Maternity, Paternity and Adoption Leave for funded postgraduate research students

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[Quality and Standards | University of Hull](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality)

* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-%28EIAs%29.aspx).
* This document is available in alternative formats from **policy@hull.ac.uk**.
* All printed or downloaded versions of this document are classified as uncontrolled

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Table of Contents

[1. Introduction 3](#_Toc176517314)

[2. Eligibility 3](#_Toc176517315)

[3. Leave entitlement 3](#_Toc176517316)

[4. Maternity leave 3](#_Toc176517317)

[5. Adoption leave 4](#_Toc176517318)

[6. Paternity leave 4](#_Toc176517319)

[7. Partner entitlements 4](#_Toc176517320)

[8. International PGRs 4](#_Toc176517321)

[9. Keeping in Touch (KiT) days 4](#_Toc176517322)

[10. Non-returning PGRs 5](#_Toc176517323)

[11. Applying for leave 5](#_Toc176517324)

[12. Revised thesis submission date 5](#_Toc176517325)

[13. Version control 7](#_Toc176517326)

Maternity, Paternity and Adoption Leave for funded postgraduate research students

# Introduction

* 1. The University of Hull provides a welcoming, inclusive and supportive teaching, learning and research environment for all. The University has a diverse student population and is committed to admitting and supporting students with a broad range of needs.
	2. This policy should be read in conjunction with the [Student Pregnancy and New Parent Policy](https://hullacuk.sharepoint.com/Services/DoctoralCollege/Central%20Document%20Library%20DRAFT/Forms/AllItems.aspx?id=%2FServices%2FDoctoralCollege%2FCentral%20Document%20Library%20DRAFT%2FResearch%20Degree%20Regulations%2Fstudent%2Dpregnancy%2Dand%2Dnew%2Dparent%2Dpolicy%2Epdf&parent=%2FServices%2FDoctoralCollege%2FCentral%20Document%20Library%20DRAFT%2FResearch%20Degree%20Regulations), available on SharePoint, any CDT / DTP specific policies and also the UKRI training grants Terms and Conditions November 2023 (provided in Appendix 1).

# Eligibility

* 1. Postgraduate research students (PGRs) are eligible where their stipend and fees (financial awards) are funded through a University scholarship which includes the PhD cluster scheme and any UKRI funded or part-funded scholarship, CDT or DTP administered by the University.
	2. Where the financial awards are administered by the University but the funding is provided by an industrial partner / charity / other external body, PGRs should refer to their studentship agreement to establish whether funded leave can be provided.
	3. In those instances where the University manages the financial awards but the funder has indicated that funded leave cannot be provided, PGRs should contact the Doctoral College for advice regarding their options.
	4. Where PGRs are enrolled at the University of Hull, but their financial awards are not administered by the University (Commonwealth Scholarships, China Scholarships Council, Government departments etc) it is the PGR’s responsibility to inform the funder and establish whether funded leave can be provided.
	5. Part-time or part-funded PGRs should expect to receive any payments to which they are entitled on a pro-rata basis and in the case of part-funded students, they will only be entitled to funding for the part of the studentship / scholarship provided or administered by the University.
	6. PGRs are only eligible to receive one type of paid leave at a time. For example, a student who is in receipt of paid maternity leave is not eligible to also receive paid sick leave during that same period.

# Leave entitlement

* 1. All University-funded PGRs are entitled to maternity, parental leave, paternity or adoption leave if the expected week of childbirth will occur during the period of their award.
	2. There are no limits to the number of periods of Maternity, Ordinary Paternity Leave or Adoption Leave that can be taken during a Studentship / scholarship period.
	3. There is no qualifying period for maternity, paternity or adoption leave

# Maternity leave

* 1. Students are entitled to 52 weeks of maternity leave if the expected week of childbirth will occur during their funded period.
	2. The earliest Maternity leave can commence is 11 weeks before the expected week of childbirth.
	3. Depending on how long a student interrupts for maternity leave, the first 26 weeks will be paid at full stipend rate, pro-rated as necessary for part time students. The following 13 weeks will be paid at a level commensurate with statutory maternity pay (£156.66 per week for full-time students and 90% of weekly stipend for part-time students) and the final 13 weeks are unfunded.

# Adoption leave

* 1. Adoption leave is granted on the same basis as maternity leave.

# Paternity leave

* 1. Partners are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend. This leave must be taken in one go.
	2. The leave entitlement is calculated pro-rata. i.e. if you are a part time student studying 2 days a week, then you are entitled to 2 days/week paternity leave.
	3. Ordinary Paternity Leave cannot start before the birth and must end within 56 days of the birth.

# Partner entitlements

* 1. Partners are also entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks, with their studentship extended accordingly.
	2. Unpaid parental leave must be completed within 12 months of the birth of the child.
	3. The leave can be taken in up to three blocks of leave or all at once.

# International PGRs

* 1. For international PGRs who hold a Tier 4 Visa or Student Visa, the obligation to permit 12 months leave for maternity/paternity leave and for sickness leave and payment is subject to any restrictions on remaining in the UK. IECT (iect@hull.ac.uk) can provide guidance and support on a case-by-case basis for international PGRs.
	2. Payment of funding must adhere to the restrictions and regulations associated with the Tier 4 Visa or Student Visa requirements imposed by the UK Government.

# Keeping in Touch (KiT) days

* 1. PGRs on maternity or adoption leave are entitled to up to 10 days (pro-rata) KiT days. E.g. to participate in activities related to their research project during their leave. These should be agreed in advance between the student and supervisor.
	2. KiT days can be split over more than 10 days (or pro rata) but must not add up to more than 10 days in total.
	3. Payment will be paid to the student at the basic daily rate, less the appropriate Maternity, Adoptive/Maternity Support Pay they are receiving. I.e. If you are taking the KiT whilst you are already being paid leave, you will not receive any extra payment. If you take your KiT day outside of your paid leave period, you will receive the basic daily rate.

# Non-returning PGRs

* 1. The University of Hull, on behalf of any co-funder, will recover any payments made to the PGR during the maternity, ordinary paternity or adoption leave should they decide not to return after the leave.
	2. PGRs must return for a period of 3 months or the remaining period of funded research period if less than 3 months, in order for the PGR to keep the whole value of funding paid during the period of leave.
	3. PGRs may return to study on a part time basis at 50% FTE. PGRs should contact the Doctoral College (doctoralcollege@hull.ac.uk) if help is required to calculate the remaining programme duration, associated funding and any unfunded periods of the programme.

# Applying for leave

* 1. All PGRS who wish to take maternity, paternity or adoption leave, should apply for a suspension of studies to the Doctoral College using the Special Cases form available on [SharePoint](https://hullacuk.sharepoint.com/Services/DoctoralCollege/SitePages/Suspensions-%26-Extensions.aspx).
	2. Should PGRs wish to extend the period of suspension of studies, they should speak to their supervisor and also contact the Doctoral College.

# Revised thesis submission date

* 1. Once a suspension of studies has been approved, the Doctoral College will advise PGRs and their supervisors of the new thesis submission date and their end of funding date.
	2. For UKRI funded PGRs, the University will record any suspension of studies on Je-S.

**Appendix 1.**

UKRI training grants Terms and Conditions November 2023

TGC 8.1 Parental Leave Although individuals funded under these terms and conditions do not have a statutory entitlement to maternity, paternity or adoption leave, UKRI will provide funding for leave entitlements which mirror the statutory schemes in force at the time. UKRI also provides an unpaid parental leave scheme.

UKRI funded Students are entitled to 52 weeks of maternity-equivalent leave if the expected week of childbirth will occur during the period of their award. The earliest Maternity leave can commence is 11 weeks before the expected week of childbirth. The main adopter of a child placed during a studentship is also entitled to 52 weeks of leave.

Where a student takes a period of leave equivalent to maternity leave, or adoption leave taken by the main adopter only, Students will have the right to the following payment terms. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part time Students. The following 13 weeks should be paid at a level commensurate with statutory maternity pay. The final 13 weeks are not paid.

Students who would be entitled to paternity leave under the statutory scheme are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend. Ordinary Paternity Leave cannot start before the birth and must end within 56 days of the birth.

Under the unpaid parental leave scheme, eligible students will be entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks, with their studentship extended accordingly.

In respect of birth parents, eligible students are those who will share primary responsibility for the child with its birth mother. In respect of adoptive parents, eligible students are those who are the spouse, partner or civil partner or the primary adopter. Students are only entitled to take one of either maternity/adoption-equivalent leave or unpaid parental leave per birth/placement of a child.

Unpaid parental leave must be completed within 12 months of the birth or placement of the child. This leave may be taken in up to three blocks of leave or all at once.

There is no qualifying period for maternity, paternity, parental or adoption leave. Additionally, their Studentship end date should be updated to reflect the period of leave.

The RO should support pregnant students and their partners in attending antenatal or medical appointments. The RO should permit pregnant students leave from their studentship to attend antenatal and medical appointments with no deduction from their stipend.

A student who is a partner of someone who is pregnant should be permitted leave to attend a minimum of two antenatal appointments, for a maximum of 6.5 hours per appointment.

# Version control

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
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