**SOLENT UNIVERSITY DOCTORAL RESEARCH DEGREE**

**STUDENT FUNDING AGREEMENT**

|  |  |
| --- | --- |
| **Student (name):** |  |
| **School:** |  |
| **Research Title:** |  |
| **Director of Studies:** |  |
| **Start Date:** |  |
| **Mode:** | Part Time |
| **Duration:** | 6 Years |
| **Student Fee Category:**  Please ID the relevant status | HOME/EU/EEA & ISLAND / OVERSEAS\* |
| **Tuition Fee Contribution:**  Please ID the relevant status | HOME/EU/EEA & ISLAND / OVERSEAS\* |
| **Funding Source:**  Please ID the relevant status | University Centrally funded / University School funded / Research Council / Project Grant / Commercial / Partnership\*  **– please give details of the name of funding organization(s) (e.g. ESRC, Project Code), contact details, including a named contact / responsible role within the organization)** |

\*Delete as appropriate

**FUNDING ARRANGEMENT**

The above named Student shall receive funding consisting of tuition fees, a stipend payment and a training & development allowance. The student will have the Tuition Fee Contribution, Maintenance Grant and Training & Development Allowance paid to the University by the Sponsor and receive a stipend allowance for the Duration from the start of their registration subject to satisfactory progress and continued registration.

The tuition fee contribution is set annually by the University and published in advance of each academic year.

For 2021/22 this has been confirmed at: XXXX (Home/EU/EEA & Island)

*(DELETE AS APPROPRIATE)* XXXX (Overseas)

Where there is a shortfall between the Student Fee Category and the Tuition Fee Contribution then any outstanding tuition fees will be the responsibility of the Student.

Where on submission of the thesis for final examination the examiners require amendments to the thesis, the fees attached to the outcome will be the responsibility of the Student.

The University Maintenance Grant (stipend) rate is based on the Research Council UK Doctoral national minimum stipend level usually announced each February for the following academic year.

For 2021/22 this has been confirmed at: XXXX

The funding is treated as a student maintenance grant and is not subject to income tax or other deductions.

The student training & development allowance is set at £500 per annum. Students who are in receipt of commercial sponsorship, where the project consumables are such that a higher level of training & development is agreed should indicate the annual amount to be funded here ­£……….

|  |  |
| --- | --- |
| **Signatures** | |
| I the **Student** accept the award of a student bursary (to include: annual fees, stipend, training & development allowance) with Solent University (“the University”) and agree to the terms and conditions relating to the award as set out below. | **Sign:**  **Print:** |
| I the **Dean of School** (or equivalent) confirm School support for the research project, supervision arrangements and school resources for this funded award. | **Sign:**  **Print:** |
| I the **Pro Vice Chancellor, Research & Knowledge Exchange** confirm the University agreement with the Sponsor to the terms and conditions for this Bursary award. | **Sign:**  **Print:** |
| NOTE: Two copies to be signed. One copy to be retained by the Sponsor for reference and the other copy to be sent to: Research Degrees Team, Graduate School. | |

**TERMS AND CONDITIONS**

1. **Funding Arrangements**
   1. All Doctoral Students in receipt of a student Bursary are required to complete and sign a copy of this Funding Agreement in order for payment arrangements to be completed.
   2. The student Maintenance Grant payment will be set up for the relevant Duration, unless otherwise stated above, and is subject to satisfactory progress and continued registration.
   3. If Maintenance Grant payments are to continue into an approved extension[[1]](#footnote-1) period past the Duration, (in accordance with 2.3) then a Continuation of Payments form must be completed for the Student by the Sponsor in order for payments to continue.
   4. Subject to the satisfactory progress of the student according to the Regulations of the University the Sponsor shall pay annually in advance the student fee, stipend and training & development allowance in full.
   5. The Student maintenance grant will be paid quarterly in advance. Payments will be made direct to the UK bank account of the student via the University.
   6. Where a Student is first registered in January the University shall receive the annual payment by 31 December. Where a Student is first registered in October the University shall receive the annual payment by 30 September.
   7. The Student shall notify the Research Degrees Team, (Graduate School), immediately if at any time the Student is, or is to be, in receipt of other funding and shall notify the Graduate School of the amount of such funding due or received from any third party in connection with the research project which is the subject of this Agreement and which has not previously been declared to the University by the Student. Following any such notification, the University shall be entitled (following consultation with the Student and in its reasonable discretion) to vary the bursary Maintenance Grant to be made to the Student thereafter under this Funding Agreement.
2. **Registration**
   1. The Student shall be registered for a research degree at Solent University under the supervision of the approved Supervisory Team and will be bound by the Solent University Regulations for Postgraduate Research Students.
   2. The Maintenance Grant will normally be tenable for one year in the first instance, renewable annually for a maximum Duration, subject to satisfactory progress and continued registration.
   3. Any changes to the registration (mode of study, suspension or extension) must be approved by the Chair, Research Degrees Committee (RDC) and when appropriate the Maintenance Grant payments will be updated accordingly for the remaining study period.
   4. If a mode change is approved by the Chair, RDC and the student transfers to full-time mode, then the Sponsor annual payments will be adjusted to reflect full-time fee and stipend rates and the Duration of the award shall be amended in accordance with the University’s regulations on adjustment to the time remaining.
3. **Performance and Termination**
   1. In the event that the supervision team is dissatisfied with the performance, progress or commitment of the Student to the Student's course, then
      1. the Director of Studies shall raise the concerns with the Student and include details in their Supervisor Report for the Annual Monitoring process or Transfer Review, or project milestone, whichever is the earliest.
      2. if the timing of the next Annual Monitoring or Transfer Review is not appropriate then the Director of Studies may request an interim examination.

Details of the Annual Monitoring process and Transfer Review can be found in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students.

* 1. The Student withdrawing from the programme of research (following the withdrawal procedure as laid out in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students) or ceasing to be a registered student of the University for reasons other than the above (e.g. failure to re-register, exclusion following Withdrawal of Services, as a result of failure at Annual Monitoring, Transfer Review or interim examination) will no longer be entitled to Maintenance Grant payments and may be liable to repay any amounts of Maintenance Grant which were overpaid.

1. **Holiday and Absence**
   1. In line with RCUK full-time Doctoral Student allowance a part time Doctoral Student may take a recommended maximum of four weeks leave in the year (which would include bank holidays and the University Christmas closure). Students are expected to bear in mind their obligations for progress reviews and in ensuring timely completion of the research programme when planning leave. Annual leave must be agreed in advance with the supervisory team and records kept by the student and supervisory team. Payment will not be made for any unused holiday, nor will unused holiday be rolled over into the following year.
   2. If the Student, because of illness or other acceptable reason, has to suspend or cease their studies, the Student shall ensure that such interruption is reported to the Graduate School and the Director of Studies as soon as is reasonably possible.
   3. If the Student is absent due to illness for more than 2 consecutive weeks, then the Student must notify the Supervisory Team and supply to the Graduate School a medical certificate relating to the absence. Payments under this Funding Agreement will continue for up to 2 months in total during any one academic year for absences due to illness for which a medical certificate has been supplied.
   4. Absences due to illness which total more than 2 months in any one academic year will result in the suspension of Maintenance Grant payments under this Funding Agreement and the University shall be entitled to terminate this Funding Agreement and Maintenance Grant payments with immediate effect.
   5. Where the Student is absent due to Primary Carer leave, the Sponsor agrees that the University shall continue make Maintenance Grant payments to the Student for up to a period of 6 months and the Student shall be entitled to a further period of 6 months unpaid absence, provided that the Student first notifies the their Supervisory Team and the Graduate School and completes the ‘suspension of studies’ form (RD4SU).
   6. Where a Student is wishing to take Secondary Carer leave, the Sponsor agrees that the University shall continue make Maintenance Grant payments to the Student for up to a period of 2 consecutive weeks and the Student shall be entitled to a further period of unpaid absence of up to a year, provided that the Student first notifies the their Supervisory Team and the Graduate School and completes the ‘suspension of studies’ form (RD4SU).
2. **Confidentiality and Intellectual Property**
   1. Confidentiality: The Student agrees to maintain the confidentiality of sensitive or commercially confidential information which may be disclosed to the Student during their studies; this undertaking is particularly recognised by Students in receipt of commercial sponsorship or undertaking collaborative research projects. The Student must not discuss, reveal or pass on sensitive information to any other person (other than in connection with any examination or assessment procedure implemented by the University) including family, friends and any person not directly involved with their research project. For the avoidance of doubt, the provisions of this clause 5.1 shall continue to have effect after termination of this Funding Agreement.
   2. Intellectual Property: *[DELETE OPTIONS AS APPROPRIATE]*

OPTION A: The Student wholly owns any IP for materials that they create unless there is a written agreement to the contrary. Students enrolled with the University will be required to assign their IP to the University before they become involved in any activity in which the University may require use or control of the IP for teaching, research or commercialization.

OPTION B: The Student agrees that any and all research data and results produced by the Student in connection with their studies shall become the property of the Sponsor. The Student shall, at the request of the Sponsor, assign all intellectual property (including, without limitation, patents, design rights, copyright, trademark, data and commercial know-how) arising from any activity undertaken as a student of the University in accordance with the terms of this Funding Agreement. The Student shall enter into such further agreements and execute such documents and do such things as the Sponsor or its agents may require for the purposes of complying with the terms of this clause 5.2. The Student shall be treated as a Creator of the Intellectual Property.

OPTION C: The Student agrees that any and all research data and results produced by the Student in connection with their studies shall become the property of the University. The Student shall at the request of the University assign all intellectual property (including, without limitation, patents, design rights, copyright, trademark, data and commercial know‑how) arising from any activity undertaken as a student of the University in accordance with the terms of this Funding Agreement. The Student shall enter into such further agreements and execute such documents and do such things as the University or its agents may require for the purposes of complying with the terms of this clause 5.2. The Student shall be treated as a Creator in accordance with the University Intellectual Property (IP) Policy.

* 1. The Student shall immediately following termination of this Funding Agreement and at the request of the University or Sponsor return to the University or Sponsor any materials or other property which have been provided to the Student by the University or Sponsor in connection with this Funding Agreement without making copies.
  2. Publication: Except in the case of the thesis, the Student may not publish any material owned by the University or Sponsor or any material which arises from their activities under this Agreement without the prior consent of the University or Sponsor, represented in the first instance by the Director of Studies. In any permitted publication, the Student and/or the Director of Studies shall give all due and proper acknowledgment to other contributors and to any funders, concerning the activities and contributions made towards the research, in accordance with normal academic custom and practice.
  3. In the instances of a Student who receives external sponsorship withdrawing before completion, the University holds the right to use the data or materials produced by the Student to meet the Sponsor requirements and not recognize the Student as Creator.

1. **General**
   1. The Student is responsible for regularly monitoring their Solent University student email account which will be the primary method of communication between the University and the student.
   2. The Student is responsible for providing any change of personal contact details. The University will send any hard copy notifications to the last known address.
   3. The Student shall be required to meet all standard monitoring milestones applied by the University and any additional milestones required by the project or Sponsor. The Student will adhere to the programme of work agreed with their supervisory team as per the University’s Regulations for Postgraduate Research Students.
   4. Guidance on support and procedures for students on a research degree can be found in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students [[2]](#footnote-2).
   5. This Funding Agreement is governed by the laws of England and Wales and the English courts shall have exclusive jurisdiction to resolve any disputes arising out of it.
   6. If any provision of these terms and conditions is held by a competent authority to be invalid or unenforceable the validity of the other provisions of these terms and conditions shall not be affected thereby.
2. **Applicable to University Funding\*[[3]](#footnote-3)**
   1. It is / It is not *[DELETE AS APPROPRIATE]* a condition of the award that the Student shall undertake up to 3 hours per week/72 hours per year of assistance to teaching, inclusive of preparation and marking duties. Assistance to teaching may vary depending on discipline on how the hours could be used but may incorporate demonstrating, laboratory work, tutorials/seminars, fieldtrips etc**.**
   2. Where the Student is an International Student and sponsored by the University on a Tier 4 student visa, the student should include the 3 hours per week of assistance to teaching (referred to in 7.1 above) within the part time working restrictions quoted in the individual’s visa (usually 20 hours in a normal week). For further advice and guidance on this please contact the Student Immigration Services on [PBI@solent.ac.uk](mailto:PBI@solent.ac.uk) and/or the School People & Development, People Advisor (023 8201 3961, Ext: 3961)
   3. All research work must be securely stored on the University’s approved system throughout the duration of the research. If a Student withdraws (following the withdrawal procedure as laid out in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students) or ceasing to be a registered student of the University for reasons other than the above (e.g. failure to re-register, exclusion following Withdrawal of Services, as a result of failure at Annual Monitoring, Transfer Review or interim examination) the Student must hand over all materials relating to the project to their Supervisor at the earliest opportunity and no later than 2 weeks after withdrawal.
3. **Applicable to Research Council Funding**
   1. Where the Student is wholly funded by a Research Council then the Research Council’s terms and conditions take precedence. Research Council funded students should make sure that they are aware of the relevant terms and conditions. Generic RCUK terms and conditions can be found at: <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>
   2. Where the Research Council requires the details to be recorded on JeS, then the University will inform the Research Council of the Student’s progress and attainment as and when required.
   3. Students should be informed that the RCUK has begun to publish details of students who have received training grants awarded after 1 February 2015. This information will be published in the Gateway to Research (GtR). The data that will be published with be:

Student name

Training grants

Organisation (that holds the grant)

Project title

Summary

Supervisor details

Department and organisation at which the student is registered

Project partner organization

Registration and expected submission dates

More details can be found at: <https://gtr.ukri.org/>

* 1. All research work must be securely stored on the University’s approved system throughout the duration of the research. If a Student withdraws (following the withdrawal procedure as laid out in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students) or ceasing to be a registered student of the University for reasons other than the above (e.g. failure to re-register, exclusion following Withdrawal of Services, as a result of failure at Annual Monitoring, Transfer Review or interim examination) the Student must hand over all materials relating to the project to their Supervisor at the earliest opportunity and no later than 2 weeks after withdrawal.
  2. If the Student does not meet the agreed research milestones they may be directly liable to recouping of the fees or project costs by the Sponsor. This will be outlined in the agreement between the Student and their Sponsor.

1. **Applicable to Commercial/Partner Funding**
   1. Where the Student is wholly funded by a Commercial/Partner sponsor then their terms and conditions take precedence. The Student can request a copy of the terms and conditions from Graduate School Doctoral Support.
   2. On request of the Commercial/Partner sponsor, then the University will inform the Commercial/Partner sponsor of the Student’s progress and attainment as and when required.
   3. All research work must be securely stored on the University’s approved system throughout the duration of the research. If a Student withdraws (following the withdrawal procedure as laid out in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students) or ceasing to be a registered student of the University for reasons other than the above (e.g. failure to re-register, exclusion following Withdrawal of Services, as a result of failure at Annual Monitoring, Transfer Review or interim examination) the Student must hand over all materials relating to the project to their Supervisor at the earliest opportunity and no later than 2 weeks after withdrawal.
   4. If the Student does not meet the agreed research milestones they may be directly liable to recouping of the fees or project costs by the Sponsor. This will be outlined in the agreement between the Student and their Sponsor.
2. **Applicable to Other Funding**
   1. Where the Student is wholly funded by a Research Funder then the Funder’s terms and conditions take precedence. The Student should make sure they are aware of the relevant terms and conditions.
   2. The University will inform the Funder of the Student’s progress and attainment as and when required.
   3. All research work must be securely stored on the University’s approved system throughout the duration of the research. If a Student withdraws (following the withdrawal procedure as laid out in the Regulations for Postgraduate Research Students and the online Guidance for Research Degree Students) or ceasing to be a registered student of the University for reasons other than the above (e.g. failure to re-register, exclusion following Withdrawal of Services, as a result of failure at Annual Monitoring, Transfer Review or interim examination) the Student must hand over all materials relating to the project to their Supervisor at the earliest opportunity and no later than 2 weeks after withdrawal.
   4. If the Student does not meet the agreed research milestones they may be directly liable to recouping of the fees or project costs by the Funder.

1. Please see relevant guidance note <https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/guidance-for-doctoral-research>. [↑](#footnote-ref-1)
2. <https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/guidance-for-doctoral-research> [↑](#footnote-ref-2)
3. \*does not apply to Research Council funded students/see 9.2 for commercial/industry sponsored students [↑](#footnote-ref-3)