

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 both 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 and Masters by Research programmes.

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. Office Space

All 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. Where possible students will be grouped with those of similar disciplines in order to maintain a sense of research community and provide networking opportunities.

2. Laboratory or equivalent discipline related facilities

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

3. Computer

All full-time research students are eligible to request a laptop with full access to the network if the Director of Studies and PGRT consider it to be essential to the successful completion of their studies. Students should also have access to appropriate software and where required a computer capable of running specific software which is integral to their research. In exceptional circumstances, due to the nature of the research project, some students may need access to a specialist higher specification device and these requests will need to be reviewed on a case by case basis and approved by the student's Director of Studies.

Part-time students are eligible to borrow Chromebooks or laptops from University self service lockers or use any shared desktop computer specifically allocated as a hot desk device within their Faculty's allocated research student space.

4. Printing and Photocopying

All students must be able to access free printing and photocopying via uniPrint.

5. Access Key Card

All students should have an access key card.

6. Conference Funds and attendance

All doctoral level students who have made the required progress on their programme and been 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 Director of Studies, this allocation can be drawn upon following the successful completion of transfer from MPhil to PhD or successful registration on the research element of the Professional Doctorate, as confirmed by the relevant subcommittee of RDC (HESS or S&T), and up to the submission of the thesis for examination. Please note, this is not an annual allocation and will only be given once during the doctoral period.

7. 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.

8. Business Card

There is no obligation to provide students with Business cards.

9. Parking Permits

Refer to the [Student Parking Policy](#)