**TERMS AND CONDITIONS FOR NORWICH RESEARCH PARK POSTGRADUATE RESEARCH STUDENTSHIPS (JOHN INNES FOUNDATION ROTATION PHD PROGRAMME)**

*These terms and conditions apply to the John Innes Foundation Rotation PhD Programme studentships in Plant Sciences and Microbiology sponsored by the John Innes Foundation, the John Innes Centre and The Sainsbury Laboratory.*

# Definitions

**“award holder”** means each postgraduate student in receipt of a “JIF Rotation PhD Studentship” award.

**“Institute(s)”** means any or both of the following institutes located on the Norwich Research Park: John Innes Centre and The Sainsbury Laboratory.

**“funder”** means the John Innes Foundation Rotation PhD Programme.

“**relevant Institute**” shall mean the primary Institute at which the postgraduate student is based during the period of their award.

“**Rotation Programme**” means the John Innes Foundation Rotation PhD Programme which aligns with the “Four-year PhD Programme with a Rotation Year” as defined in the Award Regulations of the University of East Anglia. The programme has a first year comprising three/four short research projects and a period when the student defines their own main research project for the remaining three years.

**“sponsors”** means the John Innes Foundation, the John Innes Centre, and The Sainsbury Laboratory.

**“University”** means University of East Anglia

# General conditions

Studentships will normally be held on a full-time, fees and maintenance basis, but may, under certain extenuating circumstances be held on a part-time pro-rata basis. Some of these conditions will not apply to part-time awards. An award holder, will be registered at the University of East Anglia as a full-time or part-time postgraduate student for a higher degree by research and thesis under the University’s degree regulations and its “[General Regulations](https://www.uea.ac.uk/web/about/university-information/governance/policies-and-regulations/general-regulations)”. In addition to these terms and conditions, all award holders will be subject to the “[General Terms and Conditions](https://my.uea.ac.uk/documents/20142/0/UEA%2BStudentships%2BTerms%2Band%2BConditions%2B2022.pdf)” that apply to all postgraduate students (non-staff) based at an Institute. International students should note section 14.

# Duration

* 1. Studentships will be funded for a total period of up to 48 months on a full-time basis, subject to satisfactory progress monitored by the relevant Institute and the NBI Graduate School through the annual review of research student progress. The period of award may not exceed the period of study of the student: the funding period does not include any period of registration only (the ‘writing up’ period). The period of award will cease at the end of the calendar month of the date of the first submission of a thesis for examination if this is before the end of the award holder’s period of study.
	2. 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, consideration may be given for the doctoral award to continue for up to three months beyond the date of first submission but not beyond the original award period. Students wishing to extend their award in this way must apply to the Rotation Programme Director in writing to make a case for any continuation of the award under these circumstances. If the student submits on or after the original end date, then the funding must cease on the award end date.

# Termination or continuation of award

* 1. This award may be terminated with one month’s notice if the student’s behaviour or progress is deemed to be unsatisfactory and the award holder is required to withdraw their registration for a degree at the conclusion of the University’s disciplinary procedures. For the University, these procedures are associated with General Regulation 13 (Engagement). (Decisions reached through UEA’s disciplinary procedures are subject to appeal, as set out in the University Calendar.)
	2. Continuation of the award is dependent on the award holder successfully completing their probationary period and being confirmed as a doctoral candidate.
	3. Award holders are expected to fully engage with the key elements of the Rotation Programme. These include the Rotation Programme Retreat, the three 10-week mini-projects and the writing of associated scientific reports, the journal club, the writing of a research proposal in the fourth rotation, and the giving of presentations at the end of each of the four rotations. In addition, the Rotation Programme Director, together with the PGR Directors (PGRD) of the Institutes, reserve the right to request revision of mini-project proposals and the main project proposal outlines to satisfy the academic standards expected of postgraduate research degrees.
	4. The award holder can terminate this award with one month’s written notice to their supervisor and the Rotation Programme Directors, detailing the reasons for termination.

# Maternity leave

* 1. Award holders are entitled to 52 weeks of maternity leave if the expected week of childbirth (EWC) will occur during the period of award. The first 26 weeks’ maternity leave will be paid at full stipend rate, pro-rated as necessary for part time students. The following 13 weeks will be paid at a level commensurate with employee entitlements to Statutory Maternity Pay (<https://www.gov.uk/employers-maternity-pay-leave>). Requests for paid maternity leave as detailed above will be approved, subject to the approval of a corresponding period of interruption to study which must commence before the end of the award holder’s period of study. A mother must take a minimum of 2 weeks’ maternity leave following the birth. There is no qualifying period for maternity leave.
	2. The award holder should apply to the University and Institute for the period of interruption with paid maternity leave at least three months before the EWC and supply a MATB1 form to qualify for maternity leave. Maternity leave may commence at any time between the 11th week before the EWC and the birth of the child.
	3. In addition to paid maternity leave, requests for unpaid maternity leave up to a further 13 weeks will be approved, subject to the approval of the corresponding period of interruption from study. The process for approval of interruptions is set out in the University’s “[Code of Practice for Research Degrees](https://my.uea.ac.uk/divisions/research-and-innovation/postgraduate-research/regulations/pgr-code-of-practice)”.
	4. Where an award holder is paid a maintenance stipend during their maternity leave and then decides not to return to study or returns for a period of less than 12 weeks, they will normally have to pay back the stipend payments received during the period of maternity leave in full.
	5. There is no limit to the number of periods of Maternity, Ordinary Paternity Leave or Adoption Leave that can be taken during a studentship.

# Ordinary Paternity leave

* 1. Ordinary Paternity leave may be taken by award holders if they are the baby’s father; or the expectant mother’s spouse or civil partner; or in a long-term relationship with the expectant mother; or the intended parent (i.e., through a surrogacy arrangement).
	2. During the tenure of the award, students who qualify for Paternity Leave, as described above are entitled to up to two weeks paid Ordinary Paternity leave on full stipend. A week is the same number of days the student normally studies in a week - for example, a week is 2 days if they only work on Mondays and Tuesdays.
	3. This leave must be taken in one go. Ordinary Paternity Leave cannot start before the birth and must end within 56 days of the birth. Paid Ordinary Paternity Leave will not result in additional payment of an extension to the award holder’s period of study.

# Parental leave

* 1. Partners are also entitled to an extended period of unpaid parental leave of up to 50 weeks. Unpaid parental leave must be completed within 12 months of the birth of the child (or date of placement for adoption). This leave may be taken in up to three blocks of leave or all at once.
	2. The award holder should apply to the University and their Institute for a corresponding period of interruption to study with unpaid parental leave, at least eight weeks before they wish the parental leave period to commence.

# Adoption leave

* 1. Adoption leave will be granted on the same basis as maternity leave (please see above). Award holders must supply a “matching certificate” from an adoption or surrogacy agency to qualify for adoption leave.
	2. Adoption leave and pay are available to students who adopt as individuals or to one member of a couple where the couple adopt jointly. By ‘member of a couple’ we mean a person whether of a different sex or the same sex who is either the primary adopter or lives with the primary adopter in an enduring family relationship but is not an immediate relative.

# Sick Leave

* 1. Award holders prevented from studying due to illness covered by a medical certificate will normally be paid at the full stipend rate, pro-rated as necessary for part time students, for the first thirteen weeks within any rolling 12-month period. Such periods will be treated as part of the tenure of the award, and the award will not be extended correspondingly. However, award holders may apply for a corresponding extension to their final submission deadline at the time of the illness. If the award holder’s illness lasts for more than thirteen weeks, they should apply for a suspension to their award for the period beyond the thirteen weeks. Maintenance payments will not be available from the studentship award during a period of interruption.

# Annual leave entitlement

* 1. A maximum of eight weeks paid annual leave (including public holidays and Institute closures) may be taken with prior agreement from the supervisory team.
	2. Award holders should note that the Institutes and University have different closure periods and should familiarise themselves with these. University support services are not available when the University is closed. Annual leave years will run for 12-month periods from the date of registration. Leave not taken in any annual leave year may not be carried over to the following annual leave year nor does it extend an award holders period of study or registration.
	3. Students are reminded that they should take any pro rata annual leave entitlement before submitting their thesis. Once they submit their thesis all rights to annual leave will cease.

# Other Leave

* 1. Requests for short-term time off for emergencies e.g., to deal with crisis incidents affecting dependants, and/or compassionate leave, will be given due consideration. This can be either paid or unpaid leave, depending on the individual circumstances. A maximum of 5 days paid leave will be granted per annum in total. Each case will be considered on its merits and alternatives such as taking holiday and unpaid leave may be explored where more appropriate.

# Undertaking of paid work during the award (not applicable for part-time award holders)

* 1. Students in full-time employment are not eligible for a stipend of any kind from the Rotation Programme.
	2. The Institutes each permit award holders to undertake small amounts of academic work as part of their training, subject to the approval of the award holder’s supervisor. The time spent within the expected studentship hours of 37.5 hours per week for a full-time student (pro rata for a part-time student) carrying out teaching, demonstrating or research assistantship activities including preparation and marking should not normally exceed six hours per week for a full-time student (pro rata for a part-time student), and must not exceed 180 hours in total per year. The time spent should not interfere with the progress of the doctorate.
	3. Award holders may undertake other work outside of the expected studentship hours, provided that any legal or immigration restrictions are also complied with. The Rotation Programme and Institutes strongly recommend that students do not work more than 48 hours per week overall (including doctoral research).
	4. Supervisors will advise the Rotation Programme Directors if they consider that employment is adversely affecting the studies of a student and the Rotation Programme Directors will consider whether the award will be continued.

# Suspension of award

* 1. The award will normally be suspended during a period of interruption formally approved by the relevant Institute’s Postgraduate Research Director or the University’s Academic Director of Research Degree Programmes on behalf of the Senate. The process for the approval of interruptions is set out in the “Code of Practice for Research Degrees”.
	2. In all the above cases the total cumulative suspension for any reason must not normally exceed 12 months over the period of the award.
	3. The award will normally be suspended if the award holder does not complete the academic registration task at the beginning of each academic year by the deadline specified by the University. If an award holder takes up full-time employment whilst in receipt of a studentship, the studentship will be terminated as of the first day of employment.

# Payment and overpayment of maintenance stipends

* 1. Maintenance stipends will normally be paid monthly, in advance. If a maintenance stipend is received for a period during which the award holder is not formally in study (for example, if an award holder interrupts for a reason other than paid maternity leave), or if other overpayment occurs, the Rotation Programme will ask the award holder to return the overpayment. The Institute that granted the award to the award holder will take steps to recover any outstanding amounts that remain unpaid.
	2. Where a studentship is terminated by the funder or by the award holder (for example where an award holder withdraws from the Rotation Programme), the Rotation Programme will not seek repayment of any of the maintenance stipend received to that point, except in cases where there has been overpayment or where the award holder has decided not to return to study after maternity or adoption leave (see above). For example, an award holder withdrawing from the University and Rotation Programme with a formal leave date of 15 November would be expected to repay the proportion of any maintenance payment already received in advance for the period of study following that date but would not be expected to repay maintenance payment for the period preceding that date.

# Intellectual Property Rights

* 1. The University’s and Institutes’ Intellectual Property Regulations apply to all Rotation Programme awards and award holders. The Regulations are set out in [Section 6 of the Research Degree Policy Documents](https://my.uea.ac.uk/divisions/research-and-innovation/postgraduate-research/regulations/rdpd-4-research-at-uea) of the University and the Institutes’ General Student Terms and Conditions.

# University Degree Regulations

* 1. The University’s Regulations for the Degree of Doctor of Philosophy, Master of Philosophy, or Master’s by Research (as appropriate) will apply to award holders.

# Acknowledgement and Recognition

# Students and supervisors are reminded that support from the sponsors must be acknowledged. The Rotation Programme and Institute must be acknowledged in posters, papers, presentations, and other forms of media communication, including media appearances, press releases, tweets, and blogs, related to the research project.

# International students

* 1. If the award holder requires UK immigration permission (a visa) to study in the UK, they must meet all relevant immigration requirements set by UK Visas and Immigration.
	2. Where primary legislation or subsequent amendments conflict with these Terms, the legislation or amendment will supersede these Terms. The award holder will not normally receive financial or other compensation as a consequence.
	3. It is the responsibility of the award holder to ensure that they comply with all legislative requirements of the UK Government and the conditions of their visa or immigration permission. International students should refer to the University’s policy on [Attendance and Engagement](https://my.uea.ac.uk/divisions/student-services/student-life/international-students/visa-support/information-for-students/study-and-your-visa/attendance-and-absence). In all cases, advice should be sought from the [International Student Life Advisors](https://my.uea.ac.uk/divisions/student-services/student-life/international-students/visa-support) as early as possible to ensure UK Visas and Immigration compliance is maintained.

# Data Protection and Use of Student Data

* 1. Students should familiarise themselves with the University and Institute data sharing policies that apply to them as a registered student.
	2. The data that the University of East Anglia shares on students with the Rotation Programme is set out in the Student Privacy Policy at [Data Protection - University Information - About (uea.ac.uk)](https://www.uea.ac.uk/about/university-information/statutory-and-legal/data-protection).
	3. The Rotation Programme funders place a responsibility on the programme, the Institutes and University to provide information about students and their projects. The Rotation Programme, the Institutes and the University will use information provided about students in receipt of an award from the Rotation Programme and their supervisors for monitoring purposes and policy studies in relation to their involvement in postgraduate training, including statistical analyses in relation to the evaluation of research and the study of trends.
	4. Information may also be used to contact Rotation Programme students and alumni.
	5. The Rotation Programme will provide to the funders, on request to the University and the Institutes a description of a student’s area of study (updated abstract) and this may be included in any of the Institutes’ publications, such as Annual Reports or on their websites.
	6. The following information about the Rotation Programme and funded students will routinely be made available publicly and to the sponsors:
* Student name
* Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another), etc.
* Name(s) of project partner organisations and supervisors, project titles and topics
* Project summaries
* Numbers of students in each Institute or department
* Registration and expected submission dates
* Student destinations.
	1. The Institutes will retain PGR Student personal data for the periods specified in the [University‘s Postgraduate Research records retention schedule](https://my.uea.ac.uk/documents/20142/193428/RRS_PGR_Service%2B-%2BUpdated%2BNovember%2B2018%2B%28002%29.pdf/7c01770a-94e4-d7f4-97c4-8e774ea29e14?t=1596194206796) at <https://my.uea.ac.uk/divisions/it-and-computing-services/information-compliance/records-management/record-retention-schedule-rrs-/rrs-department-policies>. Information may be retained, after completion of the PhD, for policy studies involving analyses of trends in postgraduate training and reporting on these to government bodies such as the Department for Science, Innovation
	& Technology. The Rotation Programme and the University will pass personal details on to the sponsors or the Institutes for the above purposes and as detailed above.

# Use of Rotation Programme Data

* 1. The funders will use information provided on the annual reports, or equivalent in relation to the administration of the Programme, for the award of any subsequent funding, and for the payment, maintenance and review of Programme funding.
	2. Use of submitted data may include:
* Registration and processing of funding proposals
* Operation of funding processing and management information systems
* Preparation of material for use by reviewers and peer review panels
* Administration, investigation and review of grant proposals
* Sharing proposal information on a strictly confidential basis with other funding organisations
* To seek contributions to the funding of proposals
* Statistical analysis in relation to the evaluation of postgraduate training trends
* Policy and strategy studies
* Meeting the Institutes’ or University’s obligations for public accountability and the dissemination of information.
* Making it available on the Institutes’ web sites and other publicly available databases, and in reports, documents and mailing lists.

# Public Engagement

* 1. It is the responsibility of the student and supervisors to actively communicate their research to the public at both local and national level, and to raise awareness of the role of science and research in any related issues of public interest, taking into consideration any confidentiality restrictions applicable to the research.

# Modification of Terms and Conditions

* 1. These terms and conditions may be amended from time to time in accordance with UK law including immigration law, and with appropriate and University Regulations, Policies and Procedures. Any supplement, amendment, or modification of or to these terms and conditions shall normally be binding on all parties. No financial or other compensation will normally be offered in such circumstances.