

Policy for Holiday Entitlement for Postgraduate Research Students

Effective from 01/08/2019

1. Purpose

This policy has been prepared to provide holiday entitlement guidance to research students taking into account the guidance provided by Research Councils and in consideration of holiday entitlement for Newcastle University staff.

2. What is covered by the policy?

The policy covers holiday entitlement for research students and the mechanisms for approving and recording holidays.

3. Who does the policy apply to?

Research students, Supervisors and Academic Units

4. Roles and responsibilities

The policy identifies responsibilities for research students, supervisors and academic units.

5. Policy

The University holiday year is 1 October to 30 September inclusive and the entitlement is based on an assumption of a 5-day working week.

Full-time PGR students will be entitled to up to 7 weeks (35 working days) annual holiday, which will include all University fixed closure days and the 8 public holidays. The University fixed closure days will fall during the Christmas/New Year period and the days either side of the Easter weekend. Holidays will not normally be carried forward from one holiday year to the next. (This holiday entitlement, including public holidays and University fixed days, will be applied pro-rata to part-time PGR students.)

No holiday leave can be more than 1 month in length at a time.

Any requests for a period of leave of more than one month will require approval of a formal 'Interruption of Studies' by the Dean of Postgraduate Studies. Applications can be made through the submission of an online 'Mitigations' form available in the PGR element of ePortfolio (available at <https://portfolio.ncl.ac.uk/>).

Holidays can be taken at any time in each holiday year, but must be agreed in advance with the supervisory team and bearing in mind a student's individual sponsor terms and conditions. It is expected that permission will not be withheld unreasonably taking into account all the factors involved, both personal and organisational.

The Student Notice of Absence form (<https://s3p.ncl.ac.uk/login/index.aspx>) should be completed by a student and submitted via S3P to both request holiday and to have it authorised by the Academic Unit. Any students encountering difficulties submitting an absence form should consult their Academic Unit.

Students may be required by their sponsors to provide an explanation/justification if they are absent for a longer period and for International students this leave must be in accordance with the University's Attendance Monitoring requirements.

PGR Student Employment and Holiday Entitlement

Pending Submission Students (also known as writing-up)

Home/EU students who wish to take up paid employment within the University of more than 20 hours per week while registered as 'Pending Submission' should discuss this with their Supervisory Team, in advance of starting the employment. The normal expectation is that supervisory approval will not be withheld and in these instances, the restrictions on holiday entitlements do not apply.

However, students undertaking paid employment of more than 20 hours per week should ensure that they do not put their degree programme submission at risk, due to the employment undertaken.

The University will not normally accept employment within the University, as grounds for an extension to a thesis submission deadline.

Alternatively, a student could consider seeking an 'Interruption of Studies' for the period of the employment, which would change their latest submission deadline, in line with the length of interruption requested.

Following Thesis Submission

Home/EU students who wish to take up paid employment within the University of more than 20 hours per week following their thesis submission (registered as Under Examination), should discuss this with their Supervisory Team and the restrictions on holiday entitlements do not apply. The normal expectation is that supervisory approval will not be withheld.

Students should ensure that they do not put their degree programme completion at risk, due to the employment undertaken.

International students

A student who is subject to Tier 4 visa conditions is restricted to working no more than 20 hours per week under the terms of their visa throughout their entire degree. If a student subject to Tier 4 visa conditions wishes to take up paid employment with the University of more than 20 hours per week, this is only possible during an approved holiday period.

A student must discuss this employment with their Supervisory Team and should ensure that they do not put their degree programme submission and completion at risk, due to the employment undertaken.

The normal holiday entitlement will apply and therefore a student should not normally undertake employment of more than 20 hours, for more than one month.

A student holding any other type of immigration permission for the UK, especially: asylum seeker; discretionary leave and anyone under immigration bail, should seek advice from the Visa Team/People Services before undertaking any employment with Newcastle University.

A student with Indefinite Leave to Remain is able to undertake employment in the same way as a Home/EU student - see Pending Submission and After Thesis Submission sections above.

Process for Approval

If the Supervisory Team is supportive of the employment in excess of 20 hours per week, the student must submit a 'Student Notice of Absence form' (on S3P) for the duration of the employment. Submission of the 'Student Notice of Absence form' changes the student's status and subsequent eligibility to work full-time (i.e. more than 20 hours per week).

6. Related regulations, statutes and policies

Policy on Student Employment

Policy on Postgraduates Who Teach

7. Procedure to implement the policy

This is an update of a pre-existing policy, which has already been implemented.

8. Monitoring and reporting on compliance

What monitoring will be undertaken to determine how effectively the policy is implemented and where any results will be reported?

What will be monitored?	Frequency	Method	Who by	Reported to

9. Failure to comply

Specific consequences of not following the policy

Document control information		
Does this replace another policy? Yes - This is an update of a pre-existing policy, which has already been implemented.		
Approval		
Approved by:	University Education Committee	Date: 13th March 2019
Effective from:	1st May 2019 <i>(updated 15th October 2019 to provide greater clarity on employment within the University, in relation to holiday entitlement.)</i>	
Review due –	May 2021	
Responsibilities		
Executive sponsor:	Professor J Kirby, Chair of Postgraduate Sub-Committee of UEC	
Policy owner: (This maybe an officer or Committee)	Nicky Houghton, Senior Student Policy Manager, Student Progress Service	
Person(s) responsible for compliance:	Nicky Houghton, Senior Student Policy Manager, Student Progress Service	
Consultation		
Version	Body consulted	Date
Version 2	<u>Chair of PGR Sub-Committee of UEC</u>	<u>11th September 2019</u>
Equality, Diversity and Inclusion Analysis: Does the policy have the potential to impact on people in a different way because of their protected characteristics? No If yes or unsure please consult the Diversity Team in HR for guidance		
Initial assessment by:		Date:

Key changes made as a result of Equality, Diversity and Inclusion Analysis

Document location

<https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm>