

## Doctoral School Research Awards Terms and Conditions

### 1. Scope

This document outlines the terms and conditions of the Royal Holloway Doctoral School Research Awards available to postgraduate research students of Royal Holloway.

### 2. Eligibility

The Panel for the Doctoral School Research Awards are committed to encouraging equality and diversity and ensuring equality, fairness, and respect in its treatment of all applications received.

Unless otherwise stated, the student must:

- Anticipate meeting all the stated circumstances associated with their application;
- Be registered as a Royal Holloway postgraduate research student at the point they make the application. Visiting students whose home institution is not Royal Holloway are not eligible to apply for the Awards;
- Undertake their research-related travel within the academic year in which the Awards are allocated. The academic year is defined as running from October to September. Students are able to apply to the Doctoral School Research Awards if their project was undertaken prior to the Doctoral School Research Awards Allocation Panel meeting as long as it was not before 1 October of that academic year;
- Only make one application to the Doctoral School Research Awards per academic year;
- Submit all the required documentation by the relevant deadline. Late or incomplete submissions will not be accepted or considered by the Panel.

Please note:

- Applications should be for an amount between £200 and £2,000. If you are successful, you may not necessarily be awarded the full amount that you applied for.
- Travel that constitutes a core activity of a student's study, such as compulsory field trips or placements, is not eligible for an Award.
- Where there are insufficient or no suitable applicants, the Panel reserves the right not to make an Award.
- Decisions made by the Panel are final.

### 3. Award agreement and responsibilities of the student

- In accepting an award, students are agreeing to be bound by the Doctoral School Research Award Terms and Conditions as set out in this document. Students are advised to keep a copy of these Terms and Conditions for their records.

- By submitting an application, applicants are agreeing to submit a report and photo of their training course or travel that can be used for publicity purposes by the College should their application be successful.
- The College reserves the right to edit reports for clarity and length or to add disclaimers to any material it publishes. Consent for edits will be requested from the student prior to publication. The decision of where and whether to publish the report on the College website rests with the College.
- By accepting an award, applicants are agreeing to provide proof, if requested, that they undertook the travel for which they received the award.
- By accepting an award, students are agreeing that they can be contacted by the Development and Alumni Relations Department to provide a profile that can be used by the College for publicity purposes.
- Awardees may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes. This could include being featured on the Royal Holloway website and/or on social media. Prior consent of the student will be requested for this. No additional payments will be made by Royal Holloway to the awardees for participating in promotional activities.
- Students must ensure that their planned travel does not interfere with their studies and that it is appropriate for them to be absent from the College to undertake their project. Unauthorized absences from the College as a result of undertaking a project funded by the Doctoral School Research Awards will be dealt with in line with the College's attendance [procedures](#). Details can be found online at:  
<https://intranet.royalholloway.ac.uk/students/study/attendance/attendance.aspx>.
- It is the awardee's responsibility to carry out appropriate travel risk assessment, with guidance from their supervisor and the [Health and Safety](#) team, and get this approved before the travel takes place. Royal Holloway will not be held liable for the health, safety and security of any awardee and the applicant should carry out appropriate checks to ensure their safety such as by consulting the UK Government's [Foreign Travel Advice Information](#).
- It is the awardee's responsibility to ensure appropriate insurance is obtained for those who plan to undertake travel. Royal Holloway does not provide insurance for students undertaking travel as a result of receiving an Award.
- Royal Holloway accepts no responsibility for any additional costs or liabilities arising from a project or training course funded by the award, other than those set out in the conditions of the award or otherwise agreed in writing by the Panel.
- The award's policy is not to provide any additional feedback on an application whether successful or unsuccessful.

#### 4. Payment

Confirmation of the payment arrangements will be included in the formal award offer sent to successful applicants. The award offer will be emailed to the email address supplied with the application.

Unless otherwise specified, payment will only be made providing:

- The student is fully enrolled at Royal Holloway on a postgraduate research degree programme at the time of the payment.
- The student responds and agrees in writing to accept the award and the Terms & Conditions by the deadline provided.

Payment conditions:

- All awards are paid by BACS into a UK bank account only. It is the responsibility of the student to ensure that they provide up-to-date bank details to Royal Holloway in sufficient time for the payments to be made. Students are responsible for maintaining their bank details in Campus Connect. Students who do not update their bank details on Campus Connect by the deadline will no longer be eligible for payment.
- The account must be held either solely or jointly in the name of the awardee. Payments cannot be made into the account of another person.
- The student is responsible for administering the funds as necessary to meet the requirements of their application.

#### 5. Withdrawal of a Doctoral School Research Award

- The College reserves the right to reclaim any overpayment or incorrect payment.
- Royal Holloway reserves the right to withdraw an award from any student who is found to have misled Royal Holloway about any aspect of their application and to seek repayment of any monies already paid.
- Royal Holloway reserves the right to withdraw an award from any student where the College is not able to approve the travel risk assessment for the destination in the application.
- If a student changes programme or mode of study, their continuing eligibility for an Award will be reviewed and the award may be withdrawn. The student should notify the Doctoral School by email at [doctoralschool@rhul.ac.uk](mailto:doctoralschool@rhul.ac.uk) of any changes.
- Students who withdraw or interrupt their studies before undertaking the training or travel funded by an Award may be asked to repay their Award.
- Students must normally be fully enrolled as full- or part-time students at Royal Holloway. Should the status of the student's registration change for any reason Royal Holloway reserves the right to reassess whether the student is eligible for the Award. A change of this nature may result in the Award being withdrawn and the student being required to repay some or all of the Award to Royal Holloway, or the value of the Award may be readjusted.
- The College reserves the right to request repayment of an award if the student does not submit a report of their project and a photo of the awardee, by the agreed date.
- The College reserves the right to request repayment of an award if the student is not able to undertake their training or travel. Should the details of the travel or training change, students

should contact the Doctoral School by email at [doctoralschool@rhul.ac.uk](mailto:doctoralschool@rhul.ac.uk) to discuss whether the Award can continue to fund the revised plan.

- Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right to withdraw the award completely if the outcome of the process is the termination of their student registration.

## 5. Data protection

- The data used in relation to the Doctoral School Research Awards adheres to Royal Holloway's Student Data Collection Notice. Details of this policy can be found online at <https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf>. In case of any questions or comments regarding this Notice or to exercise any data protection rights students should email [dataprotection@royalholloway.ac.uk](mailto:dataprotection@royalholloway.ac.uk).
- Submitting an online application form constitutes an applicant's agreement to all terms, conditions and notices as per Royal Holloway's data protection policy.

## 6. Awards process

- In addition to submitting a complete application form by the relevant deadline, a strong supporting statement, a breakdown of expenses, itinerary of the project (where relevant) and a positive academic reference are also required.
- Applications will be judged on academic merit. Applications are chosen where the academic benefit of the project has been clearly identified and where significant impact on the academic development of the Award recipient is evident. This will be assessed via the documents submitted as part of the application. Before starting their application, students should read the Application Guidelines.
- The Panel will consider applications for the Awards and, where necessary, consult relevant Directors of PGR Education, or their nominated representative, before deciding the awardee(s).

## 7. Complaints process

- The Award decisions made by the Panel are final.
- Should a student wish to submit a complaint about the application process, they should first attempt to resolve the matter informally with the Doctoral School at [doctoralschool@rhul.ac.uk](mailto:doctoralschool@rhul.ac.uk). If they remain dissatisfied, they may wish to submit a formal complaint. Details of this procedure can be found online at <https://intranet.royalholloway.ac.uk/students/study/complaints/complaints/student-complaints.aspx>.