

SCHOLARSHIP MAINTENANCE PAYMENTS DURING PERIODS OF MATERNITY LEAVE FOR POSTGRADUATE RESEARCH STUDENTS.

Introduction

For the purposes of this policy, 'postgraduate research students' refers to full-time and part-time students studying for qualifications which fall under the scope of Regulation 1 of the University's General Regulations for Higher Degrees by Research, including: PhD, EngD, EdD, MD.

It is important that post-graduate research students advise their supervisory team as soon as possible of their pregnancy for health and safety reasons.

Information relating to student pregnancy is available here:

<https://students.sheffield.ac.uk/pregnancy>

Post-graduate research students who are members of university staff, should refer to the maternity leave policy which relates to staff:

<https://staff.sheffield.ac.uk/hr/policies/maternity-leave>

Maternity leave

Mothers are required to take 2 weeks' compulsory maternity leave following the birth of their baby. They may take up to 52 weeks' maternity leave. Maternity leave requires a leave of absence from the University, which must be sought in advance of the period of maternity leave commencing. See: <https://www.sheffield.ac.uk/research-services/code/student-status/leave-absence>

The right to take maternity leave is not affected by the availability of funding to support it.

Student eligibility criteria for receiving maternity scholarship payments

1. Full-time and part-time postgraduate research students who receive an externally funded annual maintenance stipend, either directly from an external organisation, or via an external award which is administered by the University of Sheffield, must follow the regulations and guidance of the funder with respect to maternity stipend.

<https://www.sheffield.ac.uk/research-services/scholarships>

2. Full-time and part-time postgraduate research students who receive an annual maintenance stipend funded by the University (whether from a centrally administered scholarship scheme, or from a faculty or departmental one) will be entitled to the following payment terms, provided they take a leave of absence for that period. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part-time students and students not fully funded by the University. The following 13 weeks should be paid at a level commensurate with statutory maternity pay. The final 13 weeks are not paid. The maternity stipend will be equivalent to their normal annual amount (pro-rata), up to a maximum level equivalent to the UKRI stipend in force at the time.

3. Postgraduate research students who receive an annual maintenance stipend via a project funded by a research grant should enquire with the Principal Investigator and the Research Finance team in their Faculty whether a maternity stipend can be provided.
4. Postgraduate research students on the Sheffield Graduate Teaching Contract are entitled to maternity leave and may be entitled to maternity pay as part of the terms and conditions of their employment, subject to meeting the relevant eligibility criteria. Please contact Human Resources who can give advice based on the specific circumstances.
5. Postgraduate research students who do not have access to a maternity stipend from their scholarship funder or to statutory maternity pay may be eligible for a one-off support payment from the University. Please contact the relevant Faculty Administrator for further information. See: <https://students.sheffield.ac.uk/research-services/pgr-contacts>

Students who do not return to the University to complete their studies following their maternity leave will be required to pay back any maternity stipend received.

Paternity/partner leave for postgraduate research students

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Postgraduate research students who are members of university staff, should refer to the paternity leave policy which relates to staff: <https://staff.sheffield.ac.uk/hr/policies/family-leave-0>

Paternity/partner leave

Ten days' 'ordinary' paternity/partner leave is granted to postgraduate research students who are the biological father of the child, or the mother's husband or partner (including same sex relationships). The leave should be taken in blocks of not less than one week within 3 months of the birth of the child.

Maintenance stipend payments during ordinary paternity/partner leave

1. Postgraduate research students who receive an externally funded annual maintenance stipend, either directly from an external organisation, or via an external award which is administered by the University of Sheffield, must follow the regulations and guidance of the funder with respect to paternity stipend.
2. Postgraduate research students who receive an annual maintenance stipend funded by the University (whether from a centrally administered scholarship scheme, or

from a faculty or departmental one) will be entitled to ten days' ordinary paternity/partner stipend, provided they take ten days' ordinary paternity/partner leave.

3. Postgraduate research students who receive an annual maintenance stipend via a project funded by a research grant should enquire with the Principal Investigator and the Research Finance team in their Faculty whether a paternity stipend can be provided.
4. Postgraduate research students who are not entitled to a paternity stipend from their funder may take ordinary paternity/partner leave but will not receive additional funding from other sources.