

Summary of Changes to Policy on Circumstances Leading to Changes to Postgraduate Research Study

<http://documents.manchester.ac.uk/display.aspx?DocID=8162>

MDC fully considered and approved all restructuring and revisions on 27th September 2018 after a period of open consultation.

Summary of key structural changes:

- The policy title has been changed from Policy on Circumstances Leading to Changes to Postgraduate Research Study to Change of Circumstances for Postgraduate Research Students Policy.
- The overall structure has now changed in line with the University's Policy Framework.
- The policy document is shorter and is supplemented by 6 procedural documents:
 - Extensions Procedure for Postgraduate Research Students
 - Interruptions Procedure for Postgraduate Research Students
 - Official Leave of Absence Procedure for Postgraduate Research Students
 - Sickness Procedure for Postgraduate Research Students
 - Submission Pending Procedure for Postgraduate Research Students
 - Withdrawals and Terminations Procedure for PGR Students

Summary of key content changes:

- Terminology has been made consistent across the faculties.
- Roles and responsibilities sections for staff and students have been added.
- The policy now explicitly states students with mitigating circumstances can still request an extension during submission pending.
- The maximum submission pending period for MPhil students has been reduced (from 12 months) to 6 months.
- For clarity, a distinction has been made between 'Placements' (part of the programme/an official leave of absence) and 'Internships' (a period of work not regarded as part of the programme/an interruption).
- The definitions of an Official Leave of Absence are now clearly laid out to include Fieldwork, Placements, Exchanges, Institutional Visits and Holiday.
- The Interruptions policy has been expanded to state:
 - Interruptions are not permitted during the submission pending period since there is no expected time commitment during submission pending.
 - Students who have an interruption approved, will no longer see a corresponding reduction in submission pending period but will be eligible for the full allowance according to programme e.g. 12 months PhD and 6 months MPhil.
 - A section has been added on support for return to study from interruption with clear links to the Fitness to Study Policy.
 - The fitness to study panel can now instigate a period of interruption for a student.
- Maternity and shared-parental leave for PGR students has been updated in line with RCUK terms and conditions and HR policy for staff:
 - All students taking an interruption for maternity leave are entitled to 52 weeks interruption. RCUK or UoM funded students are entitled to 26 weeks full stipend, followed by 13 weeks at c41% of stipend.

- RCUK or UoM funded students taking maternity leave are entitled to share their stipend entitlement with their partner if the mother returns to study and the partner also received RCUK or UoM funding.
 - The partner of a mother taking maternity leave can apply for up to 50 weeks interruption for paternal caring.
 - There is no qualifying period for maternity, paternity or shared parental leave allowance.
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