

Adoption Leave - Guidance on Procedures for Postgraduate Research Students

June 2010

Graduate Education Team Research Office

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1. Introduction

This document provides guidance to full-time and part-time postgraduate research students of doctoral (including Professional, Engineering and Enterprise Doctorates), Master of Philosophy (MPhil), Master of Surgery (ChM) and Doctor of Medicine (MD) degrees, on procedures for applying for adoption leave.

This guidance should be read in conjunction with University's *Policy on Circumstances Leading to Changes to Postgraduate Research Study* available at http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changesto_degrees/.

Students who are in receipt of an annual maintenance stipend¹ funded by the University or from a Research Council Doctoral Training Grant (DTG) may be entitled to funding from the University during their period of adoption leave and should refer to the University policy:

- *Maternity, Adoption and Paternity Pay Policy for Funded Postgraduate Research Students*

2. Adoption leave entitlement

A student may interrupt their degree for the purposes of adoption leave for a maximum period of 12 months subject to approval from the relevant School or Faculty.

3. Qualifying for adoption leave

Adoption leave is available to:

- Individuals who adopt.
- One member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave regardless of gender).

The supporting partner (male or female) of an individual or a couple who adopt, may be entitled to paternity leave (see section nine of the University's *Policy on Circumstances Leading to Changes to Postgraduate Research Study*).

In order to qualify for adoption leave, a student must:

- Be newly matched with a child for adoption by an approved adoption agency.

¹ Students in receipt of one-off bursaries or fees-only awards are not eligible to receive pay during adoption leave. (The definition of a one-off bursary is a single payment, usually made at the beginning of the degree, to help towards payment of tuition fees and/or living expenses.)

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- Have been registered as a student of the University continuously for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

4. Applying for and starting adoption leave

Adoption leave can be taken either from the date of child placement OR no more than 14 days (including weekends and public holidays) prior to the date of child placement.

Students should discuss their forthcoming adoption leave with their supervisor/s and the appropriate School or Faculty graduate office as early as possible. Once adoption leave dates have been agreed, students must submit the relevant interruption permission form to the appropriate School or Faculty graduate office and attach the matching certificate (provided by the adoption agency). The form must be submitted to the graduate office within seven days of the student being notified by the adoption agency that they have been matched with a child for adoption.

The appropriate School or Faculty graduate office will then confirm in writing the terms of the adoption leave, adoption pay (if applicable) and the latest date on which the student should return to study.

5. Returning from adoption leave

Students who wish to return to study earlier than had been agreed prior to the start of the adoption leave, must advise their supervisor/s and appropriate School or Faculty graduate office in writing, giving at least eight weeks' notice of the intended date of return. The graduate office will amend the duration of the interruption period and end of programme date.

Students who wish to return to study later than had previously been agreed, must seek permission from their supervisor/s and, if s/he is in agreement, request a further interruption to studies.

A student who has been studying full-time but who indicates they wish to return to study on a part-time basis following adoption leave will receive sympathetic consideration of his/her request and will be accommodated wherever possible.