

Medical Absence: ARIES-funded PGRs



12/12/2022

Medical Absence entitlement

ARIES-funded PGRs are entitled to up to 13 weeks paid Medical Absence, within any 12-month period. Further details on this policy can be found on the [UKRI website](#).

A commensurate extension will be added to your funded period of study provided the absence is fully supported by a medical certificate. ARIES will confirm with your Graduate School/Doctoral College (or equivalent) that they have seen and approved your medical certificate.

If your period of illness continues for longer than 13 weeks, 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. Suspensions on account of illness will not normally be approved for periods in excess of 12 months. Please contact your University Graduate School/Doctoral College (or equivalent) for guidance on the application process for suspending your studies.

COVID-19

- The ARIES DTP will continue to follow its standard Medical Absence policy throughout the period of the pandemic for conditions unrelated to COVID-19, with PGRs able to claim up to 28 weeks paid Sick Leave within a rolling 12 month period.
- The sickness period for PGRs who are ill with COVID-19 or a COVID-related condition will be considered separately to the 13 weeks Medical Absence entitlement.
- Recognising the exceptional circumstances of the COVID-19 pandemic, we appreciate that you may not be able to provide medical certificates for absences caused by COVID-19, or new or exacerbated conditions linked to the pandemic and the government response to it.
- Specific guidance on health and wellbeing during the pandemic can be found on the UKRI website.

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 due to single short-term, self-limiting illnesses lasting less than four weeks (28 days) will result in regular stipend payments continuing, and no extension to your funded period or submission deadline.

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

Eligibility guidelines

- PGRs fully-funded by ARIES are entitled to receive stipend payments during a Medical 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 Medical 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 sickness.
- PGRs in unfunded periods of study are not able to receive additional stipend payments due to Medical 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 Medical 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 too ill to manage it yourself.

- Medical Certificates should be supplied to the appropriate Graduate School/Doctoral College (or equivalent). Medical Certificates should cover the entire duration of the period of Medical Absence and should explicitly state both start and end dates.
- Please complete the ARIES Medical Absence Request form and submit it to aries.dtp@uea.ac.uk.
- It is not necessary for you to send Medical Certificates to ARIES, although we may need to request sight of the certificate for audit purposes.
- Subsequent extensions to an approved period of Medical Absence will be made on provision of additional medical certification, up to a maximum of 13 weeks in a rolling 12 months period.
- Periods of Medical Absence beyond 13 weeks in a 12 month period will be unfunded.

Medical Absence Request Form

27/08/2020



Please send all appropriate Medical Certificates to your University Graduate School/Doctoral College (or equivalent) – these do not need to be provided to the ARIES Office.

Please complete this form and send it to aries.dtp@uea.ac.uk

Name		
Select your University of Registration	Select your Host Insitute (if applicable)	
First Date of Medical Absence	Click or tap to enter a date.	
Last Date of Medical Absence (as stated on Medical Certificate)	Click or tap to enter a date.	