

REGULATIONS

E20 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 that are not already covered by the University's Research Degree Regulations, Codes of Practice for Postgraduate Research and Training, Faculty and Central Handbooks and the Personal Development Planner and Diary for Postgraduate Generic Skills Training. At enrolment, all new students are issued with hard copies of all the above mentioned documents and these can also be found at the following websites:

- [University Regulations: Section B Specific regulations](#)
- [Research Degrees Team: Current research students](#)
- [Graduate College training events](#)

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 should be noted that the Research Degrees Team will monitor all student entitlements annually via the RDSC 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 Sub-Committee.

Entitlements for Full-time Research Students

Office Space

Full-time students must have access to a desk or other reasonable and appropriate provision to enable students to work when required. They must also have shelf space and a secure lockable two draw cupboard or furniture, with space to keep papers or other materials as appropriate for their discipline.

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.

Computer

Full-time students should be provided, where appropriate, with a dedicated laptop or desktop computer 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.

Printing

Full-time students must be able to access free network printers in their Faculty at no additional cost. Limits to this must be agreed locally and confirmation of the minimum allowance would be confirmed when the new managed Print Services system was fully operational.

Photocopying

Full-time students must have access to unlimited free photocopying in their Faculty for work purposes. For use of the Library photocopier, full-time students should be given a minimum £15 photocopying card where appropriate to the discipline (Students to be treated the same way as lecturing staff working in their Faculty).

Pigeonholes

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

Access Key Card

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

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 £500 towards costs associated with this activity. With the agreement of the Supervisory Team, this allocation could be drawn down during years two and three of full-time study.

Fieldwork Funding

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 candidates formal offer letter.

Business Card

There is no obligation to provide students with Business cards.

Parking Permits

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

Entitlements for Part-time Research Students

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 shelf space and a secure lockable two draw cupboard or furniture, with space to keep papers or other materials as appropriate for their discipline.

Laboratory facilities

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

Computer

Part-time students must have access to dedicated laptops or desktop computers 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.

Printing

Part-time students must be able to access free network printers in their Faculty at no additional cost. Limits to this must be agreed locally and confirmation of the minimum allowance would be confirmed when the new managed Print Services was fully operational.

Photocopying

Part-time students must have access to unlimited free photocopying in their Faculty for work purposes. For use of the Library photocopier, part-time students should be given a minimum £15 photocopying

card where appropriate to the discipline (students to be treated the same way as lecturing staff working in their Faculty in.

Pigeonhole

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

Access Key Card

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

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 £500 towards costs associated with this activity. With the agreement of the Supervisory Team, this allocation could be drawn down during years two-four of part-time study.

Fieldwork Fund

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 candidates formal offer letter.

Business Card

There is no obligation to provide students with Business cards.

Parking Permits

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For further information about these regulations, please contact Student Central – Research Degrees Team.

Approved by:

Research and Knowledge Exchange Committee, 25 February 2014

Graduate College Steering Group, 9 June 2014

Research Degrees Sub-Committee, 12 June 2014

Academic Board, 16 July 2014