,300.00	£800	£210
Jordan	C	£5,400.00	£400	£100
Kazakhstan	B	£7,800.00	£500	£146
Kenya	C	£5,400.00	£500	£98
Korea	B	£7,800.00	£600	£144
Kuwait	C	£5,400.00	£500	£98
Kyrgyzstan	B	£7,800.00	£500	£146
Laos	C	£5,400.00	£600	£96
Latvia	C	£5,400.00	£300	£102
Lebanon	C	£5,400.00	£400	£100
Liberia	A	£11,300.00	£600	£214
Libya	B	£7,800.00	£600	£144
Lithuania	D	£3,000.00	£300	£54

Luxembourg	B	£7,800.00	£300	£150
Madagascar	C	£5,400.00	£600	£96
Malawi	D	£3,000.00	£600	£48
Malaysia	D	£3,000.00	£600	£48
Maldives	C	£5,400.00	£600	£96
Mali Republic	C	£5,400.00	£600	£96
Malta	D	£3,000.00	£300	£54
Martinique	A	£11,300.00	£600	£214
Mauritius	C	£5,400.00	£600	£96
Mexico	C	£5,400.00	£500	£98
Mongolia	C	£5,400.00	£600	£96
Montserrat	B	£7,800.00	£800	£140
Morocco	C	£5,400.00	£400	£100
Mozambique	C	£5,400.00	£600	£96
Namibia	C	£5,400.00	£600	£96
Nepal	D	£3,000.00	£500	£50
Netherlands	C	£5,400.00	£300	£102
New Zealand	C	£5,400.00	£800	£92
Nicaragua	B	£7,800.00	£600	£144
Niger	B	£7,800.00	£600	£144
Nigeria	B	£7,800.00	£600	£144
Norway	A	£11,300.00	£400	£218
Oman	B	£7,800.00	£500	£146
Pakistan	D	£3,000.00	£500	£50
Panama	B	£7,800.00	£600	£144
Papua New Guinea	C	£5,400.00	£600	£96
Paraguay	C	£5,400.00	£600	£96
Peru	B	£7,800.00	£600	£144
Philippines	C	£5,400.00	£600	£96
Poland	C	£5,400.00	£300	£102
Portugal	C	£5,400.00	£300	£102
Puerto Rico	D	£3,000.00	£600	£48
Quatar	C	£5,400.00	£500	£98
Romania	C	£5,400.00	£400	£100
Russia	B	£7,800.00	£500	£146
Rwanda	B	£7,800.00	£1,000	£136
St Christopher (St Kitts) & Nevis	C	£5,400.00	£600	£96
St Lucia	B	£7,800.00	£600	£144
St Vincent and The Grenadines	C	£5,400.00	£600	£96
Saudi Arabia	B	£7,800.00	£500	£146
Senegal	C	£5,400.00	£600	£96
Serbia and Montenegro	C	£5,400.00	£500	£98
Seychelles	B	£7,800.00	£600	£144
Sierra Leone	B	£7,800.00	£600	£144
Singapore	B	£7,800.00	£600	£144
Slovak Republic	C	£5,400.00	£300	£102
Slovenia	C	£5,400.00	£300	£102
Solomon Islands	A	£11,300.00	£1,000	£206
Somalia	B	£7,800.00	£600	£144
South Africa	B	£7,800.00	£600	£144
Spain	C	£5,400.00	£300	£102
Spain (Las Palmas)	B	£7,800.00	£400	£148
Sri Lanka	C	£5,400.00	£500	£98
Sudan	B	£7,800.00	£600	£144
Swaziland	C	£5,400.00	£600	£96
Sweden	A	£11,300.00	£300	£220

Switzerland	B	£7,800.00	£300	£150
Syria	C	£5,400.00	£400	£100
Taiwan	C	£5,400.00	£800	£92
Tanzania	C	£5,400.00	£500	£98
Thailand	C	£5,400.00	£600	£96
Tibet	A	£11,300.00	£600	£214
Togo	C	£5,400.00	£600	£96
Tonga	C	£5,400.00	£600	£96
Trinidad & Tobago	C	£5,400.00	£600	£96
Tunisia	C	£5,400.00	£400	£100
Turkey	C	£5,400.00	£400	£100
Turks & Caicos Islands	B	£7,800.00	£600	£144
Uganda	B	£7,800.00	£500	£146
Ukraine	B	£7,800.00	£500	£146
United Arab Emirates	B	£7,800.00	£500	£146
USA	A	£11,300.00	£400	£218
USA (including Hawaii & Alaska)	A	£11,300.00	£600	£214
Uruguay	B	£7,800.00	£600	£144
Uzbekistan	B	£7,800.00	£600	£144
Vanuatu	C	£5,400.00	£800	£92
Venezuela	C	£5,400.00	£600	£96
Vietnam	C	£5,400.00	£600	£96
Virgin Islands	B	£7,800.00	£1,000	£136
Yemen	B	£7,800.00	£600	£144
Yugoslavia (including Serbia and Montenegro)	C	£5,400.00	£500	£98
Zaire (Democratic Republic of Congo)	A	£11,300.00	£500	£216
Zambia	D	£3,000.00	£500	£50
Zanzibar	B	£7,800.00	£600	£144
Zimbabwe	D	£3,000.00	£500	£50

Additional opportunities for AHRC Award Holders

Library of Congress Scheme

The AHRC/ESRC Scholarship programme is a jointly funded scheme run in collaboration with the American Library of Congress (LoC). The Library of Congress is the research arm of Congress and is the largest library in the world, with more than 130 million items. The collections include more than 29 million books which cover a broad range of subjects from Naval Science to Fine Arts.

The scholarships provide the opportunity for **AHRC/ESRC funded** doctoral students, postdoctoral fellows and research assistants based in UK Higher Education Institutions to travel to Washington DC to work between 3 and 6 months at the Library of Congress, with access to the internationally renowned research collections held there. In addition to any stipend granted in conjunction with your award the LoC scheme offers an additional £1000 a month towards living costs and £500 towards flight costs.

Application forms, guidance notes and scheme closing dates can be found in the Postgraduate Award Holder's section of the AHRC's web site here - www.ahrc.ac.uk/holders/postgrad/library_of_congress_scholarship_scheme.asp

National Institute of the Humanities (Japan) Scheme

The AHRC have signed a Memorandum of Understanding with the National Institutes for the Humanities (NIHU), Japan in order to facilitate the placement of UK postgraduate students in NIHU institutes on short-term fellowships.

This scheme provides opportunities to access the world-class facilities that exist in NIHU institutes and will be available to doctoral students funded by the AHRC. The Institute houses world-class facilities and holdings focussing on cultural studies and the humanities. The scholarships provide the opportunity for **AHRC funded** doctoral students based in UK Higher Education Institutions to travel to Japan to work between 3 -6 months at one of NIHU's 5 research centres, with access to the internationally renowned research collections held there. In addition to any stipend granted in conjunction with your award the NIHU scheme offers an additional £1000 a month towards living costs and £800 flight costs.

Application forms, guidance notes and scheme closing dates can be found in the Postgraduate Award Holder's section of the AHRC's web site here – www.ahrc.ac.uk/holders/postgrad/ukjapanese_short-term_fellowships_nihu.asp

Appendix 3

Maintenance and Fee Breakdown - Academic Year 2008/09

FULL TIME							
Quarter	Duration	Doctoral		RPM		PPM	
	(Days)	London	Elsewhere	London	Elsewhere	London	Elsewhere
Oct-Dec	92	3,765.70	3,261.59	2,782.68	2,278.58	2,626.41	2,122.30
Jan-Mar	90	3,683.84	3,190.68	2,722.19	2,229.04	2,569.32	2,076.16
Apr-Jun*	91	3,724.77	3,226.14	2,752.44	2,253.81	2,597.86	2,099.23
Jul-Sep	92	3,765.70	3,261.59	2,782.68	2,278.58	2,626.41	2,122.30
Total**	365	14,940	12,940	11,040	9,040	10,420	8,420

PART TIME							
Quarter	Duration	Doctoral		RPM		PPM	
	(Days)	London	Elsewhere	London	Elsewhere	London	Elsewhere
Oct-Dec	92	2,258.41	1,955.95	1,391.34	1,139.29	1,313.21	1,061.15
Jan-Mar	90	2,209.32	1,913.42	1,361.10	1,114.52	1,284.66	1,038.08
Apr-Jun*	91	2,233.86	1,934.68	1,376.22	1,126.90	1,298.93	1,049.62
Jul-Sep	92	2,258.41	1,955.95	1,391.34	1,139.29	1,313.21	1,061.15
Total**	365	8,960	7,760	5,520	4,520	5,210	4,210

FEES		
	Full Time	Part Time
Dec	1,650	825
May	1,650	825
Total	3,300	1,650

* Please note, due to the end of our financial year, the April maintenance payments for this quarter will not reach institutions' accounts until 1 April. It is therefore unlikely that institutions will be able to release maintenance payments for this quarter to reach award holders by 1 April. You should discuss with your institution when you can expect the payment for this quarter.

** You are only entitled to the total amount if your course or programme of study is for the full academic year (i.e. 1 October 2008 - 30 September 2009) and you are registered for the entire time. AHRC transfers payments to institutions on a quarterly basis, if your course or programme of study finishes earlier than 30th September, then the payment for the quarter in which your end date falls will be pro-rated to reflect the actual duration of your award (calculated using days).

Appendix 4

Contacting the AHRC

Programmes
The Arts and Humanities Research Council
Whitefriars
Lewins Mead
Bristol
BS1 2AE

Tel: 0117 987 6543

Fax: 0117 987 6544

Email: The name and contact details of the member of staff responsible for studentships and awards at each Research Organisation can be found in the contact details section on the AHRC website (www.ahrc.ac.uk).

Please tell us the Research Organisation at which you are studying and quote your studentship or award number in all correspondence.

Arts and Humanities Research Council

Whitefriars
Lewins Mead
Bristol
BS1 2AE

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Fax: 0117 987 6544

www.ahrc.ac.uk