

PhD Scholarship Policy

Background: UNNC provides full and partial scholarships for full and part time PGR students. This policy outlines the types of PGR scholarships available, how to publish the scholarship details, application and assessment procedures and qualifying conditions. This policy serves as an institutional level guideline, and individual funding bodies (internal or external to UNNC) may have extra requirements in addition to those set out in this policy, but not be contradictory to this policy.

By having this policy in place we hope to resolve the lack of clarity regarding types, assessment criteria for scholarships and ensuring scholarship holders continuing into their 2nd and 3rd years are of high quality. This policy has been reviewed by the Legal, Compliance and Audit Office on 25 November 2016 and approved by the MB on the 29 November 2016 and will apply from immediate effect to all PhD students.

1 Types of PGR scholarships

- 1.1 UNNC Fees scholarship: covers PGR tuition fees for up to 36 months based on timely and satisfactory outcome of annual reviews.
- 1.2 UNNC Accommodation scholarship: covers on-campus student accommodation at UNNC (for PhD candidate only) for up to 36 months based on timely and satisfactory outcome of annual reviews.
- 1.3 UNNC Stipend scholarship: provides monthly living allowance of flat amount of RMB3,000, for up to 36 months, based on timely and satisfactory outcome of annual reviews.
- 1.4 UNNC Insurance scholarship: provides medical insurance with designated insurance providers for up to 36 months based on timely and satisfactory outcome of annual reviews.
- 1.5 Other scholarships: any scholarship that is funded through research grants, collaboration initiatives or industry partners etc. The funding bodies may refer to items 1.1 to 1.4 as reference, or they may specify their own scholarship content, amount and duration, subject to the approval of the Dean of Graduate School.
- 1.6 A full PGR scholarship will typically include four items from 1.1 to 1.4.
- 1.7 Partial scholarships can be any combination of items 1.1 to 1.4. It should be specified in the scholarship offer letter issued to the student.
- 1.8 A scholarship may be open to new students or to existing students. This should be made clear in the published advertisement.
- 1.9 The number of PGR scholarships available at UNNC varies from year to year. Details will be published by the Graduate School on UNNC recruitment website annually.

2 PGR scholarship publishing process

- 2.1 PGR scholarship offering units are responsible for providing their scholarship advertisement drafts to the Graduate School. The drafts should include clear information on the topic, number of awards, amount, duration, conditions and eligibility requirements of the scholarship, contact person and any links related to the scholarship.
- 2.2 All PGR scholarship advertisement drafts should first be sent to Graduate School to check and ensure that the content and style are consistent at an institutional level. The Graduate School then works with the Dean of Graduate School and Global Engagement Office for final draft of advertisement.
- 2.3 The Graduate School will publish the approved PGR scholarships on graduate school website and any relevant recruitment web pages. Faculties and schools can include links to PGR scholarship on their own websites once approved by the Graduate School.

3 PGR scholarship application and assessment procedures

- 3.1 PGR applicants should indicate their intent to apply for scholarship in their general PhD application. No separate PGR scholarship application is needed. Applicants will be informed by the Graduate School of the outcome of PGR scholarship consideration together with the outcome of their applications.
- 3.2 Consideration and assessment of PGR applicants for scholarships should be led by an assessment panel chaired by Faculty Deans for each Faculty, or by Directors of research centres (or institutes), or by Principal Investigator (PI) of funded research projects, or the equivalent of these roles in other situations, and the final list of awardees to be approved by the Dean of Graduate School.
- 3.3 All PGR scholarship allocation results should be forwarded to the Graduate School latest by 1st March and 1st July each calendar year, for Offer letter processing and registration preparation for May and September intake. This should follow a designated form designed by the Graduate School – *PhD/MPhil Supervision Arrangements Form for Application Stage* (available on Graduate School SharePoint). Any scholarship awards allocated outside this regular registration cycle will require special approval by the Dean of Graduate School.
- 3.4 PGR scholarship assessment and final allocation records should be kept by the corresponding Faculty or School for future reference and audit purpose.

4 Qualifying conditions for PGR scholarships

- 4.1 Applicants must have a minimum average score of 70% and above for undergraduates, or an average of 65% and above for Master degree holders, according to the UK system. Applicants from institutions where different score system is used must have achieved an equivalent level of performance to the above.

- 4.2 Applicants must satisfy UNNC's English language requirements for the relevant discipline (or subject) area. Detailed English language requirements will be published on UNNC Recruitment website.
- 4.3 Applicants must meet any other requirements associated with the PGR scholarships for which they are eligible.
- 4.4 In case of delayed registration on the applicants' part, scholarships may be withdrawn and such applications will be dealt with on a case by case basis. In cases of deferral of registration, PGR scholarships will be automatically withdrawn.
- 4.5 After the initial award of a PGR scholarship, its continuation for subsequent years is subject to satisfying the progression requirements applicable to each year of study as well as any other conditions associated with the scholarship. Normally in the absence of extenuating circumstances, PGR scholarship holders' annual reviews shouldn't be delayed for more than two months after the initial expected review date. The scholarship will be suspended from immediate effect until successful completion of the annual review with satisfactory outcome.
- 4.6 Scholarship will not be applied retrospectively to periods of suspension if student passes the required annual review at a later stage.
- 4.7 In cases of suspension or interruption of research programme by a PGR scholarship holder, the scholarship will be suspended and may be resumed upon the holder's return to study if the suspension period is no more than 6 months. For suspension or interruption for longer than 6 months, PGR scholarships will not be resumed automatically. Instead, an assessment by the scholarship offering unit should be carried out before a decision is made subject to final approval by the Dean of Graduate School.
- 4.8 A female student is entitled up to a year of maternity leave (count towards the overall one year allowance of suspension from programme) without any penalty. The scholarship will be suspended during the maternity period and payment will resume immediately after the leave period.
- 4.9 In cases of termination of a PGR scholarship holder, the remaining amount of the scholarship may be used to fund other PGR students, as long as the remaining funds will be used in the same calendar year.
- 4.10 If a PGR scholarship has special conditions on any type of interruptions of study, the relevant conditions should be observed.
- 4.11 In cases of assumed withdrawal from the programme, the student is liable to repay any scholarship amount disbursed during the non-engagement period.
- 4.12 Normally, UNNC PhD students on a scholarship may not transfer to another University, unless with well-founded grounds and for exceptional reasons. And such grounds and reasons have to be assessed and approved by the Dean of Graduate School. In such cases, UNNC has the right to ask the student to refund the University on the scholarship received by the student by the time of the transfer.

The right of interpretation of this policy rests with the Graduate School.

The policy will be administered by UNNC's Graduate School and will be effective from immediate effect.