



# White Rose

College of the Arts  
& Humanities

Universities of Leeds, Sheffield & York

## Studentship Handbook 2017



Arts & Humanities  
Research Council



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Sheffield.



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of York

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@WRoCAH



Public Pages

[www.facebook.com/wrocah](http://www.facebook.com/wrocah)

Closed group for students

[www.facebook.com/groups/wrocah](http://www.facebook.com/groups/wrocah)



[www.wrocah.ac.uk](http://www.wrocah.ac.uk)

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# Two Welcomes!

## Firstly, from the WRoCAH Team

We are absolutely delighted to welcome you!

You are a member of the 2017 cohort of over 70 students with the White Rose College of the Arts & Humanities (WRoCAH), a doctoral training partnership (DTP) between the Universities of Leeds, Sheffield and York, with the Arts & Humanities Research Council (AHRC) as our major funder.

This handbook is intended to give you an introduction and reference guide to what membership of the College means and the additional opportunities it opens up for you.

You are one of a new generation of doctoral researchers embarking on your study at an exciting time. The UK Research Councils and organisations such as *Vitae* want to ensure when you complete your PhD, you have gained the widest range of possible employment opportunities open to you. Our job is to help you grow and develop as a researcher during your PhD and to ensure you are equipped with the kinds of skills employers in academia and beyond are looking for, in order to realise your post-PhD aspirations.

You will have been assigned a buddy from the cohorts of WRoCAH students who started in 2015 and 2016. They will always be happy to help answer any questions you have about settling into your PhD and accessing WRoCAH funding.

We also love it when students call or drop into the WRoCAH office! And for students who aren't in York regularly, we will run café drop-ins at Leeds and Sheffield. We're always happy to see you, even if it is just to say hello!

Julian, Caryn and Clare



## And from the current WRoCAH students

To be a WRoCAH PhD researcher means being part of a wider community of thinkers, scholars and practitioners who have an extraordinary range of talents, interests, connections, experiences and ambitions. You are the newest members of that community and we hope that you enjoy every minute of your PhD.

It is, however, more than likely that over the next three years there will be bleak moments of self-doubt, exhaustion or just plain and simple “What the hell am I doing?”. As we have been told many times by the lovely folk at WRoCAH, we’ve earned our funding by being brilliant, smart and forward-looking scholars. Keep that thought in your head, because it helps to get through the “slough of despond”. Being part of a cohort gives you access to others who can help, listen or share ideas; take advantage of your fellow researchers! Meet up, talk, set up academic events, take risks together. Everyone else is as excited (and nervous!) as you are.

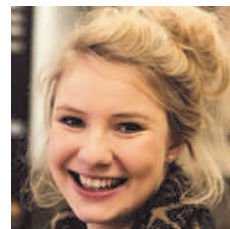
Our Facebook page keeps everyone connected and is great for advertising things you are doing and for finding like-minded people. There is always a chance to socialise at WRoCAH events and to perfect the dreaded networking skills (also known as talking to people!). Clare, Caryn and Julian are always ready to answer queries and love to see people either in York, or in Sheffield and Leeds when they are there. There are loads of opportunities – take them if they intrigue you, and if nothing takes your fancy, put in a funding application and set something up yourself!

The 2015 and 2016 WRoCAH cohorts are a friendly and pretty normal bunch of people, and we are happy to support you in any way we can. We look forward to getting to know you, to working together and to forging some great friendships. Wishing you the best of luck at the beginning of your PhD adventure!

**Alison Horgan, Jenni Cohen & Kate Moore** — student representatives on WRoCAH Executive Board



Alison Horgan



Jenni Cohen



Kate Moore



## Student Profile

### Jacob Downs

Department of Music, University of Sheffield – 2016 cohort



“*The beginning of the year, as is the case for many PhD students, was rife with self-questioning and desperate attempts to cobble together aspects such as methodology. Lots of aspects of the original proposal have naturally changed, but the essence of the central research questions has remained the same. With the help of my supervisor, I am now happily on track, having defined the 'kind' of project that I want to undertake, having created more focused research questions, and having made significant progress on a chapter. I am still in discussion with my supervisory team about the nature of the empirical work I will undertake during the second year, but I feel supported and encouraged in this regard.*

*This year's WRoCAH events have been great opportunities for forging relationships with fellow researchers across institutional borders. For me, this has been the most valuable aspect of the WRoCAH community: having an enormous group of people with whom I share so many similar experiences. WRoCAH events have pushed us to reflect upon our own abilities, our goals, and our worries, all the time together as a community. Undertaking doctoral research, especially within the arts and humanities, can be an isolating experience, and it's often easy to forget that there are so many other people going through many of the same struggles that you are yourself. So to have these day-long opportunities to meet, to laugh, and to reflect has been a real game-changer for me; I can't imagine how it would have been without these opportunities in many ways.*

Jacob's research: **Space and embodiment in headphones listening**

# Being a WRoCAH student





## Being a WRoCAH student

Your membership of WRoCAH means:

- ▶ You take part in all WRoCAH whole cohort events
- ▶ You have priority access to WRoCAH funded training and development activities
- ▶ Access to additional funding\* to support training, primary research study visits, attending conferences, employability placements with Partner organisations and knowledge exchange projects
- ▶ Funding to be able to run events yourself
- ▶ Engaging with, learning from and being supported by other Arts and Humanities researchers across the White Rose Consortium

*\* this varies for CDP students — see Terms and Conditions on p68.*

### A culture of high expectations

Students with the White Rose College of Arts & Humanities are expected to set high standards for themselves:

- ▶ As an academic researcher
- ▶ In developing positive working relationships
- ▶ As an ambassador for the White Rose College of Arts & Humanities
- ▶ In future career aspirations

You are expected to take the lead in identifying your own development needs and discussing these regularly with your supervision team. You should focus on your development as a researcher as well as



*Elspeth Mitchell, Leeds*

*I think being a member of WRoCAH offers you so many things in terms of opportunities and support, but it is really a partnership in that you have to bring something to the table too. I think this way of working is important and realistic for professional life post-PhD.*





considering the skills you will need to pursue your career aspirations beyond doctoral study.

### A three-university cohort

Being part of a collaborative doctoral training partnership opens up opportunities beyond your home institution. You will work with each other, identifying collective training needs and learning from others in the cohort.

Active membership of the cohort and White Rose family is encouraged, where you can learn from and engage with other researchers to promote interdisciplinary thinking and identifying shared opportunities.

You are expected to participate in all compulsory training events and take the opportunity to participate in as many other WRoCAH organised events as possible.



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### One size does not fit all

While some aspects of the WRoCAH training programme and doctoral research journey are common to all, WRoCAH can support you as you create and maintain your own Training Plan that meets your own needs and aspirations, so every student's research journey will be unique.

Learning is a professional exercise which requires planning, execution, review and reflection. You will be able to draw on the expertise of your Supervisors, departments and schools and the local Researcher Development Teams at Leeds, Sheffield and York, as well as the WRoCAH Team.





## Become a lifelong learner

Explore the annual WRoCAH training themes fully and relate them to your personal career aspirations. Approach your training and development as professionally as you approach your research. Become a reflective learner, review your experiences and feed them back into your Training Plan.

### By the end of your doctoral studies you will ...

- ▶ Have used a professional approach to make best use of the network of academics, Partner organisations and other students to learn from and develop your research and employability skills.
- ▶ Have used the three annual WRoCAH themes to inform your development through the learning opportunities available at your home institutions and elsewhere, including with Partner organisations and overseas.
- ▶ Be able to articulate your learning journey through the development of a range of Arts and Humanities skills, knowledge and attitudes relevant to your study area and career aspirations, and through being part of a large doctoral training partnership.
- ▶ Have a career plan to take you into the first five years following doctoral study.



Nigel Walter, York

*I am immensely grateful to WRoCAH, both for the original award of funding and the infrastructure that came with it. The funding was crucial to me having the courage to embark on the PhD, and the PhD has changed my life, both professionally and personally. I have come to this in mid life, and the project was born out of professional frustration (as an architect, at the way change to old buildings is handled). It has been the means of developing/discovering an innovative position, and the theoretical background to support it. It is a mid-life opportunity to change the world.*

# Training and Development





## Your Training and Development

Each year of your PhD has a different focus. You will work with your Supervisors and at WRoCAH events to identify suitable ways of addressing your training and development needs under these themes.

Year 1	<b>What Now?</b> Making the transition from taught study to doctoral research	Me and my research	Skills Knowledge Attitude
Year 2	<b>Who With?</b> Experience beyond academia, working with Partners	Expanding my horizons	Contacts Partnership Projects
Year 3	<b>What Next?</b> Life after PhD, realising my ambitions	Taking the next step	Aspiration Plans Realisation

### Compulsory whole cohort elements

There are a number of compulsory elements to your membership of WRoCAH. The WRoCAH Office will give you as much notice as possible for these events and you must make yourself available for these dates. If you take on teaching responsibilities, you should make your school or department aware at the start of the academic year that these events are a required part of your Studentship.

- ▶ **WRoCAH Welcome Afternoon**
- ▶ **'Putting Your Training Plan to Work'**
- ▶ An annual one or two-day colloquium under each theme (3 in total during the Studentship)



- ▶ To undertake a **Researcher Employability Project (REP)**, which is funded by WRoCAH, between month 15-24 of their Studentship\*

*\*Holders of Wolfson Scholarships are fully supported and strongly encouraged, but not required, to undertake a REP. Holders of AHRC CDP Studentships are encouraged to apply for an extended period of training with their project partner through the scheme offered by the CDP consortium.*

## Optional Elements

You are strongly encouraged to use the other opportunities available through WRoCAH, but these do not form a compulsory part of the programme.

- ▶ **Student-Led Forums (SLF)**
- ▶ **Knowledge Exchange Projects (KEP)**

Similarly, application to the **Small and Large Awards** funds is not compulsory, but strongly encouraged to allow you to take advantage of the widest range of development opportunities.

## Learning with a cohort

The whole cohort elements of the WRoCAH training programme will be undertaken with all the other students with WRoCAH-eligible scholarships that started their research degrees at the same time.

Sharing of Training Plans will identify collective training needs so that more subject-specific training can be offered to the cohort.

## Personal Training Plans

In addition to the compulsory elements of WRoCAH training, you will, with the support of your Supervisors, identify opportunities for learning you wish to pursue at other White Rose institutions or beyond, even overseas. The terminology and paperwork for this vary by institution, but **all students should complete their initial training needs analysis by the end of October**. You should use the Vitae



Researcher Development Framework ([www.vitae.ac.uk](http://www.vitae.ac.uk)) to consider the areas of skill and knowledge you need to develop as a researcher.

Opportunities to learn directly from more experienced researchers through coaching and attendance at seminars and conferences are also encouraged. WRoCAH will provide the support through structured training and funding opportunities.

You are encouraged to consider the widest possible range of methods for learning including training courses at your own institutions and beyond, summer schools, or visits to other institutions to learn from other academics.

### What do WRoCAH students say?



*I have found the cohort to all be very friendly and engaging. Having the chance to meet people who are researching such widely different areas, but all being at the same stage in terms of just adapting to life as a researcher and PhD student has been great. We all have a common bond in that we are starting a new undertaking with all of the things that go with that, and we also all have a lot to talk about as everyone is looking into really interesting things that they are passionate about.*



*I enjoy being a member of the first cohort who is able to share experiences with others coming after me. Since this is my third year I have been working a lot on my own work, that being said I have felt connected to the WRoCAH cohort through the Facebook group, and I look forward to being part of an alumni network when I complete.*



*I have enjoyed every aspect of being part of WRoCAH. Obviously the money helps, and enables me to do more research activities than I would without the Small Awards, thus making my thesis even better. But being part of WRoCAH is so much more than that. I have enjoyed being given a buddy in the new cohort, especially since our interests are so aligned. We can share research problems and inspiration, and this has really helped make me feel connected to a wider academic community.*



## WRoCAH welcome afternoon

**Takes place:** 18 October 2017 from 14:30

**Location:** York

**This is a compulsory event**

### What's it all about?

- ▶ An afternoon welcome event in the October of your first year, attended by all other new WRoCAH students starting in that year
- ▶ New students from Leeds, Sheffield and York - with different types of Studentship - will have the chance to meet each other
- ▶ You'll find out more about what WRoCAH expects of you, as well as what you can expect from WRoCAH
- ▶ You'll learn more about the whole cohort events and training opportunities available to you through WRoCAH, allowing you to start thinking about how those fit in with the Researcher Development Training on offer at your own institution
- ▶ You'll hear about the additional funding that WRoCAH offers, and how you can use this to support your own research and personal development

*Venue: Berrick Saul Building University of York*



*Kyra Piperides, York*



*WRoCAH has provided not only financial support, but social and academic support too - all of which are really important, especially for new research students beginning their PhD journeys. We received such a warm welcome, and having a current WRoCAH PhD student to chat to in those first few weeks was brilliant - it was very reassuring to know that they were in my shoes last year and survived! This, and many of the large-scale WRoCAH activities too, have gone a large way to demystifying a lot of the strange academic experiences and protocols, making the whole thing a lot less daunting.*



## WROCAH Annual PGR Conference

**Takes place:** 19 October 2017

**Location:** York

**This is a compulsory event for new WROCAH students**

Students from the previous year's cohort arrange an annual conference showcasing research being done across the student cohorts.

### For 2017

- ▶ Research presentations from existing students
- ▶ Poster competition
- ▶ Keynote speaker
- ▶ Breakout session for Supervisors
- ▶ Conference dinner



*Organising Committee 2016 (left to right): Joshua King, Charlotte Armstrong, Hannah Abakunova, Fiona Clapperton, Omar Shahryar, Sophie Vohra, Liz Trueman*

### 2016 themed conference panels on:

- ▶ *Presenting Performance*
- ▶ *Between Expectation and Experience*
- ▶ *Scholarly Snapshots*



*It was really encouraging to see the level of research that students in their second and third years have been able to achieve and it was also helpful to hear students reflecting on the possible challenges that new PhD researchers might face.*

*[...] a fantastic introduction to the format of a conference, as well as containing enlightening material.*





*Fiona Clapperton, Sheffield  
Chair of the Conference Organising Committee (2015 cohort)*

*Last year, I was lucky enough to undertake the role of Chair of the Second Annual WRoCAH Conference Organising Committee. The Organising Committee was made up of a group of seven PhD students from the WRoCAH Universities. Together, we planned all the logistics of the conference. This included issuing a call for papers, structuring the Conference Programme, marketing the Conference and Post-Conference Events, and producing the programme booklet. At times, the process was challenging, but we had great support from Caryn, Clare and Julian at the WRoCAH Office. We all gained invaluable experience working as a team to organise a very well attended academic conference. In total, we had 156 staff and students attend from across the three WRoCAH Universities. We were lucky enough to have a wonderful selection of papers given by students from the 2014 and 2015 cohorts, and a fantastic keynote delivered by Dina Gusjenova, Lecturer in Modern History at the University of Sheffield. In the evening, 39 conference attendees joined us for our pub crawl and post-conference dinner. A fantastic way to end a successful day!*



## Putting your Training Plan to work

**Takes place:** 23 November 2017 — 09:30-17:00

**Location:** Leeds

**This is a compulsory event**

### What's it all about?

- ▶ A second early opportunity to meet other students in your WRoCAH cohort, and the WRoCAH team
- ▶ We'll be identifying the shared training needs across the cohort - those which can't easily be met by local Research Development Training at each institution. You'll also reflect on your individual training needs and development plans, looking ahead across the PhD
- ▶ A Funding Café, where you can find out more about WRoCAH's additional funding schemes with the chance to ask your own specific questions
- ▶ We'll start thinking about post-PhD employability, and about the role WRoCAH can play in supporting your aspirations from the outset
- ▶ You'll work in informal groups to share early experiences together, and to identify opportunities for collaborative training activities and Student Led Forums
- ▶ An early focus on Leadership and how you use WRoCAH opportunities to try out and develop your own Leadership skills



*Venue: Horizon, Leeds*

*The whole-cohort WRoCAH hosted training days have always been a great opportunity to come together and meet people who one would not normally see, as they are based elsewhere. Discussing my research at these events in a friendly and non-judgmental environment has been a helpful in gaining confidence and feeling part of a research community.*



## Colloquium 1: What now?

**Takes place:** 21 February 2018 — 09:30-17:00

**Location:** Sheffield

**This is a compulsory event**

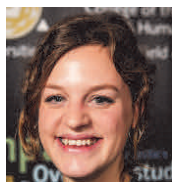
### What's it all about?

This event is a day of two halves.

- ▶ In the morning we will focus on Research Data Management plans. All your projects will have data of some kind, even if it's not entirely clear what that is sometimes, and all your research projects must have a data management plan, so it's important that you know what you need to do.
- ▶ In the afternoon, you get the chance to talk to each other in depth about how you have found the transition to doctoral research and to look for opportunities for organising shared events through the Student Led Forums scheme.

You'll prepare a poster which will be displayed during the event to help you reflect with other students on how you are developing your research questions, planning and managing your data gathering, and organising your research.

After the event, you will be required to submit a research data management plan to WROCAH within 1 month.



*Bethan Hughes, Leeds*

*Venue: Showroom Workstation, Sheffield*





## Colloquium 2

### Who with? Working with Partners

**Takes place:** December 2018 — 09:30-17:00

**Location:** York

**This is a compulsory event**



*Venue: National Railway Museum, York*

### What's it all about?

- ▶ The second year with WRoCAH is about helping you develop your professional skills as a researcher, by gaining experience beyond academic life. This is valuable regardless of where your future career aspirations lie, be that within or beyond academia
- ▶ Many WRoCAH students will already have professional or work experience, but this is rather about developing your employability as a researcher, and preparing for life after the PhD
- ▶ You'll start focused planning for your one-month **Researcher Employability Project**, keeping in mind your personal career aspirations. This may involve:
  - ▶ Support for students who haven't yet identified a Partner or project
  - ▶ Support for preparing a full application - For those who are further down the route of preparation, articulating the experience of a REP in the context of employability
  - ▶ Hearing presentations from students who have completed their REPs, and from Partner Organisations on what they expect from students during their placements
- ▶ We'll also start thinking about opportunities for **Knowledge Exchange Projects** and how these can emerge from research projects



## Colloquium 3

### What next? Life after PhD

**Takes place:** 2 day residential May/June 2020

**Location:** Leeds

**This is a compulsory event**

#### What's it all about?

- ▶ This is many people's favourite colloquium. It's residential for all students (even those who live locally) with a special dinner on the middle evening where the achievements of the cohort will be celebrated
- ▶ The focus is on those final months of your PhD research and preparing for 'Life after PhD'!
- ▶ You'll reflect with the rest of the cohort on your PhD experiences, by preparing a poster showcasing your research journey
- ▶ You'll have the chance to choose from a range of final-stage PhD-related activities, such as preparing for your Viva, managing your stress levels in the final months and dealing with the different expectations you'll face from supervisors, examiners and even yourself
- ▶ There will also be career-focused sessions such as developing your CV, developing 5- or 10-year plans, or understanding how to articulate your research-related skills beyond academia



*Venue: Weetwood Hall, Leeds*

#### Writing your thesis

Full time students are expected to be very close to completing their thesis by the end of the third year. The continuation (fourth) year is contingency, and you should plan from the outset to use as little of it as possible — then if the unexpected arises, you have some flexibility on timing. The continuation year is unfunded so it makes sense financially to aim for the three year completion mark.



## Student Profile

### Millie Schurch

Department of English and Related Literature,  
University of York – 2015 cohort



“At the end of the second year of the PhD, I am beginning to feel more confident in my research. This year has had challenges – moving on to new primary material entailed reconsidering the structure of my thesis, and provoked new research questions – but I think gaining a growing knowledge of my field, getting to know the department better, and seeing an improvement in my work from last year have helped my confidence overall, and has had a positive impact on my work and productivity.

*This year I was fortunate in having the opportunity to undertake an AHRC-funded International Placement Scheme Fellowship at the Huntington Library, California, in the Spring and Summer terms of 2017. I would definitely recommend this scheme to future students, as it gave me access to primary material that I would not have otherwise been able to consult, and I got the chance to meet scholars from different countries and cultures. My trip coincided with research trips undertaken by three other WRoCAH students, and WRoCAH's support meant that we were able to run a symposium day in collaboration with the Huntington Library and York's Centre for Eighteenth-Century Studies.*

*The highlight of my involvement with WRoCAH-related activities this year has not only been WRoCAH's support of the content of our research, but the opportunity of getting to know some wonderful WRoCAH students going through the same PhD experience. I was really happy that WRoCAH connections enabled us to strengthen links this year between York and Sheffield graduate students of eighteenth-century studies. In the autumn we arranged an exchange between the Sheffield University Eighteenth-Century Reading Group and the University of York Centre for Eighteenth-Century Studies Postgraduate Forum, and it's been great to make these connections and work closely with fellow WRoCAH students.*

Millie's research: **The Bluestockings and the Popularization of Science**



## Collective training

WRoCAH also has funding to support collective training for students where this is not available at students' home institutions. This is funded by the AHRC through the Cohort Development Fund, and is targeted at specific areas of skill or knowledge where significant benefit can be gained from taking a whole-White Rose approach.

Subject-specific training will not normally take place at whole cohort events since there is such a breadth of research activity in each group of students. Where possible, we open up training activities to non-WRoCAH-funded Arts & Humanities students at White Rose Universities.

### Identifying collective training needs

At the Putting Your Training Plan to Work event at the start of the first year of study, students will work together to identify areas where they share training needs with others. Groups will detail the gaps in their skills, knowledge or abilities and work up proposals for targeted training activities for WRoCAH to consider.

Students can suggest possible training activities to the WRoCAH office at any time, or take the initiative in organising events themselves.

### WRoCAH training capabilities

There is a huge network of experience and knowledge across the Consortium as well as among the Partner Organisations that sit on the [Partnership Advisory Board](#). If it is not immediately clear how a training need might be met, we can work with the various WRoCAH committees to identify and source the most appropriate solution.



## Researcher Development at Leeds, Sheffield and York

One of the great aspects of joining a White Rose University is that each of our member Universities has its own high quality and diverse range of training on offer for PGR students. It is recommended that you familiarise yourself with the teams and what they do early in your studies.



Leeds

<http://www.leeds.ac.uk/rtd/>



Sheffield

<https://www.sheffield.ac.uk/ris/contacts/pdt>

<https://www.sheffield.ac.uk/ris/contacts/ddt>



York

<https://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/>

Each Researcher Development team provides a range of training opportunities for early career researchers. WRoCAH students are encouraged to use the training provided by their home institution for general skills development.

A member of each Researcher Development team sits on the [WRoCAH Training and Engagement Group](#) and will be involved in the development and delivery of WRoCAH whole cohort and targeted training events.

Each institution also runs more specific subject-related training events and seminars. Some of these are organised by Research Centres or Faculties, others by individual schools and departments.



# Supervision, Progression and Good Research Practice





## Supervision of WRoCAH doctoral students

Doctoral supervision should be regular and meaningful and in line with each institution's own procedures for supervision.

For regulations, codes, policies and procedures, please see the following web pages:



### Leeds

<http://www.leeds.ac.uk/rsa/policies.html>



### Sheffield

<https://www.sheffield.ac.uk/ris/pgr/code>



### York

<https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/>

*Sabine Grimshaw, Sheffield*



*Possibly the most positive development for me, research-wise, was having an additional Supervisor come on board in October at the beginning of the academic year. This was something that I requested [...] Her comments and suggestions on my work have improved it immensely and this has contributed significantly to me feeling more confident about my research.*





## What can I expect from my Supervisor?

In addition to adhering to good Supervisory practice and keeping their own Supervisory skills up to date, WRoCAH Supervisors should actively support students' participation in the activities of the College. Your Supervisor will:

- ▶ Support the development of transferable skills as an important part of your research and thesis writing
- ▶ Work with you to create a Training Plan (by the end of your first month of study) focusing on the skills you will need to make a smooth transition to doctoral research
- ▶ Keep your Training Plan current by supporting you to identify additional training needs throughout the year and reviewing your developing skills and knowledge, using the relevant institution's researcher development framework
- ▶ Ensure students are aware of and understand Good Research Practice Standards and Research Ethics
- ▶ Encourage you to attend all relevant inductions (WRoCAH and non-WRoCAH) and training, in line with your Training Plan
- ▶ Encourage you to take direct responsibility for identifying your own learning needs, to reflect on your learning and update your Training Plan accordingly

### They will have high expectations of you

Supervisors should provide open and honest feedback in a timely and constructive manner. One of their roles is to encourage you in your gradual progression towards confident research independence.

To do this, your Supervisor may:

- ▶ Offer opportunities for you to extend yourself by doing something out of the ordinary or beyond the normal experience
- ▶ Discuss your post-PhD future, being upfront about options and prospects



## How does WRoCAH help my Supervisor?

All WRoCAH Supervisors are expected to be supportive of your attendance at the compulsory whole cohort events during your Studentship. In the same way, we are always available to answer any questions you have, we offer the same to Supervisors. Please encourage them to call us if they have any queries.

In order to fully understand the opportunities offered by WRoCAH, Supervisors are strongly encouraged to attend the WRoCAH Supervisor briefings which are held between October and December each year.

Your Supervisor should be able to:

- ▶ Provide you with support in applying to WRoCAH and non-WRoCAH funding schemes
- ▶ Help you identify potential Partners for your [Researcher Employability Project](#)
- ▶ Support your learning and development in the context of the three WRoCAH themes.

## You are 50% of the relationship with your Supervisor

The relationship between you and your Supervisor is unique and will depend on your individual personalities and styles. Your Supervisor is not your boss or your employer any more than they are your surrogate parent or best friend. They might not always be available, and may not appreciate being treated as a search engine!

Get to know your Supervisor; learn how they prefer to see and hear about what you have been doing. WRoCAH will offer the opportunity for those interested in looking at personality and preferences, how these may impact on the way you approach your work and how you can forge the most productive relationship with your Supervisor.

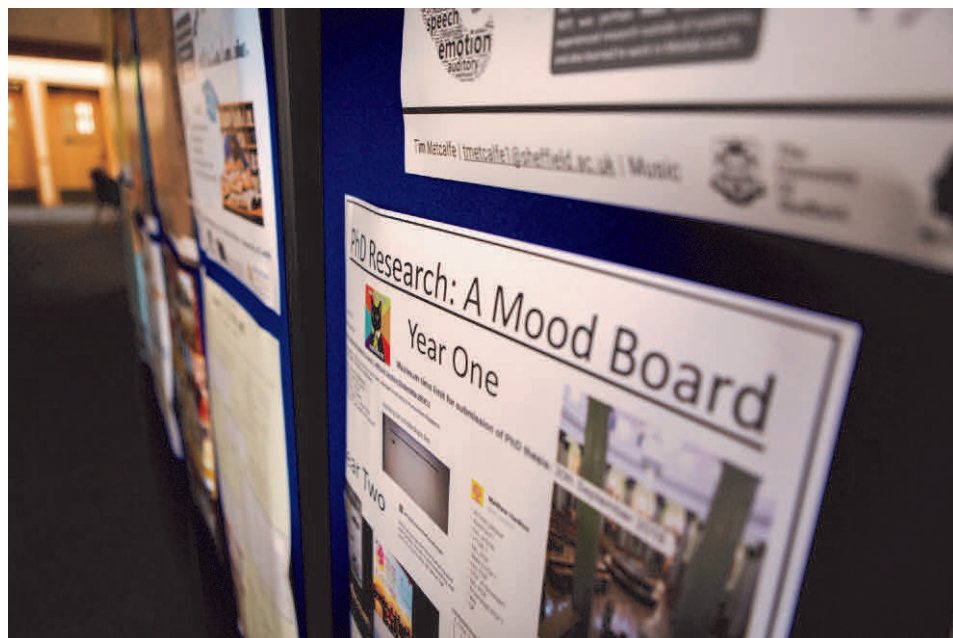


## Additional pastoral support

While Supervisors have a pastoral role, others sources of pastoral support are available for students, and for Supervisors who may have questions about the supervision of a particular student.

The WRoCAH office is always happy to discuss any issue relating to funding and concerns relating to the various aspects of WRoCAH Studentships and doing a PhD. We also run Resilience training workshops.

For more personal support, arrangements differ across institutions, including local resilience training and counselling services.



*'WRoCAH Journey' posters  
from Colloquium 3 at  
Weetwood Hall, May 2017*



## Co-supervision in WRoCAH

Co-supervision both within and across institutions is encouraged to grow collaborations and to offer an extended opportunity to students to benefit from the experience of two or more Supervisors who may be in related, but different, research groups. Arrangements vary with different types of Studentship.

*Jose Cree, Sheffield*



*It's great having that extra support, and it's opened up links with the other universities.*

### WRoCAH White Rose Networks Studentships

White Rose Networks are formally constructed to ensure balanced supervision across institutions. Each institution has a main and co-Supervisor in the Network.

Networks students benefit not only from personal co-supervision but from academic support from the other Supervisors in the Network.

### AHRC Collaborative Doctoral Studentships

Students with AHRC Collaborative Doctoral Partnership Awards (CDPs) will have a Supervisor in their project Partner organisation. The balance of supervision between Partner and home university varies between individual Studentship and depends on the location of the Partner, the student's location and the nature of the research.

Working with a supervisor from a Partner organisation can be a very rewarding experience with an applied perspective on research and first-hand exposure to opportunities outside academia.

### AHRC Competition Studentships

Within-institution and cross-institutional co-supervision is strongly encouraged. Students can benefit from two perspectives on their research or a wider breadth of Supervisory experience than that immediately available at their home institution.

### Practical arrangements for co-supervision



It is important that the responsibilities and expectations for both Supervisors and student are clarified at the outset. This will help to avoid any misunderstandings later on.

- ▶ Who will be the lead Supervisor?
- ▶ What expectations does the student have of each member of the Supervisory team?
- ▶ Are those expectations realistic?
- ▶ Where will Supervisory meetings be held?
- ▶ What expectations does each Supervisor have of the other Supervisor and the student?
- ▶ What can be expected of a secondary Supervisor compared with a primary Supervisor?
- ▶ How often will the Supervisory team meet as a whole as opposed to having individual meetings with the student?
- ▶ Whose responsibility is it to initiate and organise meetings? Is it the student's? Or the primary Supervisor's?
- ▶ How and by whom will the outcomes of joint and individual meetings be recorded and disseminated?
- ▶ How will differences in advice to the candidate be handled? Who will decide? The student, the primary Supervisor, or will different members of the team have the final say regarding their own area of expertise?
- ▶ Who will read drafts of material and when?

For additional guidance regarding co-supervision of WRoCAH students, please contact the WRoCAH Director or WRoCAH Manager.

*Francesca Breeden, Sheffield*

*Having two Supervisors in different universities has definitely been a plus. It's been so useful, as they can help and give advice on different areas of my thesis, and I think my research and writing has been improved massively because of this.*





## Progression on PhD programme

All PhD candidates will go through a series of progression points during their PhD. The first of these will be at or around the 12-month point. This first progression point is sometimes called 'confirmation', 'upgrade' or 'transfer' depending on which university you are registered at. Progression is usually confirmed through the assessment of a piece of written work and an oral examination, similar to the eventual viva when you submit your thesis.



Full time WRoCAH Studentship holders are expected to pass their first PhD progression point at or before 12 months into their studentship and no later than 18 months. Part time students are expected to pass the first progression point at or before 24 months into their studentship and no later than 36 months. You will have two attempts to pass this first progression point.

### What if I don't pass on the first attempt?

If you do not pass on the first attempt, a second date will be confirmed and your stipend may be suspended until you do successfully pass the progression examination. When you pass, any backdated stipend will be paid.

### What if I don't pass on the second attempt?

In the event that you do not pass on the second attempt, your WRoCAH award will cease. The end date for your award will be backdated to the date of your first unsuccessful progression attempt. No repayment will be required for the months of study up to that date. However, any overpayment made beyond that date must be refunded to WRoCAH.

Your University may offer you the opportunity to transfer to and submit for an MPhil or MA award. This is not guaranteed and will depend on your individual university's policy on research degrees. WRoCAH awards are for PhD study only, and are not transferable to MPhil or MA routes.

### What about second and third year progression points?

Your original WRoCAH studentship offer confirmed that your award was subject to 'satisfactory academic progress'. This is measured according to the guidelines laid down in your home university's policy on research degrees and varies between Leeds, Sheffield and York. Continued registration on a PhD programme, and therefore your WRoCAH award, is dependent on your home university's policy.





For each university's regulations, codes, policies and procedures, please see the links at the start of this chapter.

## Good Research Practice

These are guidelines that all researchers at each University are expected to adhere to. They cover aspects of work such as:

- ▶ Good research practice
- ▶ Research policies and guidelines (e.g. publishing)
- ▶ Relevant legislation
- ▶ Research ethics

It is the responsibility of all researchers, including doctoral students, to take into account the ethical issues that might apply to their research. This may be in relation to funding, conduct or dissemination.

You must ensure that, where necessary, ethical approval is sought via the appropriate processes at your own institution.

You should read carefully the guidelines and regulations laid out by your home institutions regarding research practice.



### Leeds

[http://ris.leeds.ac.uk/homepage/2/good\\_practice\\_and\\_ethics](http://ris.leeds.ac.uk/homepage/2/good_practice_and_ethics)



### Sheffield

<https://www.sheffield.ac.uk/staff/grpstandards>



### York

<https://www.york.ac.uk/staff/research/governance/research-integrity-and-ethics/>



## Student Profile

**Rachel Walker**

School of English, University of Sheffield — 2016 cohort



“*My first year as a PhD researcher has been as enjoyable and as challenging as I hoped when I applied to WRoCAH. The chance to explore a variety of archives and attend such a useful series of conferences is something that I have appreciated throughout the*

*year. I have been well supported by the University of Sheffield, particularly by my supervisor who has approached my research with unending enthusiasm and given me a very positive and practical outlook on the year overall. I have realised the extent of the material in the archive, but I could not be more excited for the challenge ahead.*

*I feel very honoured to be part of the WRoCAH cohort and am constantly impressed by the support and advice that is on hand, both from the WRoCAH office and the cohort in general. All of the sessions run by WRoCAH have been informative and practical. I particularly enjoyed the sharing poster session as it allowed us all an insight into each other's research as well as finding connections between projects. The session on Myers-Briggs on the same day was also most enlightening and has been of practical benefit to me since. [...] I have been fortunate enough to have had my writing selected for publication in the WRoCAH journal this year too. Overall, I feel that to be involved in the WRoCAH community provides a fantastic set of opportunities that has made my first year of research more outward-looking than it might have been otherwise. It has allowed me to forge connections across university cohorts and build research links with students from other disciplines. I look forward with anticipation to the excitement and challenges of Knowledge Exchange Projects and the REP.*

Rachel's research: **Cheeseman and the Victoria Theatre, Stoke-on-Trent: to what extent can theatre-in-the-round be instrumental in enabling the regeneration of a region?**

# Additional WRoCAH Funding Schemes



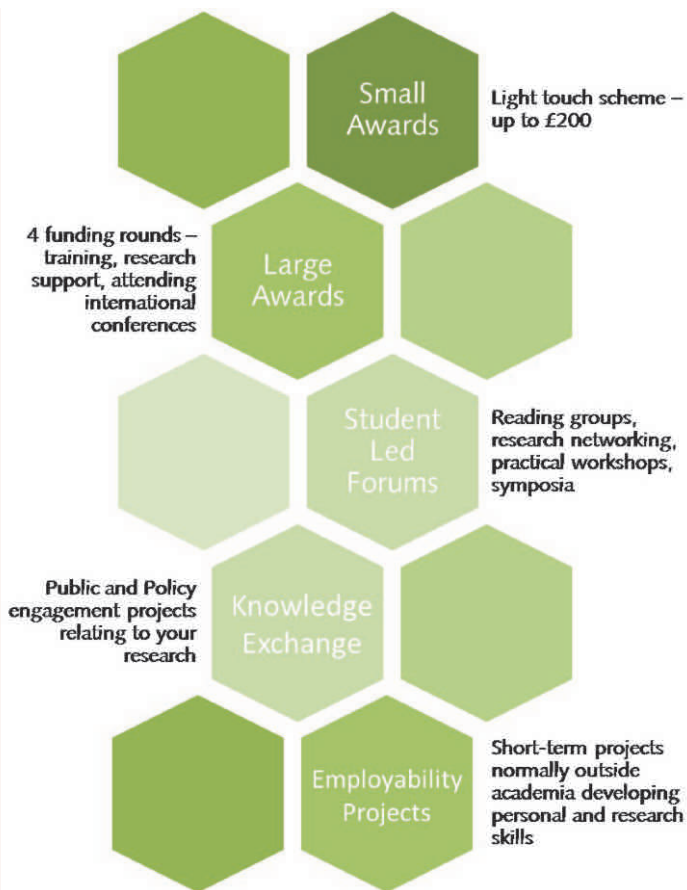


## Overview of WRoCAH additional funding schemes

There are a number of WRoCAH funding schemes to which students may apply for financial support for a range of research-related activities.

All awards should be considered as making a contribution to your costs rather than covering costs fully and applications should be only for activities that are essential to your research or development as a researcher, and that you would not attempt to undertake regardless of funding.

What we need to know is what you are intending to do and why. You will be required to make a full justification for any costs you are applying for.





## WROCAH Small Awards

WROCAH runs a Small Awards scheme where students can apply for funding for a range of activities:

- ▶ Training events outside of your home institution
- ▶ Attending conferences or workshops in the UK and overseas as a delegate or a presenter
- ▶ Primary research trips and research support costs
- ▶ Visits to potential Partner organisations for [Researcher Employability Projects](#)

### Light-touch applications

The Small Awards scheme allows students to respond to opportunities as they arise. There are no funding rounds and students can expect a quick decision on a WROCAH contribution towards costs.

- ▶ No funding rounds and a maximum of £200 per application
- ▶ Applications must be made [in advance](#) of the activity. No retrospective funding is available
- ▶ Applications must be received [no later than 1 calendar month before](#) the activity takes place. This is to ensure good planning and to take advantage of advance fares.
- ▶ Applications for a specific dated activity
- ▶ You may apply more than once to the fund (fair usage policy applies)
- ▶ A link to your research and/or Training Plan must be demonstrated
- ▶ Claim with receipts [within one month](#) of end of activity.

### How to apply

Visit: <http://wrocah.ac.uk/current-student/wrocah-small-awards/>



*Kate Walker  
Sheffield*

*Small awards have been truly invaluable to me during this academic year. They have allowed me to undertake ethnographic fieldwork and I have since been invited to speak at the opening plenary of the North American Taiko Conference based upon that work. I was also awarded funding to continue my Japanese language studies which have proved invaluable when undertaking my REP and have continued to be of great use when liaising with Japanese performers in the UK and elsewhere.*



## WROCAH Large Awards

You may also apply for larger funding contributions towards the costs for:

- ▶ Training events outside your home institution in the UK or overseas
- ▶ Attending international conferences or workshops in the UK and overseas as a delegate or a presenter
- ▶ Primary research trips and research support costs

### Competitive funding rounds

Students may apply to any of the four funding rounds during the year for Large Awards. The deadlines remain the same each year, regardless of the day of the week the dates fall on.

Applications are scored competitively by the Studentships Committee panel against criteria including relevance (including timeliness), good planning and value for money.

- ▶ Supporting statements required from Supervisors **which must be received by the deadline!**
- ▶ Value of final awards based on scores and activities may receive between 50-100% contribution to funding, with the total likely to be between £200-£1500+
- ▶ Post-activity report and reflection requirement and claim with receipts within one month of end of activity

15 January

15 April

15 July

15 October

You may apply more than once to the fund, but first applications are prioritised. It is unlikely that a student will receive contributions to funding for more than 3 international conferences during their Studentship or accommodation costs for longer than 2-3 months for primary research visits.

### How to apply

Visit: <http://wrocah.ac.uk/current-student/wrocah-large-awards/>



## 261 Large Awards made totalling £240K have supported activities including:

- ▶ Training in fish osteology at the Royal Belgian Institute of Natural Sciences, Brussels - **£1,080**
- ▶ Presenting at the Social History Society conference, London - **£395**
- ▶ A primary research trip to the Barbados National Archives - **£1,185**
- ▶ Organising 3 panels and presenting at the International Congress on Medieval Studies, Michigan - **£847**
- ▶ Primary research at 2 new productions of Zemlinsky's rarely-staged opera 'Der Zwerg', Austria and Portugal - **£637**
- ▶ Training on 'Databases for Historians', London - **£372**



*Joshua Doble, Leeds*

*The financial support I have received through the Large Awards scheme has been invaluable to the successful completion of my fieldwork, without that support I would not have been able to conduct anywhere near the depth or breadth of research which I have. I wholeheartedly encourage all WRoCAH students to make use of the Large Awards and the helpfulness of the WRoCAH office if they don't already do so. Access to that kind of funding is why WRoCAH students have the opportunity to do exciting and hopefully useful doctoral research.*

*Deborah Madden, Sheffield*



*Being a member of WRoCAH has been hugely beneficial to my doctoral training and research as the focus on training and employability pushed me to develop skills and experience which will be attractive to prospective employers in the future. While financial support was, of course, extremely helpful, the format of the application process for the Small and Large awards reminded me to reflect on my current progress and to plan and monitor my personal and professional development closely throughout the three-year course.*



## Knowledge Exchange Projects

WROCAH students may also apply for funding to support knowledge exchange activities. This can be as an individual or as a group which may include non-funded students.

Knowledge Exchange Project (KEP) funding will allow you to pursue the impact potential of your research with the private or public sectors and with policy makers or the public.

Examples of KEPs that have been previously funded are:

- ▶ Historical re-enactment of the 1792 revolutionary address at the Old Bell pub, Derby - **£1,310**
- ▶ Live Coding workshops and performance ('the Algorave') as part of Leeds Digital Festival - **£1,640**
- ▶ A series of 'fanzines' and audio podcasts around DIY music - **£945**
- ▶ An exhibition at the York International Shakespeare Festival - **£1,0923**
- ▶ A guide to help church groups engage with the heritage of old church buildings - **£1,430**

### Registration then full application

Students must first register their KEP proposal with the WROCAH office at least 2 months before the project is due to start. After registration, a fully costed application must be prepared and submitted for approval.

- ▶ Fully costed applications must be submitted no later than 1 month before start to allow for confirmation of funding before project commences
- ▶ Post-project report and reflection required

There is no individual maximum limit on multiple applications to the KEP scheme, but fair distribution of funding is managed by WROCAH.

### How to apply

Visit: <http://wrocah.ac.uk/current-student/kep/>





## KEP case study

### Alaena Turner

School of Fine Art, History of Art and Cultural Studies,  
University of Leeds – 2015 cohort



Alaena's project: **'Ingredients, Method, Serving Suggestion,' July-Sept 2016 with Art in Perpetuity Trust Gallery**



*This project was the result of a successful application to an open submission competition for the A.P.T Curatorial Fellowship to produce a group exhibition and series of public workshops which explored artist recipes and instructions.*

*This project used my ongoing research into the concept of hospitality to explore new ways of artists working together. One strategy was to invite 14 painters to produce a new painting which interpreted Yoko Ono's 1961 conceptual instruction, 'Time Painting': " Make a painting in which the colour comes out only under a certain light, at a certain time of day. Make it a short time." Interpretations led to a range of responses in the 14 new paintings, which used phosphorescent materials, shadows, reflections and optical devices. Another outcome of this project was that it enabled me to apply my research into hospitality by initiating new collaborative artworks. This extended my studio practice which had previously been based in painting and individually authored artworks into new media. This included 3 new commissions.*

*This project initiated new directions in my practice, such as experimentation with new media and live events, exploring how artists' making processes can be made visible and shared with the public. It allowed me to apply my research into how artists from avant-garde have engaged with everyday forms of hospitality, such as hosting, serving and welcoming to a practical scenario, through the context of a public exhibition and program of events. This also allowed me to gain valuable professional experience. The KEP funding supported the production of all new artworks and the public events program. This included several paint-making workshops, a PaintClub discussion event, a live Skype cookery lesson, and an art-food seminar, featuring a tactile workshop on the common octopus, devised with artist and former fish-monger, Sam Curtis. I am extremely grateful to have had the opportunity to produce a public project on this ambitious scale, and would be keen to use this experience to develop new relationships with art institutions in the future.*



## Student Led Forums (SLF)

Groups of WRoCAH students may identify an opportunity to work together on a specific event to support their research interests and to promote a cross-White Rose PGR networking culture. There are no funding rounds and applications can be made to the WRoCAH office at any time.

To date, 54 awards totalling £92K have supported student led events, including:

- ▶ **Research Networks and Forums:** Philosophy; Arts and Social Change; Wider World History; Early Modern Lines
- ▶ **WRoCAH Student Journal**
- ▶ **PGR Conferences:** Humanities and Beyond: Exploring the Frontiers of Interdisciplinarity; Private Collecting and Public Display: Art Markets and Museums, Futures Past: South Asia Now and Then
- ▶ **Workshops:** Northern Animals, Social Norms and Obligation Workshop
- ▶ **Seminars and Symposia:** Northern Renaissance Seminar, Extended Learning in Linguistics Symposium, Orange is the New Bible Symposium

## Criteria for funding

The fund is intended to foster collaboration between the PGR communities at the three White Rose universities so any events should be available to all students across the three universities. Events may also be opened up beyond White Rose if capacity allows.

Applications must be:

- ▶ Led by a WRoCAH cohort student (with an academic sponsor)
- ▶ Have at least one other doctoral co-organiser from another WRoCAH university (this does *not* have to be a WRoCAH cohort student).

The strongest applications have co-organisers from all three universities and a clear plan for promoting the event across the three White Rose Universities.



## Applying for an SLF

All students should consider leading a Student Led Forum during the course of their Studentship. The experience of managing academic events is a key skill for early career researchers.

Lead students take on the responsibility for the financial management of all costs and the organisation of the event, with the support of their co-organisers. Post-event financial and narrative reporting is a condition of all awards.

You should apply for funding at the earliest stage possible.

## What costs can I apply for?

Catering, travel and accommodation for speakers, room hire, supporting materials, eg. publicity, badges, conference booklets, limited travel bursaries for non-WRoCAH doctoral students.

WRoCAH can contribute towards costs that benefit postgraduate students. If academic staff are likely to be attending an event, you will need to demonstrate you have arranged alternative sources of funding, for example, a separate award from another source or via a registration fee.

## How to apply

Visit: <http://wrocah.ac.uk/current-student/slf/>



*We are incredibly proud of all that our event achieved. What began as an idea to create a one day event solely for postgraduates, became a large-scale two-day event with prominent academics speaking alongside postgraduate and undergraduate researchers. With 75 attendees overall, we were able to create a diverse, broad and interdisciplinary event surrounding the themes of conflict and home and hope to create a legacy for the event by continuing to update the blog and seek collaborations with those who attended.*

**Harriet Beadnell, Lead Student**

Awarded £1,000 towards a conference  
'Bringing Conflict Home'



## Researcher Employability Project (REP)

A REP is a month normally spent **outside academia** with a view to developing wider employability skills in a new setting.

The scheme is not just intended as a means for students to acquire work experience. It is intended as an opportunity for you to apply your doctoral level skills to a specific project that:

- ▶ Is of direct benefit to a Partner organisation
- ▶ Develops the types of skills employers want to give you the widest range of post-PhD opportunities

### Benefits of doing a REP

Only 20% of students in the UK undertake an 'industrial' placement. That figure falls even further for Arts & Humanities students. Gaining applied research experience outside academia has a number of benefits :

- ▶ Hands-on participation in a real working environment or different research culture
- ▶ An opportunity to apply specific transferable skills and develop confidence
- ▶ Tangible project outcomes that demonstrate impact (impact being very high up in the research agenda)
- ▶ CV enhancement, particularly when it can be demonstrated that these projects are more than just 'work experience'
- ▶ Links with potential employers
- ▶ An opportunity to take some time away from core PhD study and return with renewed vigour

Students are expected to gain a good understanding of the business or academic context for their projects and work with the Partner organisation to develop a full project plan that includes practical project objectives, student learning outcomes and methods for evaluating impact.

Projects should not be directly related to a student's primary research. They are the opportunity to do something **different**.



## Potential Partner organisations

You may identify a suitable Partner yourself or your Supervisor may have some suggestions to offer. WRoCAH has a number of Core Partner organisations and we can put you in touch with our contacts.

You are encouraged to think internationally when considering where to conduct your REP. International experience is becoming increasingly valuable in demonstrating a global outlook to potential employers. Think beyond the obvious; research cultures in the Global South

## A project to fit

A REP can be a continuous month, or the equivalent of a single month over a duration of several months. A flexible approach to the way REPs are conducted is encouraged to fit with your personal circumstances. Please talk with the WRoCAH office to find a way to make the best use of this unique opportunity.

## What does WRoCAH cover?

WRoCAH will cover reasonable costs for travel and accommodation, as well as offering funds for project-related consumables.



“Undertaking work experience outside a university research environment, even if only for a short time, can open your eyes to the diversity of career options. It can also help you to identify and develop skills and knowledge that will underpin a successful academic career. An internship or placement will expose you to new practices and different people and to the subtle business imperatives and demanding commercial realities that drive everyday decision making. By participating ‘from the inside’, you learn about commercial matters and develop the skills and the language to discuss work and research from new perspectives.

[www.vitae.ac.uk](http://www.vitae.ac.uk)



## Tripartite agreement

All REPs require a tripartite agreement to be in place before the project begins. This is a legal agreement between:

- ▶ The student
- ▶ Their home university
- ▶ The Partner organisation

It is intended to provide assurances that all parties will behave professionally and to safeguard the student should any harm come to them while they are working on the premises of the Partner organisation. WROCAH facilitates the preparation of the agreement but is not a signatory as the student's home university holds the legal responsibility for them while they are a registered student and on university business.

Read more: <http://bit.ly/wrocah-tripartite-guidelines>

## Some examples of past REPs and partners

Some of the REPs completed by past students include:

- ▶ **Performance:** Delivering performances, performance classes, coaching, workshops and presentations to music students (National University of Music, Bucharest)
- ▶ **Analysis:** Conducting paleopathological analysis on a group of human remains from Mexico City (National



*Tim Metcalfe, Sheffield*

*My experience of the REP scheme has been fantastic. I think it's been the single most impactful period of my PhD, in terms of my personal development, while at the same time contributing invaluable towards the body of work that my thesis encompasses. I felt fairly neutral towards the scheme at the start of my PhD, but having finished the REP, I think a good case could be made for a mandatory REP-type scheme in all PhD programmes. Perhaps the single largest benefit of the REP is that it thrusts one outside of the sometimes-insular world of academia; having gained this experience, I feel much more confident about my employment prospects post-PhD.*



School of Anthropology and History, Mexico)

- ▶ **Exhibitions:** Working on the 'Warrior Treasures' exhibition (Royal Armouries Museum, Leeds)
- ▶ **Editing:** Working on the editorial team (Hamburg Institute for Social Research)
- ▶ **Postdoctoral application:** Composing an application for a Leverhulme Fellowship (University of Durham and The Keats-Shelley House, Rome)
- ▶ **Policy:** Investigating the relationship between reading at home and reading at school (St Wilfrid's Primary School, Sheffield)

## REP success

So far... 111 projects  
registered in 24 countries  
with 110 different  
organisations

For more information see the  
separate leaflet about REPs





## What Partner organisations say...



*... a highly motivated, independent worker who contributed enormously to the research ... a sprawling, possibly intimidatingly large, task handled with aplomb ... very sorry to see her go!*



**wellcome**trust



*... absolutely first class. He was incredibly hard working, engaged and generous with his expertise and knowledge.*



*I was surprised with his responsiveness to new challenges. At several points, he was faced with new skills development and adeptly demonstrated the application of existing knowledge and experience to a new context. This is a fundamental capacity that I expect in a researcher and is not so often seen in someone as early in their career.*



*... professional and diligent in her assignments. She showed a high capacity for understanding complex research ... a true pleasure to work with.*



*Exceptionally well organized, diligent, and thoughtful in his approach to the tasks assigned ... Considerably exceeded expectations.*



The Burney Centre  
at McGill University



*We miss her already! She approaches her work with a refreshingly original method and orientation. It inspired us all ... I am confident she will change the field, all for the better ... Working with her was an immensely rewarding experience.*



# WROCAH Partners





## Partnerships with WRoCAH

As part of its commitment to collaborative working, WRoCAH works with a range of external organisations that form two tiers of partnership with WRoCAH.

### Core Partners

Representatives from organisations across a range of Arts and Humanities related sectors

### Wider Network

A wider network of Partners are collaborators in student projects

## Partnership Advisory Board

The representatives of the Core Partner organisations, all senior executives and entrepreneurs with extensive experience and contacts, form the Partnership Advisory Board (PAB). They are involved in every appropriate level of activity including representation on other WRoCAH committees.

## Doctoral training experience

The primary role of the Partnership Advisory Board is to inform the strategy for student engagement with external Partner organisations, particularly in the formulation of meaningful project experiences for students and [Researcher Employability Project](#) hosts. Members bring their expert knowledge of their sectors and allow us to respond imaginatively and effectively to changes in wider policy, economic and funding environments.

A number of the Core Partners have significant direct experience of PhD training, and the British Library, Historic England and the National Railway and the Science and Media Museum (as part of the Science Museums Group) have all been successful in AHRC's Collaborative Doctoral Partnership scheme.



## Partners and Researcher Employability Projects

Core Partners are also potential and willing hosts for **Researcher Employability Projects** and the WRoCAH Office can put students in touch with relevant contacts on request.

REPs do not have to be conducted with a Core Partner organisation. Students are encouraged to use their existing contacts or develop ongoing relationships established by their Supervisors with any non-academic Partner organisation.

New partnerships are developing all the time as REPs are undertaken around the world.

Read more about building Partnerships in the Arts & Humanities: <http://www.ahrc.ac.uk/documents/guides/partnership-working-in-the-arts-and-humanities/>





# Museums, Galleries, Archives and Libraries



The major academic collection in the UK, with important collections held at Boston Spa (between York and Leeds); its strategy highlights collaboration with research and business.

The Victoria and Albert Museum: the world's greatest museum of art and design, with extensive programmes of research-based exhibitions and education.



The UK's national museum of arms and armour, with major programmes of research and of media and commercial consultation.



The National Archives

The government's national archive for England, Wales and the United Kingdom with over 1,000 years of the nation's records for everyone to discover and use.



**NATIONAL  
RAILWAY  
MUSEUM**

Part of the Science Museum Group; the national collection for all aspects of transport, with a major research focus and strong commitment to knowledge exchange.



## Historic England

The major national heritage organisation in the UK, with a mission to understand, value, care for and enjoy historic places, and a wide-ranging programme of research-informed knowledge exchange.



## ARTS COUNCIL ENGLAND

The major UK sponsor of the arts, which champions, develops and invests in artistic and cultural experiences that enrich people's lives.



The UK's major retailer, offering a strong interest in innovative design and textile production as well as in heritage and public engagement. A growing archive with more than 70,000 items from 1884 to the present day.

# Arts and Heritage, Design, Manufacturing and Retail





# Creative Industries and Media

ideagroup

We deliver design, brand and marketing strategy, identity design and graphics, advertising, digital media, website design and online marketing, public relations, internal communications, exhibitions and events, interior design and project management.

## Carm Productions and Strategy

carm

A leading TV production company/consultancy specialising in documentary- and film-making and in communications and organisational change.

## REEL SOLUTIONS

An independent company supporting all aspects of cinema funding, production, festivals and education.





The Taylor Francis Group is an independent publishing company, with offices in Leeds, London and Philadelphia, and publishes an extensive list of journals for learned societies and professional bodies.

**opera  
north**

The premier opera company in the North of England, with an innovative approach to the contemporary and classical repertoire. Opera North Projects produces small-scale touring shows, site specific performance and commissions, together with a rolling programme of artistic residencies.

# Publishing and Performing Arts







# Charities and the Public Sector



Formed from the Institute of Community Studies (which helped set up the Open University and the ESRC) and the Mutual Aid Centre, and dedicated to making positive social change happen.



**Sheffield Health and Social Care**  
NHS Foundation Trust

Provider of high-quality care, with the vision that all users should live fulfilled lives in the community.



“At the start of  
my PhD, I wish I’d  
known...”





## Time management and organisation



... how quickly the three years would go!

... to use a referencing database such as EndNote from the very beginning.

... to start properly planning my REP much earlier!

... that it would have been helpful to establish a timetable earlier on in my PhD.

... to keep better notes of archive materials.

## Conferences & other opportunities



... that doctoral training is as important as writing the thesis.

... about the possibility of extra funding to cover training needs.

... what kinds of conferences and events I should be looking to present at, to avoid missing out on interesting ones.

... that presenting at conferences is nowhere near as scary as you think!

... the importance of networking.



## Enjoy it!



... to enjoy your first year! Take the time to really get into your project but also take time to make friends and set the wheels in motion that will enable you to begin building up skills for your CV. It is not an impossible balance to strike!

... how much fun it would be.



## The process of research



... that you should take your first few months of research steadily - this work is a marathon not a sprint!

... to write from day one - no note, no scribble in a margin, no thought is useless to the writing process!

... that it's perfectly normal for your ideas and ambitions to change.

... that you don't need to know exactly what you're doing in Year 1 - just read, read, read and get involved with as much as you can in that year!

... that having a thorough theoretical and methodological grounding with ethical approval is crucial, before starting fieldwork.

... to try writing up a Literature Review within the first months.

... not to rush things. There is an initial urge to get things done as quickly as possible. Do not put so much pressure upon yourself that it stops you from thinking logically about the direction of your research.

... that progress is not continuous - it tends to come in fits and starts.

... that writing short pieces regularly would have been a much better approach than trying to write full chapters in a single go!

... to take it a stage at a time (e.g. draft by draft, chapter by chapter), and maintain perspective.

... that there are many different research methodologies - explore and think about these. Practice-Research is an important emerging field.

... how vast it would be! Every avenue of research is opening a new can of worms - but you'll catch them eventually.

... that the transfer process could be so useful for clarifying thinking and taking stock of progress

... that the answers aren't always obvious.

... that you're not expected to have every answer straight away - your PhD is always evolving.



*Jack Litchfield, Leeds*

**“** *In spite of all the advice you receive - much of which will be helpful - you will have to find your own way. Each research undertaking will be different and will require its own approach and manner of working. Because of this, you really do have to focus on what your work needs, and try not to worry too much about what everyone else is doing. And anyway, if there was an easy and available course for you to emulate, you probably wouldn't be here with WRoCAH funding in the first place. You're here because nobody else has been. Also, probably the most important skill to retain is that relating to knowledge of 'how to take time off' [...] Always be kind to yourself and give yourself time. Don't set a precedent of working all the time, as it is very rarely necessary.*



## Other students

... to talk to other PhD students as much as you can. No one really 'gets it' unless they've done it. It's a unique experience.

... that being older than the other students wouldn't matter.

... that doing a PhD can be a lonely business so plan how you can have supportive people around you - and make time for fun.

... not to compare yourself to other students, research is such an individual thing, and it is not a competition.





## Supervisors



... that managing your supervisor successfully can need some thought, and is important for helping you to progress.

... to get tips from supervisors and other experts on how to improve my thesis.

... that PhD supervision is not always straightforward and can be a very difficult process. Don't be afraid to seek independent advice if you feel you are not getting the support that you need.

... to share the design of your project as much as possible with experts in your field of research.

... that it is ok to ask for help from my supervisors or from support services when I need it, rather than just carrying on regardless and hoping that things would become better.

... to talk to people outside of your field. You never know what weird and wonderful connections can unfold.

... that the standards are higher, your work is criticised more harshly, it doesn't mean you're doing a bad job, it's just being more thorough.

## Looking after yourself



... to treat it like a job. As a PhD student it is far too easy to bring your work home with you. Don't work weekends and maintain all of your outdoor hobbies.

... that almost EVERYONE gets imposter syndrome, and it doesn't last forever!

... to look after your mental health. Nothing is more important than you and your wellbeing.

... that contrary to popular belief, you **don't** have to work your socks off at every hour of every day to get good research results. Sometimes the best medicine for writer's block is a day of walking or relaxing; 'fresh eyes' are a real plus.

... to take time out to relax, go on holiday, and make sure you have hobbies/interests outside of research.

... that it can take a while before things feel right.

... not to be too hard on yourself, PhDs are hard.

... that despite feeling very lost at the start, things would all fall into place with hard work and the willingness to explore.

... that not feeling like you have a clue what you're doing is part of the whole PhD process, and is completely normal from time to time!



## Student Profile

### John Harwood

School of Languages, Cultures and Societies, University of Leeds — 2016 cohort



*“ I am very satisfied with both my development as a researcher and with the progress of my thesis. The feedback from my transfer was highly positive but also provided very useful and specific guidance on how to further refine my research aims, and*

*highlighted areas of my research which may be worth extra focus. At present I am making adjustments based on this feedback, and planning fieldwork for 2018. I am delighted to have reached this stage in the research, as I did change my original literature based research project at the beginning of the year and the new interdisciplinary topic has presented many new challenges, and allowed me to develop new skills in new areas.*

*The WRoCAH-organised events that I have attended have been very useful in terms of professional development as well as my development as a researcher. It was highly beneficial for me to attend the annual PGR Conference early on in the academic year, as learning about the research and experiences of others within the cohort had a strong influence on the direction of my research, as well as training options and personal development. At these events I have also made many good friends and connections with whom to share ideas, in addition to joining a student-led group for interdisciplinary research.*

John's research: **Ethnic identities of Chinese migrant workers in Japan**

# WRoCAH Studentships: Terms and Conditions





## WROCAH AHRC Competition Studentships

This section provides an FAQ-style summary of the main terms and conditions of this type of Studentship. For full details please refer to the RCUK Conditions of Research Council Training Grants: <http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf/>

For any terms and conditions not covered by the Studentship itself, students should refer to their home institution's policies, procedures and guidelines on Research Degrees.

Leeds	<a href="http://www.leeds.ac.uk/rsa/policies.html">http://www.leeds.ac.uk/rsa/policies.html</a>
Sheffield	<a href="https://www.sheffield.ac.uk/ris/pgr/code">https://www.sheffield.ac.uk/ris/pgr/code</a>
York	<a href="https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/">https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/</a>

### What stipend payments am I entitled to?

Fully funded Studentships are for 3 years (full time) or for 5 or 6 years (part time), paid at 50% or 60% rate depending on local institutional policies on research degrees. Students will receive an RCUK basic rate stipend in quarterly payments direct from the institution where they are registered for study.

Stipend rates are set by RCUK and may vary during the Studentship. For the latest stipend rates, refer to the AHRC web pages: <http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Eligibility for a stipend does not change during the funded period of a Studentship. A student who starts on a fees-only award remains on that type of award.

Students who have not yet submitted their thesis may be eligible for a WROCAH Associate Award at the end of 3 years if they have completed a [Researcher Employability Project](#) and participated in all the compulsory elements of the WROCAH training programme ([bit.ly/wrocah-POL14](http://bit.ly/wrocah-POL14) for more information). Additional funding may also be available if extended advanced language training has been undertaken. Full evidence of completion will be required ([bit.ly/wrocah-POL15](http://bit.ly/wrocah-POL15) for more information).

### Who pays my fees?

Tuition fees are paid directly to the institution where the student is registered. Your award does not cover any fees for the continuation or 'writing up' year.

**Practical advice:** *Stipend and fee payments are made by your home institution. If you have any queries about payment of your fees or stipend, please contact your local scholarships office rather than the WROCAH office.*

### What additional WROCAH funding is available to me?

Students may apply for additional funding from the Small and Large Awards, Knowledge Exchange Project, Student Led Forums and





Researcher Employability Project Schemes. Students are only eligible to apply to these additional WRoCAH funding schemes during the three years of their award. Students are not eligible to apply during their continuation or 'writing up' year.

Travel costs can only be covered from the student's home institution to the destination of any activity.

**Practical advice:** *If you have any queries about additional WRoCAH funding schemes, please contact the WRoCAH office.*

### I have a disability; what support is available?

Students with disabilities may apply for a Disabled Students Allowance (DSA) which will be funded by the AHRC. The first point of contact should be the Disability Services office at the student's home institution. Students may be required to undergo a needs assessment at a recognised Access Centre before funding can be approved. Students must wait for confirmation of DSA funding before incurring costs. Retrospective refunds cannot be made.

**Practical advice:** *If you think you may need to access this support, please make contact with your local Disability Services office as soon as possible.*

### Can I change between full and part time study?

Students may change their mode of study. Possible reasons for changing may include changes in the student's personal or employment circumstances. If the reasons are health-related, it must be demonstrated that a student is able to work part time but not full time. Otherwise a leave of absence (suspension) should be considered.

Only one mode change will be allowed during a Studentship. No mode changes are possible in the final 6 months of a Studentship (12 months for part time students) or during the continuation or 'writing up' year. All requests must be made to the student's home institution.

**Practical advice:** *As the AHRC prefers only one mode change, short term mode changes to reflect short term illness or circumstances are unlikely to be granted. A leave of absence is a better way to deal with short term issues.*

### What happens if I get ill?

Students may continue to receive their stipend during short illnesses of up to 13 weeks within any 12-month period, without suspending their Studentship. This must be covered by a doctor's certificate which must be provided to your home university.

However, this does not result in an extension to the eventual submission deadline, ie. that time can never be regained. If the illness lasts, or is expected to last, for more than 13 weeks, students should apply for a formal leave of absence.

**Practical advice:** *Leaves of absence are granted in whole months only. If you are going to be ill for more than 1 month, and you can manage without your stipend, it is far better to apply for a leave of absence as this will push your eventual submission deadline forward by the equivalent number of months. No extensions are ever granted at the time of final submission due to illnesses earlier in study that were not addressed with a leave of absence.*



### Are other types of leave of absence available to me?

Students may apply for a suspension (leave of absence) in their studies for unexpected personal or family reasons. Again these are granted in whole months. Suspensions should not normally exceed one year. The student's submission deadline will be extended by the same period as the suspension. All requests must be made to the student's home institution and must be supported by appropriate documentation.

**Practical advice:** *Don't struggle on if you have circumstances that are making it difficult for you to focus on your PhD study. Talk to your supervisor, your local scholarships office or the WRoCAH office for advice.*

### When must I submit my thesis?

On accepting a Studentship, students also accept a commitment to make every effort to complete their project, and to submit their thesis, if possible **by the end of the period of funding**. Where this is not possible, part or all of the remaining contingency or 'writing' up year can be used but students **must** submit their thesis within 4 years. Universities receive sanctions if funded students do not submit within 4 years so it is very important that any issues are dealt with in a timely way with a leave of absence if appropriate.

The continuation year should be considered very much as a contingency for unforeseen circumstances that have arisen during the PhD.

Students should check their home institution's policy on extensions to the final submission deadline. These are normally only possible under exceptional circumstances and may not be permitted at all.

**Practical advice:** *Taking up paid employment is considered to be a normal outcome of doctoral study and will not be considered as grounds for an extension. If you take up work before completing your thesis you need to be mindful of the impact working will have on your ability to complete by your final submission deadline.*

### What happens if I decide to leave doctoral study?

If a student decides to leave doctoral study (by withdrawing from study altogether or transferring to another type of degree) they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the student's home institution.

An award may be terminated if a student fails to be confirmed on their PhD programme. WRoCAH awards are for doctoral study only. A student may continue to be registered after withdrawal of funding but continued registration on an alternative degree programme (for example, MPhil or MA) is dependent on each institution's procedures.

**Practical advice:** *If you are thinking about withdrawing from your studies, talk to your supervisor and the WRoCAH office if you wish. Consider options such as a leave of absence to give you some time to consider your options.*

### What parental leave is available?

AHRC Competition Studentship holders are permitted a maximum of 12 months leave of absence for each individual period of maternity, adoption, or shared parental leave (including during continuation year).



Part of that time is paid. Students in receipt of a stipend may receive up to 6 months paid maternity or adoption leave on full stipend plus 3 months at a reduced rate.

Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances. Any paid leave would be at full stipend. Please contact the WRoCAH office if you wish to discuss options for Shared Parental Leave.

**Practical advice:** *Take as much time as you can afford to enjoy your new family!*

### Can I do other paid work, such as teaching, during my PhD?

Yes. There is no specific limit set for the maximum number of hours a student may undertake paid work during their doctoral studies. However, any paid work should not interfere with the student's research and writing. This should be monitored through regular thesis review meetings, and would not be considered as a suitable reason for an extension to the submission deadline.

**Practical advice:** *A good guideline is not more than 6 hours work weekly, in addition to your thesis.*

### Who covers my payment for teaching or other work?

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where students funded through RCUK grants undertake demonstration or teaching, or other types of employment at an institution, they should be paid for this in addition to receiving the basic RCUK stipend.

### Do I need to live close to my institution?

Students must live within a reasonable travel time of their home institution to ensure they are able to maintain regular contact with their department and Supervisor as defined by each institution's policy on research degrees, and to engage with the wider WRoCAH cohort and White Rose Arts & Humanities community.

This is to ensure students receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, students are expected to maintain regular contact with their Supervisor.

### What is WRoCAH's position on data sharing?

WRoCAH will need to share some of your personal information between administrators across the White Rose Consortium, and with the AHRC as our major funder in our annual reporting. The WRoCAH website has a dedicated page that outlines the various responsibilities relating to data sharing:

<http://wrocah.ac.uk/links/data-sharing/>

### Any other questions?

If you have any questions regarding the terms and conditions of your **WRoCAH AHRC Competition Studentship**, you can contact the Scholarships team at your home institution, or the WRoCAH Office.



## WROCAH AHRC Collaborative Doctoral Partnership Studentships

This section provides an FAQ-style summary of the main terms and conditions of this type of Studentship. For full details please refer to the RCUK Conditions of Research Council Training Grants: <http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf/>

For any terms and conditions not covered by the Studentship itself, students should refer to their home institution's policies, procedures and guidelines on Research Degrees.

Leeds	<a href="http://www.leeds.ac.uk/rsa/policies.html">http://www.leeds.ac.uk/rsa/policies.html</a>
Sheffield	<a href="https://www.sheffield.ac.uk/ris/pgr/code">https://www.sheffield.ac.uk/ris/pgr/code</a>
York	<a href="https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/">https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/</a>

### What stipend payments am I entitled to?

Fully funded Studentships are for 3 years (full time) or for 5 or 6 years (part time), paid at 50% or 60% rate depending on local institutional policies on research degrees. Students will receive an RCUK basic rate stipend in quarterly payments direct from the institution where they are registered for study.

Collaborative Award students receive an additional maintenance payment of £550 per annum that is intended to help towards any additional costs incurred due to the need to work at both the home institution and the non-academic Partner site. Some Collaborative Award students may receive additional funding from the non-academic Partner.

Stipend rates are set by RCUK and may vary during the Studentship. For the latest stipend rates, refer to the AHRC web pages: <http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Eligibility for a stipend does not change during the funded period of a Studentship. A student who starts on a fees-only award remains on that type of award.

### Who pays my fees?

Tuition fees are paid directly to the institution where the student is registered. The AHRC does not cover any fees for the continuation or 'writing up' year.

**Practical advice:** Stipend and fee payments are made by your home institution. If you have any queries about payment of your fees or stipend, please contact your local scholarships office rather than the WROCAH office.



### What additional WRoCAH funding is available to me?

Costs for attendance at all WRoCAH-organised events covered by WRoCAH. Collaborative Award students may also apply to the **Student Led Forums** scheme and to the **Small and Large Awards** schemes to attend conferences. All other types of funding for training, knowledge exchange and project placements must be applied for via the CDP consortium schemes (<http://www.ahrc-cdp.org/resources/> for more information).

Students are only eligible to apply to additional WRoCAH funding schemes while they are a registered doctoral student. Students are not eligible to apply during their continuation or 'writing up' year. Travel costs can only ever be covered from the student's home institution to the destination of any activity, unless the contract with the Collaborative Award Partner Organisation requires the student to be located near their premises.

**Practical advice:** *If you have any queries about additional WRoCAH funding schemes, please contact the WRoCAH office.*

### I have a disability; what support is available?

Students with disabilities may apply for a DSA which will be funded by the AHRC. The first point of contact should be the Disability Services office at the student's home institution. Students may be required to undergo a needs assessment at a recognised Access Centre before funding can be approved. Students must wait for confirmation of DSA funding before incurring costs. Retrospective refunds cannot be made.

**Practical advice:** *If you think you may need to access this support, please make contact with your local Disability Services office as soon as possible.*

### Can I change between full and part time study?

Students may change their mode of study. Possible reasons for changing may include changes in the student's personal or employment circumstances. If the reasons are health-related, it must be demonstrated that a student is able to work part time but not full time. Otherwise a leave of absence (suspension) should be considered.

Only one mode change is normally allowed during a Studentship. No mode changes are possible in the final 6 months of a Studentship (12 months for part time students) or during the continuation or 'writing up' year. All requests must be made to the student's home institution.

**Practical advice:** *As the AHRC prefers only one mode change, short term mode changes to reflect short term illness or circumstances are unlikely to be granted. A leave of absence is a better way to deal with short term issues.*

### What happens if I get ill?

Students may continue to receive their stipend during short illnesses of up to 13 weeks within any 12-month period, without suspending their Studentship. This must be covered by a doctor's certificate which must be provided to your home university.

However, this does not result in an extension to the eventual submission deadline, ie. that time can never be regained. If the illness lasts, or is expected to last, for more than 13 weeks, students should apply for a formal leave of absence.

**Practical advice:** *Leaves of absence are granted in whole months only. If you are going to be ill for more than 1 month, and you can*



*manage without your stipend, it is far better to apply for a leave of absence as this will push your eventual submission deadline forward by the equivalent number of months. No extensions are ever granted at the time of final submission due to illnesses earlier in study that were not addressed with a leave of absence.*

### Are other types of leave of absence available?

Students may apply for a suspension (leave of absence) in their studies for unexpected personal or family reasons. Again these are granted in whole months. Suspensions should not normally exceed one year. The student's submission deadline will be extended by the same period as the suspension. All requests must be made to the student's home institution and must be supported by appropriate documentation.

**Practical advice:** *Don't struggle on if you have circumstances that are making it difficult for you to focus on your PhD study. Talk to your supervisor, your local scholarships office or the WRoCAH office for advice.*

### When must I submit my thesis?

On accepting a Studentship, students also accept a commitment to make every effort to complete their project, and to submit their thesis, if possible **by the end of the period of funding**. Where this is not possible, part or all of the remaining contingency or 'writing' up year can be used but students **must** submit their thesis within 4 years. Universities receive sanctions if funded students do not submit within 4 years so it is very important that any issues are dealt with in a timely way with a leave of absence if appropriate.

The continuation year should be considered very much as a contingency for unforeseen circumstances that have arisen during the PhD.

Students should check their home institution's policy on extensions to the final submission deadline. These are normally only possible under exceptional circumstances and may not be permitted at all.

**Practical advice:** *Taking up paid employment is considered to be a normal outcome of doctoral study and will not be considered as grounds for an extension. If you take up work before completing your thesis you need to be mindful of the impact working will have on your ability to complete by your final submission deadline.*

### What happens if I decide to leave doctoral study?

If a student decides to leave doctoral study (by withdrawing from study altogether or transferring to another type of degree) they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the student's home institution.

An award may be terminated if a student fails to be confirmed on their PhD programme. WRoCAH awards are for doctoral study only. A student may continue to be registered after withdrawal of funding but continued registration on an alternative degree programme (for example, MPhil or MA) is dependent on each institution's procedures.

**Practical advice:** *If you are thinking about withdrawing from your studies, talk to your supervisor and the WRoCAH office if you wish. Consider options such as a leave of absence to give you some time to consider your options.*

### What parental leave is available?

AHRC Competition Studentship holders are permitted a maximum of 12 months leave of absence for each individual period of maternity, adoption, or shared parental leave (including during continuation year).



Part of that time is paid. Students in receipt of a stipend may receive up to 6 months paid maternity or adoption leave on full stipend plus 3 months at a reduced rate.

Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances. Any paid leave would be at full stipend. Please contact the WRoCAH office if you wish to discuss options for Shared Parental Leave.

**Practical advice:** *Take as much time as you can afford to enjoy your new family!*

### Can I do other paid work, such as teaching, during my PhD?

Yes. There is no specific limit set for the maximum number of hours a student may undertake paid work during their doctoral studies. However, any paid work should not interfere with the student's research and writing. This should be monitored through regular thesis review meetings, and would not be considered as a suitable reason for an extension to the submission deadline.

**Practical advice:** *A good guideline is not more than 6 hours work weekly, in addition to your thesis.*

### Who covers my payment for teaching or other work?

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where students funded through RCUK grants undertake demonstration or teaching, or other types of employment at an institution, they should be paid for this in addition to receiving the basic RCUK stipend.

### Do I need to live close to my institution?

Students must live within a reasonable travel time of their home institution or Partner organisation and ensure they are able to maintain regular contact with their department and Supervisor as defined by each institution's policy on research degrees and with their Supervisor at the Partner organisation.

This is to ensure students receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, students are expected to maintain regular contact with their Supervisor.

Collaborative Award students are expected to engage with the wider WRoCAH cohort and White Rose Arts & Humanities community. Where a Collaborative Award holder is contractually required to be located near to their Partner organisation, WRoCAH will cover the cost of travel to whole cohort and WRoCAH-funded training events.

### What is WRoCAH's position on data sharing?

WRoCAH will need to share some of your personal information between administrators across the White Rose Consortium, and with the AHRC as our major funder in our annual reporting. The WRoCAH website has a dedicated page that outlines the various responsibilities relating to data sharing:

<http://wrocah.ac.uk/links/data-sharing/>

### Any other questions?

If you have any questions regarding the terms and conditions of your **WRoCAH AHRC Collaborative Studentship**, you can contact the Scholarships team at your home institution, or the WRoCAH office.



## WROCAH White Rose Networks Studentships

This section provides an FAQ-style summary of the main terms and conditions of this type of Studentship.

Leeds	<a href="http://www.leeds.ac.uk/rsa/policies.html">http://www.leeds.ac.uk/rsa/policies.html</a>
Sheffield	<a href="https://www.sheffield.ac.uk/ris/pgp/code">https://www.sheffield.ac.uk/ris/pgp/code</a>
York	<a href="https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/">https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/</a>

For any terms and conditions not covered by the Studentship itself, students should refer to their home institution's policies, procedures and guidelines on Research Degrees.

### What stipend payments am I entitled to?

WROCAH White Rose Networks Studentships are for 3 years (full time). Students will receive an RCUK equivalent basic rate stipend in quarterly payments direct from the institution where they are registered for study.

Stipend rates are set by RCUK and may vary during the Studentship. For the latest stipend rates, refer to the AHRC web pages: <http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Students who have not yet submitted their thesis may be eligible for a WROCAH Associate Award at the end of 3 years if they have completed a [Researcher Employability Project](#) and participated in all the compulsory elements of the WROCAH training programme ([bit.ly/wrocah-POL14](http://bit.ly/wrocah-POL14) for more information). Additional funding may also be available if extended advanced language training has been undertaken. Full evidence of completion will be required ([bit.ly/wrocah-POL15](http://bit.ly/wrocah-POL15) for more information).

### Do I have a fee waiver?

Fee waivers are applied to each student's account automatically, by the institution where the student is registered.

Overseas doctoral researchers are eligible to hold WROCAH White Rose Networks studentships but will only receive a contribution to their fee waiver up to the UK/EU rate. The arrangements for meeting the difference between UK/EU and overseas fees vary between institutions.

### What additional WROCAH funding is available to me?

Students may apply for additional funding from the [Small and Large Awards](#), [Knowledge Exchange Project](#), [Student Led Forums](#) and [Researcher Employability Project](#) Schemes. Students are only eligible to apply to these additional WROCAH funding schemes during the three years of their award. Students are not eligible to apply during their continuation or 'writing up' year.





Travel costs can only be covered from the student's home institution to the destination of any activity.

**Practical advice:** *If you have any queries about additional WRoCAH funding schemes, please contact the WRoCAH office.*

### I have a disability; what support is available?

UK doctoral researchers with disabilities may apply for a DSA which is funded by Student Finance England. The first point of contact should be the Disability Services office at the doctoral researcher's home institution. Students may be required to undergo a needs assessment at a recognised Access Centre before funding can be approved.

Doctoral researchers must wait for confirmation of DSA funding before incurring costs. Retrospective refunds cannot be made.

EU and Overseas doctoral researchers are not eligible for DSA funding under this scheme. Students should contact the Disability Services office at their home institution to discuss alternative sources of funding.

**Practical advice:** *If you think you may need to access this support, please make contact with your local Disability Services office as soon as possible.*

### Can I change between full and part time study?

As they are intended to support a network, studentships are only awarded to students intending to study full-time. This does not affect a student's right to apply to change their mode of study later if personal circumstances change. Possible reasons for changing may include changes in the student's personal or employment circumstances. If the reasons are health-related, it must be demonstrated that a student is able to work part time but not full time. Otherwise a leave of absence (suspension) should be considered.

If a later change is made to part time study, the end date will be adjusted and remaining stipend payments made at a 50% rate.

Only one mode change is normally allowed during a Studentship. No mode changes are possible in the final 6 months of a Studentship (12 months for part time students) or during the continuation or 'writing up' year. All requests must be made to the student's home institution.

**Practical advice:** *As the AHRC prefers only one mode change, short term mode changes to reflect short term illness or circumstances are unlikely to be granted. A leave of absence is a better way to deal with short term issues.*

### What happens if I get ill?

Students may continue to receive their stipend during short illnesses of up to 13 weeks within any 12-month period, without suspending their Studentship. This must be covered by a doctor's certificate which must be provided to your home university.

However, this does not result in an extension to the eventual submission deadline, ie. that time can never be regained. If the illness lasts, or is expected to last, for more than 13 weeks, students should apply for a formal leave of absence.

**Practical advice:** *Leaves of absence are granted in whole months only. If you are going to be ill for more than 1 month, and you can manage without your stipend, it is far better to apply for a leave of absence as this will push your eventual submission deadline forward by the equivalent number of months. No extensions are ever granted at the time of final submission due to illnesses earlier in study that were not addressed with a leave of absence.*



### Are other types of leave of absence available to me?

Students may apply for a suspension (leave of absence) in their studies for unexpected personal or family reasons. Again these are granted in whole months. Suspensions should not normally exceed one year. The student's submission deadline will be extended by the same period as the suspension. All requests must be made to the student's home institution and must be supported by appropriate documentation.

**Practical advice:** *Don't struggle on if you have circumstances that are making it difficult for you to focus on your PhD study. Talk to your supervisor, your local scholarships office or the WRoCAH office for advice.*

### When must I submit my thesis?

On accepting a Studentship, students also accept a commitment to make every effort to complete their project, and to submit their thesis, if possible **by the end of the period of funding**. Where this is not possible, part or all of the remaining contingency or 'writing' up year can be used but students **must** submit their thesis within 4 years. Universities receive sanctions if funded students do not submit within 4 years so it is very important that any issues are dealt with in a timely way with a leave of absence if appropriate.

The continuation year should be considered very much as a contingency for unforeseen circumstances that have arisen during the PhD.

Students should check their home institution's policy on extensions to the final submission deadline. These are normally only possible under exceptional circumstances and may not be permitted at all.

**Practical advice:** *Taking up paid employment is considered to be a normal outcome of doctoral study and will not be considered as grounds for an extension. If you take up work before completing your thesis you need to be mindful of the impact working will have on your ability to complete by your final submission deadline.*

### What happens if I decide to leave doctoral study?

If a student decides to leave doctoral study (by withdrawing from study altogether or transferring to another type of degree) they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the student's home institution.

An award may be terminated if a student fails to be confirmed on their PhD programme. WRoCAH awards are for doctoral study only. A student may continue to be registered after withdrawal of funding but continued registration on an alternative degree programme (for example, MPhil or MA) is dependent on each institution's procedures.

**Practical advice:** *If you are thinking about withdrawing from your studies, talk to your supervisor and the WRoCAH office if you wish. Consider options such as a leave of absence to give you some time to consider your options.*

### What parental leave is available?

WRoCAH White Rose Networks Studentship holders are permitted a maximum of 12 months leave of absence for each individual period of maternity, adoption, or shared parental leave (including during continuation year).

Part of that time is paid. Students in receipt of a stipend may receive up to 6 months paid maternity or adoption leave on full stipend plus



3 months at a reduced rate.

Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances. Any paid leave would be at full stipend. Please contact the WRoCAH office if you wish to discuss options for Shared Parental Leave.

**Practical advice:** *Take as much time as you can afford to enjoy your new family!*

### Can I do other paid work, such as teaching, during my PhD?

Yes. There is no specific limit set for the maximum number of hours a student may undertake paid work during their doctoral studies. However, any paid work should not interfere with the student's research and writing. This should be monitored through regular thesis review meetings, and would not be considered as a suitable reason for an extension to the submission deadline.

**Practical advice:** *A good guideline is not more than 6 hours work weekly, in addition to your thesis.*

### Who covers my payment for teaching or other work?

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where students funded through RCUK grants undertake demonstration or teaching, or other types of employment at an institution, they should be paid for this in addition to receiving the basic RCUK stipend.

### Do I need to live close to my institution?

Students must live within a reasonable travel time of their home institution to ensure they are able to maintain regular contact with their department and Supervisor as defined by each institution's policy on research degrees, and to engage with the wider WRoCAH cohort and White Rose Arts & Humanities community.

This is to ensure students receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, students are expected to maintain regular contact with their Supervisor.

### What is WRoCAH's position on data sharing?

WRoCAH will need to share some of your personal information between administrators across the White Rose Consortium, and with the AHRC as our major funder in our annual reporting. The WRoCAH website has a dedicated page that outlines the various responsibilities relating to data sharing:

<http://wrocah.ac.uk/links/data-sharing/>

### Any other questions?

If you have any questions regarding the terms and conditions of your **WRoCAH White Rose Networks Studentship**, please contact the Scholarships team at your home institution.



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