

Funding of Research Degree Programmes for Staff

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<http://policies.docstore.port.ac.uk/policy-186.pdf>

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Funding of Research Degree Programmes for Staff

Summary

What is this Policy about?

This Policy sets out the procedure employees and their managers are required to follow in the event that an employee wishes to apply for a part-time research degree programme at the University of Portsmouth and is able to evidence the specific conditions, which will result in the programme being funded by the Faculty/Professional Service and being cost-free to the individual staff member.

Who is this Policy for?

This Policy is for all staff and managers.

How does the University check this Policy is followed?

Human Resources maintain an overview of this Policy, with the assistance of Academic Registry and reports are presented to the Governors' Human Resources Committee.

Who can you contact if you have any queries about this Policy?

All enquiries should be directed to the appropriate HR Adviser and details are available via the HR webpages at www.port.ac.uk/departments/services/humanresources/contactus/hrbusinesspartnerteams/.

1. Introduction

The University of Portsmouth is committed to investing in and developing its staff. The University Strategy articulates the commitment to 'supporting and developing our people to deliver excellence with commitment and passion' and through our culture and systems, the University will 'fully align our academic and professional service staffing capacity and capabilities with our strategy, investing in development opportunities for all staff that enable them to contribute fully to delivery of our vision in appropriate ways'.

This guidance supports the key performance indicator of the University Strategy to increase the proportion of academic staff with Doctorates.

As part of this commitment, the University offers a range of tuition fee discounts for staff which are detailed in the Tuition Fee Discounts Policy found at www.port.ac.uk/accesstoinformation/policies/academicregistry/fees/filetodownload,194499,en.pdf.

In addition, the University will fully fund certain research degree programmes for individual members of staff when they study at the University, provided that the conditions set out below are met.

2. Eligibility and entitlement

If a member of staff applies for a part-time research degree programme at the University of Portsmouth and is able to evidence the following conditions, the programme will be funded by the Faculty/Professional Service and will be cost-free to the individual staff member.

- The programme of study clearly supports the University Strategy and links to an agreed development plan for the individual member of staff as discussed in their Performance and Development Review;
- The Dean of Faculty/Head of Professional Service or other agreed senior manager supports the request;
- The member of staff is either on an open-ended contract of employment or on a fixed term contract which extends to the length of the registration period;
- The member of staff is not subject to any ongoing, formal University procedure (e.g. disciplinary, management of under-performance, managing sickness absence).

3. Research degree programmes

These programmes include registration for part-time University of Portsmouth doctoral programmes (PhD/MPhil/MD) and professional doctorates (ProfDoc/DSyRM). Details of the range of programmes can be found at www.port.ac.uk/courses/#postgraduate-research.

4. Funding arrangements

The current process is that the Dean of Faculty/Head of Professional Service or delegated manager will complete a RE2i Form (Internal Sponsor Form) at www.port.ac.uk/sponsors. The annual fee will be charged to the relevant Faculty/Professional Service cost code. The RE2i Form will be sent to the Student Administration Team for processing.

5. Application process

Applications should include a clear rationale of how the proposed programme supports the University Strategy. All applications should include a full *curriculum vitae* (CV) and a statement from the Head of Department or equivalent in respect of applicants from within Faculties, or line manager in respect of applicants from within Professional Services. This statement should comment on the merits of the application, together with any impact on work allocation.

Approval will be based on the merits of the proposal submitted, with regard to the following criteria:

- clearly stated evidence that the proposed programme supports the University Strategy and faculty/service plans;
- clearly stated evidence that the proposed programme will support the professional development of the individual member of staff.

6. Leaving the University

If the member of staff resigns from their employment at the University during the course of their funded programme of study, no further financial support will be provided by the University. The member of staff will not be asked to repay any fees already made by the University.

7. Withdrawal, transfer, suspension and resumption of study

The procedures for withdrawal, transfer of the programme to another HEI, temporary suspension and resumption of study can be found at www.port.ac.uk/accesstoinformation/policies/academicregistry/fees/filetodownload,194185,en.pdf.

Where a member of staff seeks to initiate any of these procedures, they should inform their Dean of Faculty/Head of Professional Service as soon as possible and before they initiate any procedure. In the event that the member of staff wishes to transfer their programme to another HEI, the Dean of Faculty/Head of Professional Service will decide whether they wish to continue to provide financial support for this programme of study.

8. Appeals

Applicants can appeal against decisions made by their Dean of Faculty/Head of Professional Service but only on the basis that the process of considering the application was flawed. Such appeals should be submitted to the Director of Human Resources in writing within ten working days of receipt of the written confirmation of the decision. The Director of Human Resources may request that a senior member of staff, not previously involved in the decision, investigate the complaint and to provide a written report to the complainant and the Dean of Faculty. There will be no recourse to the grievance procedure.

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