



## **THE FROEBEL TRUST PHD BURSARY GUIDE TO TERMS AND CONDITIONS**

1. This guide is intended to support PhD bursary holders, their supervisors and universities in respect of financial payments, monitoring and evaluation, and rules, regulations and procedures.

2. The Trust has only a small number of bursary holders and this guide will not cover all possible eventualities. Where a student's circumstances are not reflected in this guidance, they are encouraged to contact the Trust. The Trust will consider sympathetically any request that supports a student in completing their research and meets the objectives of the Trust. However the Trust reserves the right to refuse agreement to any request.

### **The Froebel Trust**

3. The Trust is a UK-based registered charity. Our charitable objective is to promote for the public benefit the advancement and understanding of Froebelian principles of education in learning within the UK and internationally. Our objectives are:

- To seek to demonstrate how the application of Froebelian principles provide high quality learning and education
- To increase our impact and visibility by increasing our charitable activity, improving our own practices and building new and effective partnerships

4. We have three cross cutting themes:

- Addressing disadvantage and valuing diversity
- Childhood under stress (focusing on those environments in which young children cannot play freely or with agency)
- Adult (staff and parental) engagement with young children

5. As part of meeting its charitable objectives, the Froebel Trust provides PhD bursaries to support students undertaking research with a Froebelian focus relating to early childhood. The Trust takes seriously its role in supporting the development of our bursary holders to enable them to successfully complete their studies and to progress into a career that will build on their understanding and knowledge of Froebelian principles.

### **Key conditions for PhD bursaries**

6. Those receiving bursaries and those responsible for supervising and organising their postgraduate studies are expected to abide by the Trust terms and conditions as set out in this document.

7. The Trust accepts no liability for the manner in which the work in connection with the bursary is undertaken. The student and the university in which the PhD is based are responsible in all respects for the work and its consequences.

8. The Trust is concerned with maintaining a high standard of training and supervision, and for this we rely on the co-operation of administrators, heads of departments and others who support students. The Trust takes seriously its role to support high-quality training opportunities for postgraduate students and believes in the consistent application of policies and practices to promote equality of opportunity and to eliminate unlawful discrimination. All recipients of Trust

funding are expected to comply with all equal opportunities legislation in force and where an organisation is shown to be in breach of these, the Trust is prepared to invoke sanctions.

### **Eligibility**

9. Students must live within reasonable proximity to the university at which they are registered and we would expect there to be direct contact between the student and supervisor. This applies to full-time and part-time students.

10. To be eligible for a full award (maintenance and fees), you must:

- Be ordinarily resident in the UK, meaning there are no restrictions on how long you can stay, and
- Have been 'ordinarily resident' in the UK for at least three years prior to the start of the bursary grant. This means you must have been normally residing in the UK (apart from temporary or occasional absences), and
- Not have been residing in the UK wholly or mainly for the purpose of full-time education. (This does not apply to UK nationals and EU nationals who were ordinarily resident in the EU immediately before the period of full-time education).

11. To be eligible for a fees only award, you must be ordinarily resident in an EU member state, in the same way as UK students must be ordinarily resident in the UK.

12. These eligibility criteria are based on the Education (Fees and Awards) Regulations 2007 and subsequent amendments. These regulations cover England, Northern Ireland, Scotland and Wales. [www.legislation.gov.uk/2007](http://www.legislation.gov.uk/2007)

13. The Trust places full reliance on residential eligibility approval checks undertaken by the university. In the event that any funded student was subsequently found to be ineligible, this would require cancellation of the grant and recovery of sums paid, for which the Trust would hold the university liable.

14. The Trust is supportive of part-time students and applicants for part time bursaries compete on an equal footing with full-time students.

15. If a student already holds an award from, or is otherwise financially supported by, another organisation and the Trust considers that award, or other form of support, to be sufficient to cover maintenance and/or tuition fees, the student will not be eligible for an award from the Trust.

16. Students who receive scholarships or grants from sources where the income is clearly inadequate or not in excess of a Trust award may apply for a Trust bursary.

17. It is the responsibility of the university to verify that students possess the relevant qualifications.

### **Financial conditions and allowances**

18. A full-time bursary is for three years and consists of:

- Payment of approved fees

- Maintenance grant for the student

19. Bursaries can be held on a part-time basis subject to a minimum time commitment of 50%. The length of a part-time bursary should be based on a pro-rata calculation relating to the student's actual time commitment i.e. a 50% time commitment allows the part-time student to receive a six-year award. They consist of:

- Payment of approved pro-rata part-time fees
- A pro-rata maintenance grant

20. Students who have received a fees-only award are not eligible for maintenance payments.

21. Approved fees for full-time students do not include:

- Payment for residence in college; this is paid out of the student's maintenance grant
- Any examination which is taken for the second time
- Any deposit which is ultimately repayable to the student (for example, caution money)
- Charges for typing and binding a thesis or dissertation
- Payment for any expense incurred either before the award starts, or after it is formally ended.

22. The Trust is not responsible for the fees of students who interrupt their studies before their Trust award expires. If these fees have been paid in advance, the university must ensure they are reclaimed and returned to the Trust.

23. Students who wish to move from a part-time status to full-time or vice versa will have their fees adjusted accordingly, provided the Trust terms and conditions are observed.

24. Apart from agreed allocations, only in exceptional circumstances will the Trust consider adding additional funds and such a request will only be approved if there are no other contingency funds or training grants to draw on.

The Trust will look favourably on requests for additional funding to support students with disabilities where those requests are supported by their university.

#### **PhD bursary maternity, paternity, adoption and shared parental leave**

25. There is no qualifying period for maternity, paternity, or shared parental leave.

26. If a student becomes pregnant such that the expected date of confinement will occur during the period of their award, the Froebel Trust will allow up to six months' paid maternity leave without the level of their award being reduced.

27. Financial support for any time beyond six months should be sought from the institution's Access Fund in the first instance. Should the circumstances of an award be changed following a period of maternity leave, students should notify their supervisor and nominated contact immediately and efforts will be made to take account of these circumstances in flexible ways. The total period of financial support available to students will not be extended beyond the usual 36 months plus the period of up to six months' maternity leave.

28. Students may also apply for up to a further six months' unpaid suspension of their award because of the pregnancy, providing a total period of paid and unpaid maternity leave of up to twelve months; this is counted towards the total 12-month suspension period allowed in an award. Please note that such paid and unpaid periods of leave must be taken consecutively. If a student chooses not to take the full twelve months at the time of their pregnancy they will not be able to take the remaining period at a later date.

29. Due to the structured nature of most taught research training programmes, students who take maternity leave during any research training programme are expected to re-join their course in the subsequent year at the stage at which they left it. This is to ensure that all elements of the training are successfully completed in advance of their doctoral study. This would normally require the six months' paid maternity leave to be automatically followed by a six-month period of unpaid leave.

30. It is the student's responsibility to apply directly to their nominated contact and supervisor. This application must be supported by a copy of their MAT B1 form. The Froebel Trust should be informed of any extension granted within a month of the change being formally agreed.

31. A total of 10 days' paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

32. Adoption leave has the same terms and conditions as maternity leave (please see above). It is the student's responsibility to apply directly to their supervisor. The Froebel Trust will need to be advised of any changes.

33. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend.

34. The Trust will not provide additional funding to cover research (e.g. for a temporary research assistant) whilst a bursary holder is on maternity leave.

#### **Activity grants**

35. The Froebel Trust has introduced a Research Activity Grants Fund to support the development of our PhD bursary holders. Attending conferences, study visits and presenting papers in the UK and internationally are all critical to the development of our PhD bursary holders, but the Trust is aware that they can present a financial challenge. A small fund has been introduced to support such development.

36. Conference attendance can include travel to and from the conference, accommodation and subsistence while attending the conference and the conference registration fee. Applications may be made at any time and may be for up to £1000.

37. Please note that this is a small fund and the Trust reserves the right to refuse applications.



### **Income Tax and national insurance**

38. PhD bursary holders do not have employed status with the Trust and are responsible with their university where relevant for their tax and national insurance matters.

### **Final Expenditure Statement**

39. At the end of the grant, the university provide a final expenditure statement detailing expenditure incurred over the full period of the bursary. This must be received within three months of the end date of the bursary. If the statement is not received within three months of the end date of the bursary, the Trust will recover 20% of expenditure incurred on the grant. All payments will be recovered if the statement is not received within six months of the end date of the bursary. If there are exceptional reasons that will prevent submission of the expenditure statement within the period allowed, a written request may be made for the submission period to be extended. The written request must be made before the due date passes. No new applications for funding will be accept from the university where a final expenditure statement is outstanding.

40. The Trust reserves the right to require the university to complete and submit a statement of expenditure at any time during the course of the bursary, or to provide supplementary information in support of an interim or statement.

### **Amendments**

41. The Trust accepts that there will be circumstances within the period of a bursary where it may be appropriate for the award to be extended, converted to part- or full-time status, suspended or terminated. The university and bursary holder should contact the Trust for guidance.

42. The total period of extensions on any award will not normally exceed 12 months.

43. Transfers to another university will not normally be considered for bursary holders. Such instances will be considered on a case by case basis.

### **Suspensions**

44. Bursaries are intended to be held on a continuous basis. Sometimes, however, a student may need to interrupt their studies, for example as a result of their own persistent health problems or those of dependants, or to take up the opportunity of a temporary, short-term post which can be justified as being highly relevant to their thesis or research training. It is responsibility of the university to consider suspension requests and to update the Trust accordingly.

45. Suspensions can be approved provided that:

- The period of suspension does not exceed one calendar year in any one instance
- Total periods of suspension do not exceed one calendar year during the lifetime of the award
- The student's supervisor has given their permission for the student to suspend their studies.
- The student's supervisor certifies that the suspension of studies will not delay the submission of the final thesis by more than the length of the suspension
- The request is made in advance: retrospective requests must not be accepted.

### **Illness**

46. Award payments can continue during absences covered by medical certificates for up to 13 weeks, within any 12 month period. The Trust does not need to be sent medical certificates, but the university may wish to retain copies for audit purposes. Beyond 13 weeks, bursaries will be suspended. Medical absences beyond the 13 weeks are not funded by the Trust.

47. Suspensions on account of illness must not normally be approved for periods in excess of 12 months. In cases where a student is confidently expected to resume study within the current academic term, a degree of discretion can be exercised.

48. Where an overpayment occurs as a result of a student being unable to resume their studies after a period of illness, monies should be reclaimed by the university and returned to the Trust within 6 weeks of the overpayment being identified.

### **Termination**

49. Universities must only consider termination of a bursary as a last resort and, when a student is identified as experiencing difficulty, every effort must be made by the supervisor and institutional authority to work with the student to enable successful completion of their studies. The Trust should be contacted where termination is being considered. If a PHD is terminated a date and reason should be submitted to the Trust in writing within 6 weeks.

50. Bursaries are provided to support students undertaking a PhD; therefore, if a student completes their studies and submits a doctoral thesis before the end of the bursary, the student's funding will be terminated. It is reasonable, subject to agreement of the supervisor in consultation with the student, for the student to give up to four weeks' notice to complete domestic arrangements and take up to two weeks' leave.

51. If a full-time student takes up paid full-time employment before the expiry date of their award, the award will terminate on the date of appointment.

52. If an award is prematurely terminated for any reason, the student must repay any monies overpaid to them.

53. A bursary may be terminated, or its conditions varied, at any time, at the absolute discretion of the Trust.

### **Right to terminate**

54. The Trust reserves the right:

- To revise or amend at any time the conditions of the grant
- To suspend or terminate a grant at any time.

55. In reserving these rights the Trust will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the university and bursary holder. The minimum notice will be six months.

56. In appropriate cases, the Trust will consider paying such final instalments as may be necessary to cover outstanding and unavoidable commitments.

### **Change to project details**

57. Students must be made aware that it is a condition of their award that significant changes to the title and/or focus of their research need to be approved in advance by the Trust. Such approval will not be given unless a clear justification is provided. It should be noted that a radical change of topic or direction (and consequently a complete change of title) is unlikely to be approved

### **Change to supervision**

58. The Head of Department, School or Faculty will have appointed an appropriate member or members of staff to act as supervisor(s) or advisor(s) to the student and be responsible for their progress. Any requested changes in supervision will need to be approved by the Trust in advance of the change.

### **Thesis submission date**

59. The Trust expects doctoral projects to be designed and supervised in such a way that students are able to submit their thesis within the funded period, as defined at the outset of the project. Students are responsible for notifying the Trust where a change in the submissions date is planned.

60. All students should aim to submit by the end of their funded period. Students will find it much more difficult to finish their thesis after that period if they are also undertaking full-time employment. All full-time students must submit no later than one year after their funding end date and part-time students must submit within two years of their funding end date.

61. Where a student submits their thesis within the funded period of the award, the date of submission normally becomes the funding end date.

62. Extensions to the submission date must not be considered in retrospect.

63. Where a student becomes pregnant or experiences problems relating to accident, illness, or exceptional personal circumstances during the course of their study, universities can consider a case for extending their submission deadline up to a maximum of 12 months but the period of the extension should reflect the actual time lost. Any request for an extension to the submission date due to illness/pregnancy should not be considered unless the appropriate medical evidence has been provided. Extensions to the submission date cannot be granted for periods of employment (no matter how relevant they may be to the writing-up of a thesis or to career opportunities) after the award has finished.

### **Scholarships and research work**

64. Students must inform the Trust 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 must not hold two awards for the same purpose concurrently.

65. The Trust encourages research students to take up the offer of a research work where that will greatly add to the quality of a student's PhD study being undertaken.

66. If a student takes up a scholarship, research work or additional research training during the course of a full time bursary, then the following rules must be applied:

- A suspension of the bursary will apply, if the study, research or training undertaken during the period is relevant but not integral or essential to the Trust studies
- An honorary bursary should be counted against the three-year limit if assistance given by the scholarship or research work is used for the same purposes for which the Trust bursary was awarded: as a result, the thesis submission date will not be amended

### **Employment**

67. Bursary holders must spend a minimum of 1,800 hours each academic year on their doctoral research and research training (pro rata for part time bursary holders). The figure of 1,800 equates to a 37.5 hour week for 48 weeks. The Trust allows for eight weeks' holiday per year and when this is taken into account, the figure of 1,800 hours is reduced to 1,650.

68. Students may undertake a small amount of other paid work either in term time or during holidays. The Trust does not encourage such work especially during the times when students are expected to be fully engaged in research training and thesis preparation. Students may not undertake paid or unpaid work equating to more than 36 days per annum without the agreement of the Trust in advance.

69. Demonstrating, teaching, or other types of employment should not be a compulsory element of research training, and universities should seek to provide a range of development opportunities for their students. Universities may not require bursary holders to undertake unpaid teaching or any unpaid research that is not directly part of their PhD studies.

70. Please note that a student cannot be paid for more than 37.5 hours a week from Trust funds. Therefore any additional employment beyond their full-time bursary cannot be supported from Trust grant funding.

71. Full-time bursary holders cannot hold either a full-time job, or a permanent part-time job, during the period of their award. Part-time bursary holders cannot hold a full-time job.

### **Holiday**

72. Full-time students are allowed up to eight weeks' holiday (including public holidays) each academic year as approved by their supervisor. If a bursary covers a period of less than 12 months in any academic year, a student's holiday entitlement will be reduced on a pro-rata basis.

### **Reporting**

73. Bursary holders are expected to report annually to the Trust. This may take the form of a presentation or a written report.

### **First destination data**

74. The Trust requires universities to provide data on the first employment destinations of all Trust-funded students.

### **Publication of results/thesis abstracts**

75. Decisions on whether the results of a student's work are published are at the discretion of the student and supervisor.