

**POSTGRADUATE RESEARCH DEGREE STUDENT**

**FUNDING AGREEMENT**

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| **Student (name):** |  |
| **Faculty:** |  |
| **Dept/School:** |  |
| **Research Title:** |  |
| **First Supervisor:** |  |
| **Commencement Date:** |  |
| **Mode:** | Full Time |
| **Duration:** | 3 Years # |
| **Student Fee Category:**  Please ID the relevant status | HOME/EU / INTERNATIONAL / CHANNEL ISLANDS \* |
| **Tuition Fee Contribution:**  **(by Dept/Faculty)**  Please ID the relevant status | HOME/EU / INTERNATIONAL / CHANNEL ISLANDS \* |
| **Funding Source:**  Please ID the relevant status | University / Research Council/ Project Grant/ Commercial/Partnership\*  – please give details of the name of funding organisation (e.g. ESRC SCDTP +1) |

\*Delete as appropriate

**FUNDING ARRANGEMENT**

The above named Student shall receive funding consisting of tuition fees (detailed in the Tuition Fee Contribution) and a stipend payment. The student will have the Tuition Fee Contribution paid and receive an allowance for the Duration from the start of their registration subject to satisfactory progress and continued registration.

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.

The University Maintenance Grant rate is based on the UK Research and Innovation national minimum stipend level usually announced in February for the following academic year.

For 2023/24 this has been confirmed at £18,622

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

Students who are in receipt of commercial sponsorship, where the sponsor makes a significant contribution towards the costs (maintenance grant, fees and consumables), may be eligible for Maintenance Grant payments above the minimum rate.

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| **Signatures** | |
| I the **Student** accept the award of a student maintenance grant with the University of Portsmouth ("the University") and agree to the terms and conditions relating to the award set out overleaf. | **Sign:**  **Print:** |
| I the **Head of Department** (or equivalent) confirm Departmental/School support for the research project, supervision arrangements and departmental resources for this funding award. | **Sign:**  **Print:** |
| I the **Dean** confirm the Faculty agreement to the financial commitment for this Bursary award. | **Sign:**  **Print:** |

**NOTE: Two copies to be signed. One copy to be retained by the research student for reference and the other copy to be sent to: Research Degrees Team, DSAA.**

**TERMS AND CONDITIONS**

1. **Funding Arrangements**
   1. All Postgraduate Research Students in receipt of a student Maintenance Grant are required to complete and sign a copy of this Funding Agreement form 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 Department/Faculty in order for payments to continue.
   4. The student maintenance grant will be paid monthly in advance on the last working date of the month. Payments will be made direct to the bank account of the student via the University of Portsmouth Bankers’ Automated Clearing System (BACS) to a UK bank account.
   5. The final Maintenance Grant payment will be made one month before the end of the Duration, or one month before submission of the thesis for examination, whichever is earliest.
   6. The Student shall notify the Research Degrees Team, Student Administration Services, immediately if at any time the Student is, or is to be, in receipt of other funding and shall notify them 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 the University of Portsmouth under the supervision of the approved Supervisory Team and will be bound by the Regulations for Research Degrees.
   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 (interruption or extension) must be approved by the Chair, Faculty Research Degrees Committee and when appropriate the Maintenance Grant payments will be updated accordingly for the remaining study period.
   4. If a mode change is approved and the student transfers to part time, where the Faculty and/or Department have agreed to continue with the Maintenance Grant then the payments will be pro rata.
3. **Performance and Termination**
   1. In the event that the First Supervisor is dissatisfied with the performance, progress or commitment of the Student to the Student's course, then
      1. the First Supervisor shall raise the concerns with the Student and include details in their Supervisor Report for the Annual Progress Review or Major Review, whichever is the earliest.
      2. if the timing of the next Annual Progress Review or Major Review is not appropriate then the First Supervisor may request an Interim Examination.

Details of the Annual Progress Review, Major Review and Interim Examination can be found in the Postgraduate Research Degrees Operational Handbook.

* 1. This Funding Agreement shall terminate automatically upon the Student withdrawing from the programme of research (following the withdrawal procedure as laid out in the Postgraduate Research Degrees Operational Handbook) 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 Review, Major Review or Interim Examination).
  2. On termination of this Funding Agreement, the Student 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 UKRI a full time Student may take a recommended maximum of eight weeks in the year (which equates to 6 weeks plus bank holidays and UoP 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 via Skillsforge and/or the Student File (EDM). 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 interrupt or cease his or her studies, the Student shall ensure that such interruption is reported to the First Supervisor and the Research Degrees Team, Student Administration Services, 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 First Supervisor and the Research Degrees Team, Student Administration Services, and supply 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 maternity leave, the University shall continue to 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 First Supervisor, the Head of Department and the Research Degrees Team, Student Administration Services.
   6. Where a Student is wishing to take Paternity leave, providing that the Student first discusses the expected period of leave in advance with the First Supervisor and the Head of Department, the University may continue to 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.
2. **Confidentiality and Intellectual Property**
   1. Confidentiality: In consideration of payment of the Maintenance Grant, the Student agrees to maintain the confidentiality of sensitive or commercially confidential information which may be disclosed to the Student during his/her 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: In consideration of the payment of the Maintenance Grant under this Funding Agreement, the Student agrees that any and all research data and results produced by the Student in connection with his or her 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.
   3. The Student shall immediately following termination of this Funding Agreement and at the request of the University return to the University any materials or other property which have been provided to the Student by the University in connection with this Funding Agreement.
   4. Publication: Except in the case of the thesis, the Student may not publish any material owned by the University or any material which arises from his or her activities under this Agreement without the prior consent of the University, represented in the first instance by the First Supervisor. In any permitted publication, the Student and/or the First Supervisor 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. **General**
   1. The Student is responsible for providing any change of personal contact details. The University will send any notifications to the last known address.
   2. Guidance on support and procedures for students on a research degree can be found in the Postgraduate Research Degrees Operational Handbook and via the Research Degrees Section website[[2]](#footnote-2).
   3. 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.
   4. 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.
4. **University Funding\*[[3]](#footnote-3)** 
   1. It is University policy that all research students in receipt of a full University Bursary (University funded Maintenance Grant) award should undertake up to 6 hours per week/144 hours per year of assistance to teaching, inclusive of preparation and marking duties, for which they may not receive further payment. Prior to undertaking any assistance to teaching you will be expected to attend the University’s formal teacher training programme (GProf). Assistance to teaching will vary depending on discipline on how the hours could be used but may incorporate demonstrating, laboratory work, tutorials/seminars, fieldtrips etc**.**

Where the Student is an International Student and sponsored by the University on a Tier 4 student visa, the student should include the 6 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 visit <https://www.port.ac.uk/study/international-students/starting-at-portsmouth/working-during-your-studies> or contact the Student Compliance Team at ukvi-student-compliance@port.ac.uk.

1. **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 UKRI terms and conditions can be found at: <https://www.ukri.org/manage-your-award/meeting-ukri-terms-and-conditions-for-funding/>
   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 UKRI 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 organisation

Registration and expected submission dates

More details can be found at: <https://www.ukri.org/manage-your-award/meeting-ukri-terms-and-conditions-for-funding/>

1. **Commercial/Partner Funding**
   1. Depending on the agreement with the commercial/partner sponsor then it may be required that the Student in receipt of the funding should undertake up to 6 hours per week/144 hours per year of assistance to teaching, as detailed above in 7.1.
   2. 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 their First Supervisors.
   3. 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.

1. Please see the Postgraduate Research Degrees Operational Handbook. [↑](#footnote-ref-1)
2. <https://myport.port.ac.uk/guidance-and-support/research-degrees> [↑](#footnote-ref-2)
3. \*does not apply to Research Council funded students/see 9.2 for commercial/industry sponsored students [↑](#footnote-ref-3)