These general terms and conditions should be read in conjunction with, and are in addition to the Charter, Statutes, Ordinances and Regulations. In the event of any conflict the Charter, Statutes, Ordinances and Regulations take precedence.

1. Financial Information
The Horizon studentships provide an annual stipend (£13,489 for 2010/11), and pay fees at the home/EU rate for three years, full-time provided the student is in good academic standing.

The award will be paid to the award holder in four equal instalments, with the first payment being made on 1st October. Subsequent payments are made on the 1st January, 1st April and 1st July.

2. Tenure & Progression
Studentships will be tenable for 12 months in the first instance. Subject to satisfactory progress as determined by the Admissions, Progress and Awards Committee in accordance with the Regulations for Higher Degrees by Research, the studentship will be renewed for a second year, and thereafter for a third year.

A Horizon studentship is not tenable simultaneously with a Research Council award or equivalent externally funded form of full-time support. An award holder who is subsequently granted an award from a Research Council, or other external funder will not be entitled to University of Stirling support from the date on which the new award/form of support starts. It is a condition of receiving a University of Stirling award that award holders shall report without delay any such awards or other support received.

3. Transfers
It is not possible to transfer a Horizon studentship to another institution. If a supervisor leaves, it is expected that the student remain at the University of Stirling, and a new supervisor identified.

If it is not possible for a student to continue their studies on a full-time basis transfer to part-time status may be possible in exceptional circumstances. Such cases will be considered by the Admission, Progress and Awards Committee and should be addressed to Student Administration (Research) in the first instance.

4. Illness
If an award holder is prevented from working by illness for a continuous period of more than two weeks they must inform Student Administration (Research) immediately and send in a medical certificate. They should also inform Student Administration (Research) if they suffer frequent short absences for medical or other reasons that are likely to lead to considerable delay in their programme of study. This is particularly important as periods of leave notified in this way can be taken into account when calculating their thesis submission date.

Payments of the award can continue for absences covered by medical certificates for up to 13 weeks, within any twelve month period. However, the total paid period of an award, including payment whilst ill, must not exceed the original offer of length of funding. For longer periods of illness the award will be suspended and no payments will be made.
5. Maternity Leave
The University will allow up to 6 months paid maternity leave without reduction in the level of the award, if the pregnancy and the expected due date occur during the period of the award. Should the circumstances of the award holder change following a period of maternity leave, Student Administration (Research) should be notified immediately.

Award holders may also apply for up to a further 6 months suspension of the award (unpaid) because of pregnancy, providing a total period of paid and unpaid maternity leave of up to twelve months’ for each pregnancy. 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. The University will endeavour to be flexible in taking account of these circumstances. However, the total period of financial support available will not be extended beyond the usual thirty-six months plus the period of up to six months maternity leave.

All requests for maternity leave require prior approval on behalf of the Admissions, Progress and Awards Committee. Requests should be addressed to Student Administration (Research).

6. Paternity Leave
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.

All requests for paternity leave require prior approval on behalf of the Admissions, Progress and Awards Committee. Requests should be addressed to Student Administration (Research).

7. Adoption Leave
Adoption leave arrangements are in line with those for maternity leave.

All requests for adoption leave require prior approval on behalf of the Admissions, Progress and Awards Committee. Requests should be addressed to Student Administration (Research). This application must be supported by official documentation.

8. Leave of Absence (LOA)
Leave of absence under exceptional circumstances may be taken with prior agreement from the Admissions, Progress and Awards Committee. The award will be suspended during the period of absence. Requests for leave of absence should be submitted to Student Administration (Research) and must have the agreement of the Principal Supervisor.

Periods of LOA are usually added to the standard calculation of the thesis submission date.

9. Teaching, Demonstrating and other paid work
In line with regulation 16 of the Regulations for Higher Degrees by Research, studentship award holders are allowed to engage in no more than 10 hours paid work per week, including teaching and demonstrating and any other paid work.

10. Holidays
Full-time students are allowed up to eight weeks holidays (including public holidays) each academic year as approved by their supervisor. If a studentship 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.
11. Termination
Subject to satisfactory completion of the first 12 month period of the award, the University will only consider termination of a studentship as a last resort, and when an award holder is identified as experiencing difficulty, will make every effort to work with the award holder and their supervisor to enable successful completion of their studies. Therefore, if difficulties with the progress of the studentship are experienced, which may adversely affect completion, the matter should be discussed immediately with the award holder’s supervisor and reported to Student Administration (Research).

If a full-time student takes up paid full-time employment, before the expiry date of their award, the student must immediately inform Student Administration (Research) and the award will terminate on the end date advised.

If an award is prematurely terminated for any reason or a student submits their thesis in advance of the three year expected completion date, the student must repay any monies overpaid to them.

12. Thesis Submission Dates
Students must submit their thesis within 4 years of the commencement of their award.

All students should aim to submit by the end of their funded period (3 years). Students will find it much more difficult to finish writing their thesis whilst also undertaking full-time employment.

Extensions to the submission date cannot be considered in retrospect. Where a student experiences problems relating to accident, illness or exceptional personal circumstances during the course of their study, the University will consider a case for extending their submission deadline. Any request for an extension to the submission date due to illness cannot be considered unless evidence of illness has been provided to the University at the time of the illness. Extensions to the submission date require the prior approval of the Admissions, Progress and Awards Committee. Extension requests should be addressed to Student Administration (Research) in the first instance.

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