

ARIES Policy Document

Early Submission and Applicant or Student Withdrawal/Termination/Transfer and Stipend Payments and Overpayments

Reference: [UKRI TGC 2.8, 6.2 and 7.1](#)

Date Created: August 2025

Date Approved: 3 June 2026

Last Updated: 3 June 2026

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1. ARIES Policy on Early Submission

- 1.1. Under normal circumstances, when a student submits their thesis for examination prior to the end of their award, their funding will cease from the end of the month of submission. TGC 6.2.1 makes provision for students who submit their thesis early to continue to receive their stipend under certain circumstances.
- 1.2. The opportunity to extend the stipend is at the ARIES Management Board's discretion and must be because the Student is continuing study *directly related* to their thesis. The length of the extension requested must realistically reflect the time required to complete the work and will not continue beyond the quarter in which the thesis is submitted subject to receiving a Pass List, at which point it will cease.

For example, where the original award end date is 30 September:

- if submission is 1 April, the stipend will continue until 30 June;
 - if submission is 1 June, it will continue until 30 June.
- 1.3. To be considered for a stipend extension a written case (no more than one side of A4) must be made by the Primary Supervisor to the ARIES Director no later than 3 weeks before the intended submission date. The case must include:
 - details of the work that is to be undertaken; and
 - the length of time this work will take; and
 - how the work proposed is directly related to the thesis.
 - 1.4. The request should be submitted by the Supervisor, copied to the Student so that they are both aware what work needs to be completed. A copy should also be sent to the DTP Administrator (aries.dtp@uea.ac.uk).
 - 1.5. The continuation of the stipend is subject to available funding from the Training Grant and on condition that it will not contravene policies on stipend payments at the University of Registration or Host Institution.
 - 1.6. Students whose studies in the UK are sponsored by their University of Registration via a Student visa should seek confirmation from their University of Registration's Student Visa compliance team to ensure continued payment of a stipend post submission will not breach the conditions of their immigration status.
 - 1.7. The ARIES Director's decision will be final and there will be no right of appeal against the refusal of an extension.
 - 1.8. Where the Student submits on or after the original end date of their award, funding must cease on the original award end date.

2. ARIES Policy on Applicant and Student Withdrawal/Termination

- 2.1. ARIES expects all reasonable efforts to be made to support applicants to enrol on their programme of study, and to support their progress to thesis submission and completion.
- 2.2. Where it becomes clear that withdrawal/termination is in the best interest of the candidate, the policies outlined under 2.3 to 2.7 should apply.
- 2.3. **Applicant withdrawal between application and nomination deadline**
The Supervisor can nominate an alternative candidate providing the candidate had applied by the application deadline.
- 2.4. **Applicant withdrawal between nomination deadline and interview date**
If a reserve candidate has not previously been identified, the Supervisor may nominate an alternative candidate, who had applied by the application deadline. The alternative candidate will be expected to be available for interview at the date and time allocated to the original candidate. The Supervisor should contact the alternative candidate prior to confirming the new nomination to the DTP Administrator.
- 2.5. **Applicant withdrawal between formal DTP interview date and start date**
Where ARIES has exhausted, or not nominated, reserve candidates specifically for the project, the studentship will normally be lost unless the project and funding arrangements are of strategic importance (e.g., collaborative/(i)CASE and or co-funded projects), in which case the project may be re-advertised. Otherwise, the supervisor can resubmit the project, if still topical, to the next competition call, however, the project will be assessed against the projects submitted in that competition call, therefore, Board approval for funding is not guaranteed. If in any one year there is a second recruitment round the project can be re-advertised for that round if the candidate's withdrawal is at least 5 working days before the round 2 project proposal submission deadline.
- 2.6. **Student withdrawal after start date and within 12 months of registration**
An ARIES studentship may be reinstated if a student withdraws within 12 months of the start of the original studentship. This is subject to the following conditions:
- The Supervisor must provide the additional funding required to reinstate the full 3.5-year studentship either from their own funds or from the School of registration or the Host Institute. These replacement costs must include funds to reinstate the stipend, tuition fee and the Research Training and Support Grant (RTSG) to the standard amount offered with a full studentship, and any additional recruitment costs. The additional funding will normally apply to the final period of funded study. For example, where a student withdraws after 6 months of study, ARIES will fund the first 3 years of stipend, tuition fee and RTSG costs, and the Supervisor will provide additional funding for the final 6

months of study including any RTSG “overspend” within the first 6 months of study.

- There must be sufficient time for the studentship to run before the end date of the ARIES Training Grant. Where a consecutive DTP Training Grant is operational, and the Research Council permits flexible use of Training Grants, any financial arrangements required to enable a studentship reinstatement will be subject to Board approval and are not guaranteed.
- Any reinstated studentship must be started by the October intake no longer than 24 months following the start date of the original student. If this is not possible then the studentship will be lost. For example, where a student terminates between 1st October 2025 and 30th September 2026 the latest date that a reinstated studentship could start is 1st October 2027.
- A project that is readvertised must have been approved by the Management/Strategy Board. Only minor changes to the project will normally be permitted. Where there are changes of a substantial nature full justification for this must be provided and will be subject to Board approval via Chair’s action. Where the Board’s decision is that the project changes are not justifiable, i.e., are not connected to the termination of the studentship and work already completed, and the project proposed, therefore, is a completely new project they will not approve the reinstatement and will recommend that the new project is submitted to the next project call.
- The supervisor must nominate a proposed candidate for offer of the reinstated studentship and the candidate will be assessed by a DTP interview panel. Normally recruitment will follow the standard ARIES admissions and recruitment cycles.
- Collaborative/CASE studentships governed by ARIES will be subject to the same policy. However, the project and collaborative/CASE partner and any financial and/or in-kind contributions must be confirmed for the duration of the reinstated studentship.

Any funding paid in advance to the Student will be recovered for the period following the date of resignation as outlined in Section 4.

2.7. **Student withdrawal after 12 months of registration**

The studentship will be lost. The supervisor can resubmit the project, if still topical, to the next competition call, however, the project will be assessed against the projects submitted in that competition call, therefore, Board approval for funding is not guaranteed. Any funding paid in advance to the Student will be recovered for the period following the date of resignation as outlined in Section 4.

3. ARIES Policy on Student Transfers

3.1. **Student transfers to a Masters by Research or Master of Philosophy qualification**

Where the Student ceases to continue to study towards a doctoral award, but transfers to a Master’s qualification, ARIES may consider continuing to fund the Student up to the date that their Master’s thesis is first submitted on condition that the

period of study already funded does not exceed the period of study and registration of the standard Master's award, i.e., two years for a MScR or three years for a MPhil. Where the period of study already funded exceeds the standard Master's registration period, then funding will be terminated at the point of resignation from the studentship and transfer to the Master's qualification. In this case, any funding paid in advance to the Student will be recovered for the period following the date of resignation as outlined in Section 4.

3.2. **Student transfers to another institution which is not a Host Partner of ARIES**

The Student will be required to resign from their ARIES studentship and their funding will be terminated, whether or not the reason for the transfer relates to the departure of their Supervisor to a new Institution. Any funding paid in advance to the Student will be recovered for the period following the date of resignation as outlined in Section 4. In cases where the transfer is not related to the departure of the Supervisor, then the Supervisor may be permitted to readvertise the project subject to the conditions outlined under 2.6. above.

4. **Stipend Payments and Overpayments**

- 4.1. Stipends will normally be paid on a monthly basis, in advance. If a stipend is received for a period during which the student is not formally in study (for example, if a Student interrupts/intermits/intercalates for a reason other than paid Family leave, or takes full-time employment), or if other overpayment occurs, the Management/Strategy Board will require the Student to return the overpayment. The Management Board will take steps to recover any outstanding amounts that remain unpaid.
- 4.2. Where a studentship is terminated by the Management/Strategy Board or by the Student (i.e., where a student withdraws or transfers from the DTP), ARIES will not seek repayment of any of the stipend received to that point, except in cases where there has been overpayment. In other words, if the Student withdraws/transfers from the DTP with a formal leave date of the last day of the month, ARIES will not seek to recover any stipend payment paid up to and including the payment for that month. If the Student withdraws/transfers from ARIES with a formal leave date at any other point during the month, they will normally be required to repay the proportion of any stipend already received in advance for the period of study following that date, but would not be expected to.

For Example:

- Student A receives an advance payment of their stipend on 28th October for November and withdraws on 30th November – they will not be required to repay the stipend for the period up to 30th November.
- Student B receives an advance payment of their stipend on 28th October for November and withdraws on 6th November – they will be required to repay the stipend pro rated for the period 7th to 30th November.

- 4.3. Where a Student is paid a stipend during a period of Family leave and then decides not to return to study, they will normally be required to repay all payments received during the period of Family leave.

5. General Notices

- 5.1. **Variations.** This policy may be subject to amendment in the future, for example to reflect developments in relevant legislation or related policy/operational changes within the DTP. Any changes or updates which have a material impact on DTP students and/or supervisors will be notified to students and/or supervisors (as applicable) in advance and may be subject to appropriate consultation. It is expected that this policy will be reviewed not less than every 5 years.
- 5.2. In this document, the following verbal forms are used:
- “shall” and “must” indicate a requirement;
 - “should” indicates a recommendation;
 - “may” indicates a permission;
 - “can” indicates a possibility or a capability

Version Control

Version	Date	Note
1.0	03.06.2026	