

GRADUATE COLLEGE RESEARCH STUDENT ENTITLEMENTS

The Graduate College Research Student Entitlement clearly sets out the University's minimum standard of basic entitlement for all areas of provision. It should be noted that while this document sets out the minimum entitlement each student may expect, it does not set an upper limit. Variations will exist across the University where, due to the nature of the discipline or requirements of a student's project, some departments or Faculties may set higher limits for particular categories of entitlements. However, the following entitlements must be applied for all students across all Faculties as a minimum allocation.

It was noted that some entitlements such as a conference allowance would not apply to students studying on the PhD by Published Work programme.

It should be noted that the Research Degrees Team will monitor all student entitlements annually via the Research Degrees Committee Annual Progress Report. Postgraduate Research Tutors will also be expected to ensure that each student receives the basic entitlement and report any omission to the Research Degrees Committee (RDC).

1. Entitlements for Full-time Research Students

1. Office Space

Full-time students will have access to a desk on a hot-desking basis or other reasonable and appropriate provision for students to work when required. They must also have access to appropriate storage for personal belongings and data storage in line with University Policy, or other materials as appropriate for their discipline.

2. Laboratory or equivalent discipline related facilities

Full-time students should have access to all necessary laboratory, studio, workshop facilities, or equivalent, as appropriate to their discipline and project.

3. Computer

Full-time students should be provided with a desktop computer, and where appropriate a laptop, with full access to the network. Students should also have access to appropriate software and where required a computer capable of running specific software which is integral to their research.

4. Printing and Photocopying

Full-time students must be able to access printing and photocopying via Managed Print Services.

5. Pigeonholes

Every full-time student should have a shared pigeonhole for post.

6. Access Key Card

Every full-time student should have an access key card.

7. Conference Funds and attendance

Having made the required progress on their programme, full-time students assessed as being at the level required to present or attend conferences, should have a minimum allocation of £700 towards costs associated with this activity. With the agreement of the Supervisory Team, this allocation can be drawn

upon following the successful completion of the registration process, as confirmed by the relevant subcommittee of RDC (HESS or S&T), and up to and including the third-year of full-time study.

8. Funding for Fieldwork and other equivalent programme activities

Fieldwork, experimental costs or appropriate equivalents as required by the discipline or project, must be considered as part of the application process. Where these costs are not provided for within a grant or other funding associated with a studentship, an appropriate bench fee should be charged to cover all non-standard costs that were identified. Full details of the way in which fieldwork costs would be met, including any bench fees, should be stated in the candidate's formal offer letter.

9. Business Card

There is no obligation to provide students with Business cards.

10. Parking Permits

Refer to the [University's student car parking policy](#).

2. Entitlements for Part-time Research Students

1. Office Space

Part-time students will have access to a desk on a hot-desking basis or other reasonable and appropriate provision for students to work when required. They must also have access to appropriate storage for personal belongings and data storage in line with University Policy, or other materials as appropriate for their discipline.

2. Laboratory facilities

Part-time students should have access to all necessary laboratory, studio, workshop facilities or equivalent, as appropriate for their discipline and project.

3. Computer

Part-time students must have access to a desktop computer, and where appropriate a laptop, on the hot desks and these must be fully networked. Students should also have access to appropriate software and where required a computer capable of running specific software which is integral to their research.

4. Printing and Photocopying

Part-time students must be able to access printing and photocopying via Managed Print Services.

5. Pigeonhole

Every part-time student should have a shared pigeonhole for post.

6. Access Key Card

Every part-time student should have an access key card.

7. Conference fund and attendance

Having made the required progress on their programme, part-time students assessed as being at the level required to present or attend conferences, should have a minimum allocation of £700 towards costs associated with this activity. With the agreement of the Supervisory Team, this allocation can be drawn upon following the successful completion of the registration process, as confirmed by the relevant subcommittee of RDC (HESS or S&T), and up to and including the fourth year of part-time study.

8. Funding for Fieldwork and other equivalent programme activities

Fieldwork, experimental costs or appropriate equivalents as required by the discipline or project, must be considered as part of the application process. Where these costs are not provided for within a grant or other funding associated with a studentship, an appropriate bench fee should be charged to cover all non-standard costs that were identified. Full details of the way in which fieldwork costs would be met, including any bench fees, should be stated in the candidate's formal offer letter.

9. Business Card

There is no obligation to provide students with Business cards.

10. Parking Permits

Refer to the [University's student car parking policy](#).

Approved Graduate College Steering Group – 10 November 2021

Approved Research Degrees Committee – 14 June 2022