

Emergency Absence

Updated 12/12/2022



Under this policy, an emergency is defined as the death, serious illness, or serious injury of a close family member or dependant. However, definition of an emergency will not be the same for every PGR so if in doubt please contact the ARIES office and all requests will be considered on a case-by-case basis

Emergency Absence entitlement

ARIES-funded PGRs are entitled to short periods of paid Emergency Absence. Documentary proof is not required for an emergency, however if a request is later found to have been falsely made this will be considered misconduct and addressed by disciplinary procedures at your University of Registration.

In most cases paid periods of Emergency Absence will not exceed 5 days, and no extension will be added to the funded period of the Studentship. However, all requests will be considered on a case-by-case basis.

In the case of parents bereaved of a child under 18 years of age, the minimum expectation of a period of Emergency Absence will be 2 weeks.

If your period of emergency absence continues for longer than the granted paid period, your Studentship must be suspended (interrupted) at this point and your stipend payments will stop. When you return to study you will return to the same number of award months remaining as you had when you left and your final submission deadline will change to reflect the time you were suspended from study. Please contact your University Graduate School/Doctoral College (or equivalent) for guidance on the application process for interrupting your studies.

Conditions of funding

- Normally we would expect the time lost due to absences of up to four weeks (28 consecutive days) to be made up over the period of the Studentship. As such, absences lasting less than four weeks (28 days) will result in regular stipend payments continuing, and no extension to your funded period or submission deadline.
- If you experience multiple, significant periods of shorter absences, that you feel are exceptionally impacting on your studies, you should contact your University Graduate School/Doctoral College (or equivalent) directly for advice. Such circumstances will be considered by the ARIES Executive Team on a case-by-case basis.

- DTP Approval of Emergency Absence is subject to approval from your University Graduate School/Doctoral College. Please ensure that you follow all Emergency Absence policies for your host institution and University of Registration.

Eligibility guidelines

- PGRs fully-funded by ARIES are entitled to receive stipend payments during an Emergency Absence (as specified above).
- PGRs funded partially from ARIES and partially through contribution from an external organisation, including their host institution or University of Registration, must follow the regulations of their funder(s). If the funder does not provide additional money to fund periods of Emergency Absence, ARIES is not able to make up the shortfall.
- PGRs in receipt of ARIES awards covering tuition fees only are not eligible to receive any payment during periods of Emergency Absence.
- PGRs in unfunded periods of study are not able to receive additional stipend payments due to Emergency Absence.
- Part-time or part-funded PGRs should expect to receive any payments to which they are entitled on a pro-rata basis.
- PGRs with UKVI Tier 4 visas should seek advice as soon as possible from their University's Immigration and Compliance team.

Application for Emergency Absence

NOTE: you will need to liaise both with the ARIES DTP team and with your University Graduate School/Doctoral College (or equivalent) and make sure both organisations are kept up to date about your situation. Your supervisor can assist with this if you are unable to manage it yourself.

Please email aries.dtp@uea.ac.uk as soon as possible to request Emergency Absence, giving reason and period requested.