

Herchel Smith PhD Research Studentships

Terms and Conditions

(A) General

1. The Herchel Smith Research Studentships are offered for the promotion and encouragement of research in Biochemistry, Molecular Biology, and Organic Chemistry, and related fields, in accordance with the bequest of the late Dr Herchel Smith.
2. The Fund is managed on the behalf of the University by a Committee of Managers ('the Managers') appointed by the General Board after consultation with the Councils of the Schools of the Biological Sciences and of the Physical Sciences.
3. The Board of Graduate Studies is responsible for all matters relating to the award of graduate degrees. The Department or Faculty where the studentship is held is responsible for providing all facilities necessary for training of the student. All institutions comply with the Board of Graduate Studies' *Code of Practice for Research Degrees*.
4. In order to be eligible for a Studentship, a candidate must have been accepted to follow a course of research within the field(s) in which the Studentships have been advertised and have been admitted, or be seeking admission, by the Board of Graduate Studies as a registered Graduate Student of the University.
5. The holder of a Herchel Smith PhD Studentship will be designated a 'Herchel Smith Research Student'.

(B) Finance and Duration of the Award

1. A Herchel Smith Studentship cannot be held in conjunction with any other fully funded studentships/scholarships e.g. Research Council studentships.
2. Scholars must inform the Managers if they obtain any additional funding at any point during the tenure of their award and their award may be reduced to the extent that the additional funding is secured (e.g. College or Departmental awards).
3. It is not possible to transfer the award to another University but it may be possible to transfer it to another supervisor or Department, subject to approval by the Department, Degree Committee, the Board of Graduate Studies and the Managers.
4. The Herchel Smith Studentship will cover the University Composition Fee (at the UK/EU or overseas science rate, as applicable) and College Fee. It will also provide an annual stipend (maintenance grant), for up to four years, in line with the stipends offered by the Wellcome Trust. It is not possible for the Herchel Smith Fund to provide additional funding for dependants.
5. Stipends are paid quarterly on 1st October, 1st January, 1st April and 1st July directly into the scholars' bank accounts.
6. Herchel Smith Research Students registered for the PhD (including those registered in the first instance for the MPhil or CPGS as part of a doctoral programme) will have their award renewed annually subject to satisfactory performance. The maximum duration of an award is four years.
7. Up to £5,000 per annum is provided as a contribution towards research expenses.

8. If a Herchel Smith Research Student wishes to begin his or her studies after 1st October of the academic year for which the studentship has been awarded, the agreement of the supervisor, Faculty/Department, the Board of Graduate Studies and the Managers of the Herchel Smith Research Studentship Fund must be secured. The Scholarship must be taken up no later than the beginning of the Easter Term 2018, otherwise it will lapse. ***Studentships cannot be deferred to the next academic year.***
9. If a Herchel Smith Research Student's studies are discontinued for any reason, the Board of Graduate Studies must be informed immediately, payments will cease from the date that the studentship ends and the Fund will recover in full any over-payment.
10. A student's Fees will be paid for so long as the student is liable for those Fees. The minimum number of terms for which full-time students must undertake research for the PhD is nine (3 years) and the maximum is 12 terms (4 years).
11. If a Herchel Smith Research Student submits the PhD dissertation before the end of the award, he or she will continue to be paid up to the end of the quarter in which submission occurred, but will not receive any further payments.

(C) Temporary Suspension of Awards

In accordance with the University's support of research students, it is expected that training will occur on an ongoing basis and the intermission of awards is not anticipated for this purpose. It is recognised, however, that, in exceptional circumstances, it may be necessary to interrupt the study programme.

a) Maternity/paternity/ill-health

1. Herchel Smith Students are entitled to a four-month period of maternity leave during which they will continue to receive their maintenance grant. This payment is additional to the total amount of the award. Tuition fees will not be paid, so scholars should ensure that they have requested and been approved, leave to intermit. Suspension requested for reasons of maternity does not count towards the maximum suspension of 12 months during the tenure of the award.
2. A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth.
3. If Herchel Smith Students intermit through illness, payment will continue for a period of up to 13 weeks, after which no further payments will be made.

b) Suspension of awards for longer periods of leave

1. The Board of Graduate Studies may permit **suspension** of the award (during which Herchel Smith Students are not entitled to receive payment of tuition fees or stipend) during a period of **intermission of a term or more** in the following circumstances: prolonged ill health, maternity leave and other pressing academic or personal reasons.



UNIVERSITY OF CAMBRIDGE

Herchel Smith Fund

2. In order that the Board of Graduate Studies may consider a request for suspension of the award:
 - a) A formal request to the Board of Graduate Studies for leave to intermit must be made at the earliest possible opportunity, in advance wherever possible, and must be supported by the supervisor, Degree Committee and College. Retrospective requests may be considered only in exceptional circumstances.
 - b) Where intermission is requested for reasons of ill health or maternity, appropriate medical evidence must be submitted to the Board of Graduate Studies.
 - c) The total period of intermission during the tenure of the award must normally not exceed 12 months, after which time Herchel Smith Students will be removed from the student register until they are fit to return. In certain cases of serious and/or chronic ill health, it is recognised that scholars may need to suspend their award for more than 12 months during the term of the award. All such cases will be considered individually by the Board of Graduate Studies.
3. The award will normally be extended by the length of the suspension. If stipend has been paid for all or part of the period covered by retrospective intermission, the Fund Managers may require repayment of the amount that has been over-paid.
4. At the end of an approved period of intermission scholars must contact the Board of Graduate Studies to confirm that they are returning to their programme of study and to ensure that payments are promptly resumed. If intermission has been granted for medical reasons, suitable evidence is required to ensure that the scholar that is fit to resume their studies.
5. Herchel Smith Students may have the opportunity to take up temporary employment that is relevant to their research. The Board of Graduate Studies will consider a request for suspension of the award in such circumstances.

(D) Leave to work away from Cambridge

1. All students who wish to work away from Cambridge for the purposes of research must seeking leave to work away in advance from the Board of Graduate Studies; all such request must be endorsed by the supervisor, Department, College and the Managers of the Herchel Smith Studentship Fund.
2. If a Herchel Smith Research Student has leave to work at another institution at which fees must be paid, the Managers will consider paying fees at that institution up to the equivalent to the University of Cambridge Composition fee for the period concerned. Provided that the work undertaken contributes to the research that may be included in the dissertation, the stipend will continue to be paid at the standard rate. The period of working away from Cambridge will therefore normally be included in the tenure of the award.