

THE FROEBEL TRUST

Terms and Conditions of the Froebel Trust's PhD bursaries

Introduction

- 1) These terms and conditions are 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 Froebel Trust (the **Trust**) has only a small number of PhD 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, at its absolute discretion.

The Froebel Trust

- 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.
- 3) As part of meeting its charitable objectives, the 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 PhD 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.
 - 4) The University is expected to ensure that those receiving bursaries and those responsible for supervising and organising their postgraduate studies abide by the Trust's terms and conditions as set out in this document.

Key conditions for PhD bursaries

Responsibilities of the University

- 5) 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.
- 6) The University is responsible for supervising students throughout their period of training, in accordance with current good practice as detailed in the *Quality Assurance Agency (QAA) publication: UK Quality Code for Higher Education – Chapter B11: Research degrees*. In particular the Research Organisation must ensure that:
 - diversity and equality must be promoted in all aspects of the recruitment and career management of students;
 - adequate facilities and resources are made available for the research training; and
 - a safe working environment is provided, meeting the requirements of health and safety legislation, and other legislation concerning the health, welfare and rights of students, including the Data Protection Act (as enacted from time to time).
- 7) The University shall ensure that it carries out appropriate due diligence on any third parties used to deliver any part of the work funded by the grant and shall ensure in particular, that activities carried out by such third parties comply with these terms and conditions.
- 8) The University is responsible for the timely and accurate submission of all invoices, expenditure statements and reports required by the bursary.
- 9) The University must retain all accounting information relating to the bursary for the current financial year, plus the subsequent six years after the submission date of the final expenditure statement.
- 10) The University is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems arising from the administration and supervision of the bursary and research.
- 11) The University must ensure that the research supported by the bursary complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence. Where third parties, such as a regulatory body, become involved with investigating alleged breaches in legislation as a result of work funded by the Trust, the Trust must be informed immediately of the circumstances.
- 12) Universities must ensure that when students accept a bursary from the Trust, they are aware that they are authorising:
 - The University to disclose to the Trust any information that the Trust requests regarding the progress of their studies, the submission of their thesis (where appropriate), and the completion of their studies.

- The University to disclose student contact details to the Trust. This is to allow correspondence from the Trust to students. Correspondence is likely to be about Trust activities relating to the bursary or monitoring and reporting requirements, possibly asking for views about funded postgraduate training.
- The University to provide data on equality and diversity to allow the Trust to help assess how effective policies and procedures are in eliminating unlawful discrimination and promoting equal opportunities. This information may be used anonymously for statistical purposes. It will be treated in confidence and in line with the Trust's data protection procedures.
- The Trust or a third party on behalf of the Trust to contact a PhD bursary holder and members of their supervisory team beyond the life of their bursary for evaluation purposes.

13) The University is responsible for ensuring that students and supervisors are aware of the Terms and Conditions and any associated guidance of the Trust's PhD bursary and shall ensure that the PhD student is provided with a copy of these terms and conditions as soon as reasonably practicable after a student accepts a PhD bursary. The University will send to the Trust confirmation that the PhD student has received a copy of these terms and conditions within 30 days of a student accepting a PhD bursary.

Research Governance

14) It is the responsibility of the University to ensure that the research 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, and that there is clarity of role and responsibility among the research team (including the student) and with any collaborators. The Trust expects that all research is conducted in accordance with the highest standards of research integrity and research methodology.

Research Ethics

15) The University is responsible for ensuring that ethical issues relating to a student's research project funded from the PhD bursary are identified and brought to the attention of the relevant approval or regulatory body. Where studies involve human subjects, approval to undertake the research must be granted by an institutional Research Ethics Committee before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the use of sensitive economic, social or personal data, and the involvement of young children, their families and professional carers or educators or artefacts created and owned by them.

Health and Safety

16) The University is responsible for ensuring that a safe working environment is provided for all individuals associated with a student's research project. 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 and Safety Executive.

17) Appropriate care must be taken where researchers are working off-site. The University must satisfy itself that all reasonable health and safety factors are addressed.

- 18) The Trust requires the University 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

- 19) The University is required to have in place procedures for governing good research practice, and for investigating and reporting unacceptable research conduct, that meet the requirements set out in the Concordat to Support Research Integrity (2012) and the Research Councils' Policy and Guidelines of Good Research Conduct.

- 20) The University must report to the Trust:

- any investigations (and their outcomes) into research misconduct associated with the bursary at the stage that it is decided to undertake an informal inquiry; and
- on request provide information on its management of research integrity and ethics; details of any retractions or withdrawal of submissions/publications; any allegations, proven or not, of any cases of fraud.

- 21) The University must ensure that potential conflicts of interest in research are declared and subsequently managed.

- 22) 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 and any serious or repeated breaches may result in support being withdrawn from the University.

Eligibility

Any exceptions to the eligibility below must be authorised by The Froebel Trust in writing.

- 23) 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. Those who do not live within 30 miles of the University (or the University's own requirement on distance) must set out and comply with a plan for attendance at the university for research training, supervision and other PhD-related support;

- 24) To be eligible for a full-time award (including maintenance and fees), students must:

- be ordinarily resident in the UK, meaning there are no restrictions on how long students can stay;
- have been 'ordinarily resident' in the UK for at least three years prior to the start of the bursary grant. This means students 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).
- 25) For purposes of resident requirements, the UK includes the United Kingdom and Islands (e.g. the Channel Islands and the Isle of Man).
- 26) We do not currently offer fees only awards.
- 27) 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
- 28) 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.
- 29) The Trust is supportive of part-time students and applicants for part-time bursaries competing on an equal footing with full-time students.
- 30) 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.
- 31) 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.
- 32) Applicants for / recipients of a Trust PhD bursary are not precluded from holding or applying for a Postgraduate Doctoral Loan.
- 33) It is the responsibility of the University to verify that students possess the relevant qualifications.

Financial conditions and allowances

- 34) A full-time bursary is for three years and consists of:
- payment of approved University tuition fees (UK student rate); and
 - maintenance grant for the student.
- 35) Maintenance grants are based upon the prevailing rates offered by the Economic and Social Research Council (ESRC) to PhD students. Amounts may increase incrementally by around 3%, each year.
- 36) Bursaries can be held on a part-time basis subject to a minimum time commitment of 50% of full-time study hours (i.e. approximately 20 hours per week). The length of a part-time bursary will 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 pro-rata award for up to six years. They consist of:

- payment of approved part-time fees (UK student rate); and
- a pro-rata maintenance grant.

37) Tuition fees (UK student rate) are normally paid directly to the University. Maintenance payments paid directly by the Trust are normally made to the student three times a year. Maintenance and fee payments will not be made until the Trust receives confirmation of the student's enrolment from the University.

38) 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 ; or
- payment for any expense incurred either before the award starts, or after it is formally ended.

39) The Trust is not responsible for continuing to make maintenance payments in the event that a student's viva results in major corrections and the resubmission of their thesis.

40) 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. Any maintenance payments will also be stopped for any period that the student interrupts their studies before their Trust award expires.

41) Students who wish to move from a part-time status to full-time or vice versa will have their fees and maintenance payments adjusted accordingly, provided the Trust terms and conditions are observed. The Trust will not normally consider more than one change of mode of study during a bursary, or a change of mode of study in the final six months of a bursary.

42) 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

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

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

45) 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 for full-time students (pro-rata for part-time students) plus the period of up to six months' maternity leave.

- 46) 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.
- 47) Students are expected to ensure they complete all elements of research training, around their leave.
- 48) 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 Trust should be informed of any extension granted within a month of the change being formally agreed.
- 49) 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.
- 50) 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 Trust will need to be advised of any changes.
- 51) 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.
- 52) The Trust will not provide additional funding to cover research (e.g. for a temporary research assistant) whilst a PhD bursary holder is on maternity leave.

Activity grants

- 53) The Trust additionally offers a Research Activity Grants Fund to support the development of its PhD bursary holders. Attending conferences, study visits and presenting papers in the UK and internationally are all critical to the development of the Trust's 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.
- 54) 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 currently may be for up to £1,000.

55) Please note that this is a small fund and the Trust reserves the right to refuse applications, at its absolute discretion. Currently £1,000 is generally available per student over the full course of their PhD studies.

Income Tax and national insurance

56) PhD bursary holders are not employees or workers of the Trust and are responsible (with their University where relevant) for their tax and national insurance matters.

Final Expenditure Statement

57) At the end of the grant, the University must 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, which the Trust may agree to at its absolute discretion. The written request must be made before the due date passes. No new applications for funding will be accepted from the University where a final expenditure statement is outstanding.

58) Once the final expenditure statement has been received by the Trust, and expenditure incurred has been reconciled against payments made, the statement will be considered as final. Any unspent funds must be repaid to the Trust.

59) 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 final statement of expenditure.

60) The Trust reserves the right to have reasonable access to inspect the records and financial procedures associated with PhD bursaries or to appoint another body or individual for the purpose of such inspection. This includes expenditure by third parties. The Trust shall be entitled to request and/or have access to any financial records and reports that are deemed appropriate to demonstrate the regularity and propriety of expenditure, including but not limited to:

- annual report and accounts;
- external audit management letter;
- ISA260 – Communication with those charged with governance; and
- related internal audit reports.

61) The University must, if required by the Trust, provide a statement of account for the PhD bursary, independently examined by an auditor who is a member of a recognised professional body, certifying that the expenditure has been incurred in accordance with the PhD bursary terms and conditions.

Sanctions

62) The Trust reserves the right to reclaim funding or impose financial sanctions and/or additional measures where it identifies any area of non-compliance with the terms and

conditions of the PhD bursary, or if any other information or circumstances come to light, which suggest a bursary has not been awarded or managed appropriately.

- 63) The Trust shall be entitled to suspend payments or recover funds on grants in the event that the University and/or the student does not comply with the terms and conditions of the PhD bursary.

Amendments

- 64) 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 PhD bursary holder should contact the Trust for guidance.
- 65) Other than in exceptional circumstances, the total period of extensions on any award will not exceed 12 months.
- 66) Transfers to another university will not normally be considered for PhD bursary holders.

Suspensions

- 67) 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 the responsibility of the University to consider suspension requests and to update the Trust accordingly.
- 68) 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 certifies that the suspension of studies will not delay the submission of the final thesis by more than the length of the suspension; and
 - the request is made in advance: retrospective requests must not be accepted.

Illness

- 69) 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.
- 70) 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.
- 71) 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. Any maintenance payment made

directly from the Trust to the student, that becomes an overpayment, should be returned to the Trust within 6 weeks of the overpayment being identified.

Termination

72) Universities must only consider termination of studies 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.

73) Bursaries are provided to support students undertaking a PhD; therefore, if a student completes their studies and submits a doctoral thesis before the expiry date of their award, funding for the student's PhD bursary will be terminated. The PhD bursary student's supervisor may, in consultation with the student, allow the student to give up to four weeks' notice to complete domestic arrangements and take up to two weeks' leave before the end of the PhD bursary.

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

75) If an award is prematurely terminated for any reason, the University must reclaim any monies overpaid to the student and any unspent funds and ensure these are returned to the Trust. The student must return to the Trust any overpaid maintenance payment in the case that their maintenance payments come directly from the Trust.

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

Right to terminate

77) The Trust reserves the right to:

- revise or amend at any time the conditions of the grant;
- terminate the bursary if a student does not receive a satisfactory upgrade from MPhil to PhD, and reclaim any overpaid funding from the date the student's registration ceases; or
- suspend or terminate a grant at any time.

78) 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. The University is responsible for providing any such notice to a PhD bursary holder. The minimum notice the Trust will aim to provide for any revision or amendment to the conditions of the grant is six months.

79) 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

- 80) The University must make students 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.

Change to supervision

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

Thesis submission date

- 83) 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 submission date is planned.
- 84) 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.
- 85) Where a student submits their thesis within the funded period of the award, the date of submission normally becomes the funding end date. In some cases, students may submit their thesis prior to the end of their award. Where the student continues to undertake work that is directly linked to their thesis, it is permissible for the award to continue to the end of the quarter in which the thesis is submitted. For example, a student who submits their thesis on 31 January can retain the payment made for the 1 Jan – 31 March quarter but their maintenance grant would end on the 31 March.
- 86) Students must notify the Trust in advance if they require an extension for their thesis submission date. Extension requests will not be considered after the fact.
- 87) 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

- 88) 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, other than with the Trust's prior written consent.

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

90) 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; and
- a bursary should be counted against the full-time 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

91) Universities must ensure PhD bursary holders spend a minimum of 1,800 hours each academic year on their doctoral research and research training (pro rata for part time PhD 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.

92) Students may undertake a small amount of other paid or unpaid 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. In order to be eligible for a full-time bursary from the Trust, students must not undertake paid or unpaid work equating to more than 42 days per annum without the agreement of the Trust in advance.

93) Students may undertake teaching or demonstrating work when this is compatible with their training and provided their supervisors approve. The total time spent (including preparation and marking) should not interfere with the progress of the PhD. The amount of time is at the University's and supervisor's discretion but it is recommended that this is no more than six hours in any week. It must not be compulsory and must be paid for at the University's usual rate and supported by appropriate training.

94) 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 must not require PhD bursary holders to undertake unpaid teaching or any unpaid research that is not directly part of their PhD studies.

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

96) Students in full-time employment are not eligible for a bursary of any kind from the Trust. If a student is employed full-time, they are considered to have the necessary financial support in

place to undertake their studies. Students in part-time employment may be eligible for a part-time award. Part-time awards should not be less than 50% of full-time.

Holiday

97) Full-time students are allowed up to eight weeks' holiday (including public holidays) each academic year as approved by their supervisor (pro rata for parts of a year for part-time students).

Reporting

98) Universities are expected to ensure that reports from PhD bursary holders are provided to the Trust annually. Reports should be submitted no later than 30 days after the anniversary of their registration (i.e. 31st October or 31st January depending on the specific student's start date). The content of reporting forms can be viewed on the Trust's website, and before submission require an endorsement from the student's supervisor. Students may be sent online versions to submit. Any questions on reporting should be directed to the Grants Manager.

First destination data

99) The Trust requires Universities to provide data on the first employment destinations of all Trust-funded students.

Acknowledgement and publicity

100) The University is expected to ensure PhD bursary holders acknowledge the Trust's funding where possible, including in presentations at conferences, journal articles, and other instances where students are presenting the findings of their research.

101) The Trust may at its absolute discretion publicise (on its website and elsewhere) the name and place of study of the PhD bursary holder, the summary of their research and findings, and any other information the Trust deems necessary, without prior notice to the University or the PhD bursary holder.