

Research Council Studentship Guidance on PhD Part-Time Work

Relevant extracts are reproduced directly from studentship Terms and Conditions where possible, and the web URL given for reference.

These were last updated in August 2013. Extracts are not comprehensive and intended for rough guidance only. You are strongly advised to refer to your own set of studentship terms and conditions received on award when considering part-time work opportunities.

Note that the term RO stands for Research Organisation.

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| AHRC | <p>“Employment</p> <p>82. AHRC awards must not be used to support part-time students who are already in full-time employment. Students in full-time employment are not eligible for a stipend of any kind from the AHRC (regardless of whether they are full-time or part-time students). A student in part-time employment could be eligible for a full-time or part-time award.</p> <p>Taking up paid employment before the end of a studentship</p> <p>83. If a full-time student takes up paid employment before the end of a studentship, the studentship must be terminated unless the student has made prior arrangement to transfer to part-time study.</p> <p>84. A studentship (either full-time or part-time) must be terminated if the award holder gains full-time employment, or a part-time job that is incompatible with the time required for a student to undertake full-time study.</p> <p>85. If a doctoral student takes up employment after the studentship has finished but before they have submitted their thesis (i.e. during the year of grace) the AHRC will not consider this grounds for any subsequent request to extend their submission date.</p> <p>Paid Work, teaching and demonstrating</p> <p>86. The holder of a full-time studentship may undertake a small amount of other paid work, either in term time or in the vacation, provided that it is compatible with the student’s full-time studies. We recommend that the total demand on the student’s time is not more than six hours a week, and that the RO agrees the commitment.</p> <p>87. The AHRC encourages research students to undertake a certain amount of paid teaching or demonstrating work during the period of a studentship, if the opportunity arises. Such work can provide invaluable experience and is a useful extension to their research training. Such work may be undertaken provided that:</p> <ul style="list-style-type: none">• the total demand on their time, including contact time and a reasonable allowance for preparation and marking, does not exceed 180 hours in any |
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| | <p>one academic year</p> <ul style="list-style-type: none"> • the total demand on their time does not exceed six hours in any week • the work is compatible with and relevant to their programme of doctoral study • their supervisor approves. <p>88. Any teaching or demonstrating work should be paid for at the usual hourly rate applicable in the RO and should be supported by appropriate training. The payment for such teaching will not affect the level of maintenance grant which can be paid to the student.</p> <p>Taking up an internship or placement before the end of a studentship</p> <p>89. If the student will be paid an hourly rate, and will not be working full-time, it is for the student and the RO to decide whether this will disrupt the student's studies. If the RO decides to agree to the student undertaking the internship or placement while continuing their studies for a discrete period of time, the AHRC award does not need to be suspended.</p> <p>90. If a student takes up a salaried internship or placement, the student must suspend their studies during the period of the internship.</p> <p>91. If the AHRC funding continues during the internship or placement, it is not possible to extend the submission date. “</p> <p>Reference: AHRC Student Funding Guide 2013-14, Version 1.1, P28-30. URL: http://www.ahrc.ac.uk/SiteCollectionDocuments/Student-Funding-Guide.pdf</p> |
| <p>BBSRC</p> | <p>“Work in industry</p> <p>11.6 BBSRC research students may spend up to 3 months working in industry in paid employment during the studentship, provided that the work is directly related to the studentship project and is not supported by public funds. (For CASE, see paragraph 12.3). The studentship will not be suspended during the work experience nor extended to compensate for it. The remuneration to the student from the company should be commensurate with their graduate status.</p> <p>11.7 Supervisors do not need to obtain prior authorisation from BBSRC before students undertake work experience, but a letter giving details of the industrial placement, endorsed by the Head of Department, must be forwarded to BBSRC Post Award Administration.”</p> <p>“Teaching, demonstrating and other paid work</p> |

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| | <p>11.8 Students may undertake teaching, demonstrating and, subject to BBSRC's approval, other paid work directly related to their training, provided that the total demand made on their time, including time spent in preparation, does not normally exceed six hours a week. An exception is made in the case of teaching in a school or technical college where up to one day's teaching in any one week is allowed. Students must be paid for any teaching or demonstrating work at the usual rate of the university, research institute or other eligible body.</p> <p>11.9 Students who wish to undertake paid work not directly related to their training must seek BBSRC's permission. The application must be endorsed by the supervisor, who must certify to BBSRC that the work will not interfere with the student's training."</p> <p>Reference: BBSRC Postgraduate Studentships Guide 2010-2011 (due for review). Sections 11.6-11.7, 11.8-11.9</p> <p>URL: http://webarchive.nationalarchives.gov.uk/20100613145604/bbsrc.ac.uk/web/files/guidelines/studentship_handbook.pdf</p> |
| <p>EPSRC</p> | <p>"We are happy for you to do demonstration, teaching and other duties in your university department where they do not interfere with the progress of your PhD.</p> <p>We recognise that you can gain valuable skills from these activities, but EPSRC stipends are training awards and do not cover payment for duties that would reasonably be considered to constitute employment.</p> <p>If you do demonstration, teaching or other types of employment in an institution, you should be paid for this as well as receiving the minimum EPSRC stipend. Demonstration, teaching or other types of employment should not be compulsory, and your organisation should provide a range of development opportunities for students.</p> <p>Any other work that you take on should not stop you finishing your PhD on time."</p> <p>Reference: EPSRC Webpages: Guidance for Students (2013)</p> <p>URL: http://www.epsrc.ac.uk/skills/students/help/Pages/guidance.aspx</p> |
| <p>ESRC</p> | <p>"Employment ESRC Studentship award holders are encouraged to undertake a certain amount of paid teaching or other research work during their studentship</p> |

provided that they spend a minimum of 1800 hours each academic year on their doctoral research and research training. Their programme of postgraduate training must be compatible with such work and their supervisor must approve.

Please note that the figure of 1800 is based on recommendations about the difference between full and part-time. It equates to a 37.5 hour week for 48 weeks. You should note that ESRC allows for 8 weeks holiday per year and when this is taken into account, reduces the 1800 hours figure to 1,650.

The ESRC is supportive of their students undertaking demonstration, teaching and other duties in their department, where these do not interfere with the progress of their research degrees. However, Research Council stipends are training awards and do not cover remuneration for duties which would reasonably be considered to constitute employment.

Where Research Council students undertake demonstration or teaching, or other types of employment in a RO, they should be paid for this in addition to receiving the minimum ESRC stipend.

Further to this, demonstrating, teaching, or other types of employment, should not be a compulsory element of research training, and ROs should seek to provide a range of development opportunities for their students.

In coming to this decision, the Council considered the following:

- a stipend is a tax-free award for the purposes of undertaking a period of education and training. Income earned from employment duties is taxable in the normal way
- the Council would expect to see the contribution of research students to demonstration or teaching work formally recognised and recorded as employment by an RO, with appropriate contractual obligations and training
- research students should be given information about their entitlements and responsibilities in undertaking a postgraduate research programme at the outset of their studies.

Students may undertake a small amount of other paid work either in term time or vacation. The ESRC does not, however, encourage such work especially during the times when they are expected to be engaged fully in research training and thesis preparation.

Full-time ESRC studentship award holders cannot also hold either a full-time job, or a permanent part-time job, during the period of their award. Part-time ESRC studentship award holders cannot hold a full-time job. A part-time student cannot be permitted to change employment during the course of their award, so that their new employer is the same degree awarding body at which they taking their PhD.

If a part-time student wishes to suspend their award for a period because

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| | <p>of a temporary employment opportunity which is relevant to their area of research, the maximum period of suspension will be based on whether the employment is full or part-time. Therefore the normal maximum suspension of 12 months will apply if the employment is full-time but may be calculated on a pro-rata basis if the employment is part-time. Please see the section on change in status for part time students.”</p> <p>Reference: ESRC Postgraduate Funding Guide, Version 4 (Updated February 2013), P43-44. URL: http://www.esrc.ac.uk/images/ESRC-Postgraduate-Funding-Guide-DTCs_tcm8-14766.pdf</p> |
| <p>MRC</p> | <p>“6.1 Teaching, Demonstrating and other Paid Work Students may undertake teaching, demonstrating and other paid work, provided that the total demand made on their time, including time spent in preparation, does not normally exceed six hours a week. Any work that a student undertakes must be formalised with a proper contract of employment covering the work the student is expected to do and would need to conform to Home Office regulations regarding employment.”</p> <p>Reference: MRC Postgraduate Studentships Handbook, v1.2 (June 2013). P20, section 6.1 URL: http://www.mrc.ac.uk/consumption/groups/public/documents/content/mrc002630.pdf</p> |
| <p>NERC</p> | <p>“Demonstrating, Teaching and Other Paid Work 71. NERC encourages students to undertake some teaching or demonstrating work when this is compatible with their training and provided their supervisors approve of this. The total time spent (including preparation and marking) should not exceed six hours in any week during term time. The provision of teaching and demonstrating is the responsibility of the Research Organisation, and so must be paid for at the Research Organisation's usual rate and supported by appropriate training. Students may also undertake a small amount of other paid work, provided the supervisor gives consent to this and it does not delay or interfere with the research training.</p> <p>72. Students can take up to a three-month abeyance of their award to enable them to undertake a work placement (directly related to the students' training or providing valuable transferable skills), provided this is well justified and approved in advance by their supervisor and Research Organisation. NERC also funds a number of three-month policy internships – see: http://www.nerc.ac.uk/funding/available/schemes/internships.asp. The studentship end dates and expected submission dates should be amended on the Je-S SDP to reflect periods of abeyance.”</p> |

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| | <p>Reference: NERC Studentship Handbook 2012/13, P10, sections 71 & 72. URL: http://www.nerc.ac.uk/funding/application/studentships/studentbook2012.pdf</p> |
| <p>STFC</p> | <p>“Teaching and demonstrating</p> <p>Candidates agree when accepting the studentship to undertake full-time study for the duration of their award. Students will usually be required to leave employment when the studentship commences. Permitted part-time work is detailed below.</p> <p>Students may undertake teaching, demonstrating and, subject to the approval of their supervisor, other paid work directly related to their training. However, the total demand on their time, including time spent on preparation and/or marking etc, should not normally exceed six hours per week. An exception is made in the case of teaching in a school or technical college where up to one day's teaching in any one week is allowed. Students must be paid for any teaching or demonstrating work at the usual rate of the Research Organisation, and should receive formal training.</p> <p>Work experience and casual work</p> <p>Short term work placement in companies, whether paid or unpaid, and other collaborative links which will develop a research scientist's industrial awareness are encouraged. Research students who wish to participate in such training must seek permission from the supervisor. The supervisor must give formal consent and be satisfied that the work will not interfere with the student's research training programme.</p> <p>All students are expected to devote themselves full-time to their postgraduate training. Consequently students who wish to supplement their award by undertaking paid work (full or part-time) which is unrelated to their training must obtain the permission of their supervisor (except during holidays). The supervisor must give formal consent and is required to notify STFC that the work will not interfere with the student's training. Awards will not be placed in abeyance or extended as a result of industrial placement or casual employment.”</p> <p>Reference: Studentship Handbook 2012-13, Section 3 (“Rules concerning the tenure of awards”).</p> <p>URL: http://www.stfc.ac.uk/1510.aspx</p> |