

**ANATOMY PHD PRIZE RESEARCH STUDENTSHIPS 2018/19**

 **INFORMATION AND CONDITIONS 2018/19**

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**All lead applicants (supervisors) and co-supervisors and students should read this document carefully. Failure to fulfil the conditions as outlined may result in the suspension or termination of the award.**

These Studentships provide basic maintenance and fees for postgraduate students working towards the award of a higher degree in the anatomical and related sciences, including anatomical education research, within British or Irish universities.

1. **ELIGIBILITY**
2. **Qualifications**

**Applicants**

Applications for the Anatomical Society studentships must be initiated by the potential lead applicant (supervisor) of the project. All applicants must be members of the Anatomical Society who have been elected to membership by Council for at least a year.

In addition, successful applicants must remain in good standing with their membership fees throughout the tenure of the award.

Please note that if a potential applicant has held an Anatomical Society studentship they cannot apply again until their previous student has been awarded a PhD by the appropriate Board of Studies (graduand status). Documentary evidence is required. Applicants who have had a previous student are not eligible unless that student has submitted at least one original high quality research article for publication in the Journal of Anatomy or Aging Cell as a significant output from prospective supervisors for Studentships. A Supervisor or Co-Supervisor cannot hold concurrent AS Research Studentships. A Co-Supervisor does not have to be a member of the Society however he/she is expected to become a member of the Society and is encouraged to join.

It is important that all lead applicants (supervisors) can confirm that their current posts are secure for the full term of the award (for both full-time and part-time studentships).

**Students**

Students appointed to Anatomical Society Research Studentships will normally be graduates in a biomedical or biological subject, or in medicine, dentistry or veterinary sciences.

Students appointed by supervisors to studentships shall normally be British, Irish or European citizens who have spent at least three years at a British or Irish institute of higher education and have obtained a degree with first class or upper second class honours or an equivalent qualification. A non-EU student who has been granted ‘Indefinite Leave to Remain in the UK’ (in effect a ‘home-student’ according to the UK Medical Research Council) is entitled to be considered for a full Anatomical Society Studentship’. Please note that European citizens include citizens of the European Economic Area, which comprises the member states of the European Union and Iceland, Norway, Switzerland and Liechtenstein.

Queries about eligibility should be addressed to the Honorary Secretary in the first instance. As part of the award, students will be put forward for election to membership of theSociety for the tenure of their studentship. During this time, membership fees will be paid by the Society. It is hoped that students will continue their membership of the Society beyond the period of the studentship award.

**(b) Other awards**

Students in receipt of offers of other means of support, which in the opinion of the assessors is sufficient to cover a large part of the cost of maintenance and fees, will not normally be considered.

1. **PLACE OF TENURE**

Studentships will normally be held at University departments whose field of work includes Anatomical Sciences.

1. **FINANCIAL ARRANGEMENTS**

**(a) Fees**

The Society will pay approved tuition and college fees direct to the institution concerned. Costs of typing and binding a thesis are covered by the award and cannot be claimed as an additional expense. A research fee is payable by the Society to the host department as a contribution towards research expenses. The current allowance is £5,000 p.a (approved Council 19.03.15) for full-time PhD students, or pro-rata for part-time studentships, and it is expected that any further funds necessary to run the project will be provided through the institution. **Successful applicants should note that one claim should be made to the Treasurer of the Society on an annual basis ONLY and not as a series of smaller claims throughout the year.** Finance departments should present their invoices in full to the Society within three months of the Society’s new accounting year (1st October). It is imperative that supervisors check that their university has made the necessary claim to the Society. Please note that the Society is unable to receive any retrospective claims outside of the accounting period to which the claim pertains (accounting year is 1st October to 30th September).

**(b) Maintenance allowance (these figs relate to 2018/19)**

The stipends are **currently £16,777\* per annum for the London area and £14,777\* for all universities outside London, regardless of the year of study, and pro-rata for a part-time studentship.** (The London area stipend is payable to students registered at institutions within the City of London and Metropolitan Police districts). These sums cover a period of 12 months. Payments for shorter periods will be reduced proportionately. **(\*These amounts are reviewed annually and may change).**

**(c) Travel allowances**

In view of the competitive rate of the maintenance allowance, the Society is unable to make further contributions to the general travel costs of the student. However, in consultation with the supervisor, the student may claim (**up to a maximum of £500 per annum**) expenses incurred travelling from home to the university from the research fee paid to the university **(£5,000)**. These costs will be pro-rata for part-time students. Reimbursement must be made by the university directly and will not be made by the Honorary Treasurer of the Society.

**(d) Conference allowances**

i. Anatomical Society Meetings

The cost of attending three meetings of the Society to present a paper during the tenure of the award will be reimbursed. Such allowances will include:

* Registration for up to 3 days
* Conference Dinner
* Up to and including 3 nights reasonable accommodation (single occupancy)
* Reasonable subsistence
* Travel (via rail or coach) at student rates. Taxis are not normally funded unless special circumstances apply (such as very late arrival that cannot be avoided).

ii. International Conference

During the tenure of the award, a student may apply for support towards attending one international meeting in their area of research to present a paper or poster. It is a requirement that the student completes the Society’s Award Report Form within one month of attending the conference, for publication on the Society’s website, Anastomosis etc.

Initial application for international conference allowances should be made to the Treasurer **prior** to the meeting: before registration and before any expenditure has been incurred. It should include details of the exact expenses proposed and a letter from the supervisor confirming their agreement for the student to attend the meeting.

Following any meeting, all claims for conference allowances should be made to the Honorary Treasurer and must be accompanied by full receipts and a completed expense form (reimbursement will not be possible without these documents). Attendance at conferences paid for as part of the studentship should be completed prior to the award of the PhD.

**(e) Other allowances**

 **No other allowances are payable and will not be considered**. Liability under National Insurance legislation cannot be accepted. No removal expenses are payable. However, the Society may, in individual circumstances, consider a special allowance for disabled students.

**4. GENERAL CONDITIONS**

**(a) Teaching and demonstrating**

During the tenure of the award, the Society actively encourages students to become trained in aspects of teaching theory and practice related to the anatomical sciences. Students may undertake teaching or demonstrating, with the approval of their supervisor, for not more than 6 hours per week up to a maximum of 48 hours per annum for a full-time student. With part-time students, this must be for no more than 6 months per annum. Where teaching is being undertaken, supervisors must arrange for some training to be given in accordance with the policies of their host institution in order to allow the students the opportunity to develop their teaching and demonstrating skills. Fees for such work are the responsibility of the host institution. Any other forms of paid work require discussion with and approval of the supervisor, and the Society must be informed.

**(b) Own Institution Researcher Development Programmes**

**The Anatomical Society** actively encourages its studentship holders to participate in their own institutional researcher development programmes where offered.

**(c) Acknowledgement of Anatomical Society funding**

The Society will send Supervisors some *‘Acknowledgement of Anatomical Society Funding Stickers’* to display in their laboratories. Please also note that all publications, presentations and posters should acknowledge the Anatomical Society funding.

**(d) Absence**

For a full-time PhD payment during a certifiable illness will normally be as follows:

 In any period of 12 months (starting from the first day of absence)

First four weeks - full allowance

 Next four weeks - half allowance

 For absence exceeding eight weeks the award may

be suspended.

For a part-time PhD the days allowance will be considered on a case by case basis.

Reduction or suspension of payment may be made in the case of unauthorised absence. The supervisor must report such absences. **In the event of the student wishing to resign or interrupt their studentship it is imperative that the Honorary Secretary of the Society is contacted immediately to discuss the situation.** Holidays may not exceed eight weeks (including public holidays) in a period of 12 months.

**(e) Reports, publications, officer visits and attendance at Anatomical Society Scientific Meetings**

Supervisors are required to submit an annual progress report to the Anatomical Society by 1st September in each year of tenure: a one page proforma will be provided for this purpose. Annual progressreports should be signed by both student and supervisor to signify that they are both in agreement with the contents of the report. Students may also, if they wish, submit separately a confidential statement about their progress that they do not have to disclose to their supervisor. **Failure of the supervisor to submit an acceptable annual report will result in the delay in payment for the subsequent years’ fees and in the case of the final report will preclude the supervisor from making applications for future Society studentships.**

Students and supervisors will also be asked to submit a list of meetings attended, talks and poster presentations delivered, and publications submitted and/or accepted for publication. A comprehensive summary of the work, to include details of any publications arising from the project, is required when the PhD has been awarded.

During the second year of study (third or fourth year for part-time students, depending on length of award), two Officers of the Society (the Honorary Secretary and one other) will visit the student and supervisor to discuss progress of the project and eventual outcomes. This visit is intended to provide a formal opportunity for communication between the student, the supervisor and the Society. However, should an issue arise that affects the progress of the student **at any time,** it is imperative that both the student and the supervisor advise the Honorary Secretary immediately. In addition, if **at any time** the supervisor considers that the student's progress has been so poor as to justify the suspension of the Studentship, s/he must inform the Honorary Secretary of the Society immediately.

**In addition, students are required to submit the following papers and presentations:**

* **An oral or poster communication at a meeting of the Society in each year of a full-time studentship award; for part-time, this will be every other year. In the first year students are expected to present the methods and background behind their projects as well as the general aims and objectives of the research: this may take the form of a review-style poster. It is expected that one of the presentations will be an oral platform presentation most likely to be given in the second or third year. Supervisors are strongly recommended to attend at least two Society meetings during the term of the award to contribute to the event and to provide support for their student.**
* **One original research paper (not a review article) based on work carried out during the studentship to either the Journal of Anatomy or Aging Cell for consideration by its Editorial Board. The student should be first author on this paper. It is the responsibility of the student to inform the Honorary Secretary when this research paper has been submitted.**

**The Society must be provided with two reprints of any relevant publications, and the support of the Society must be appropriately acknowledged in these publications. Failure to submit a paper or make appropriate acknowledgements will preclude the supervisor from making any future applications to the Society for studentships.**

**(f) Length of tenure**

The award will be held for no more than 3 years, for a full-time doctoral degree, and for a part-time no more than 6 years.

**Extensions to the award will not normally be considered.**

**5. DATA PROTECTION/GDPR**

Data, in connection with the Anatomical Society PhD Research Studentships, is collected, processed and stored by the Anatomical society in accordance with Data Protection and GDPR requirements.

**6. CORRESPONDENCE**

All **general** correspondence (including applications for studentships, annual and final reports, enquiries about conditions of tenure and all non-financial matters) should be addressed to the current Honorary Secretary of the Society:

Professor Emeritus Colin Ockleford

Honorary Secretary

c/o Mary-Anne Piggott

Executive Administrator

Anatomical Society

c/o Department of Anatomy and Human Sciences

King’s College (Guy’s Campus)

Room HB4.2N Hodgkin Building

London, SE1 1UL

E-Mail: maryanne.piggott@kcl.ac.uk

All correspondence on **financial matters** (including invoices for stipend and fees from University Finance Officers, and requests for travel or conference expenses) should be addressed to the Honorary Treasurer of the Society:

Dr Imelda McGonnell

Department of Comparative Biomedical Sciences

(Honorary Treasurer Anatomical Society)

Royal Veterinary College

Royal College Street London

NW1 0TU

E-Mail: anatomicalsocietytreasurer@gmail.com

**Finance Departments should note that the President and Honorary Treasurer of the Society are the only officers authorised to make all decisions regarding studentships.**

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