



White Rose
College of the Arts
& Humanities

Universities of Leeds, Sheffield & York

STUDENTSHIPS HANDBOOK 2015



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STUDENTSHIPS HANDBOOK 2015

Contents

1. BEING A DOCTORAL RESEARCHER	1
2. YOUR TRAINING AND DEVELOPMENT	12
3. SUPERVISION, PROGRESSION AND GOOD RESEARCH PRACTICE	22
Supervising WRoCAH doctoral students	22
Confirmation on PhD programme	28
Good Research Practice	29
4. ADDITIONAL FUNDING SCHEMES	32
Student eligibility for different schemes	32
Researcher Training Mobility (RTM)	33
Researcher Support Grant (RSG)	34
Knowledge Exchange Projects (KEP)	36
Student Led Forums (SLF)	37
AHRC International Placements Scheme	40
AHRC Policy Internships	41
5. WRoCAH PARTNERS	44
6. STUDENTSHIP TERMS AND CONDITIONS	52
WRoCAH AHRC Competition Studentships	52
WRoCAH AHRC Collaborative Doctoral Awards Studentships	58
AHRC Project Studentships	65
WRoCAH White Rose Networks Studentships	69
Wolfson Postgraduate Scholarships in the Humanities with WRoCAH	74

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Public Pages

www.facebook.com/wrocah

Closed group for students

www.facebook.com/groups/wrocah



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A very warm welcome to WRoCAH

We are absolutely delighted to welcome you! You are a member of a cohort of over 80 doctoral researchers with the White Rose College of the Arts & Humanities (WRoCAH), a doctoral training partnership (DTP) between the Universities of Leeds, Sheffield and York.

The College has a 3-year programme of whole cohort and targeted training activities for doctoral researchers with the following types of studentship:

- ▶ AHRC Competition Studentships
- ▶ AHRC Collaborative Doctoral Award (CDA) Studentships
- ▶ AHRC Project Studentships
- ▶ WRoCAH White Rose Networks Studentships
- ▶ Wolfson Postgraduate Scholarships in the Humanities

Each studentship has slightly different terms and conditions, according to the rules of the funder. A broad outline of these is given in Section 6 this handbook. For specific questions not covered here you should refer directly to the specific funder's guidelines or to the research student administration team at your institution.

This manual is intended to give you broad information about the benefits of WRoCAH membership and the required whole cohort events.

Read the whole manual and still have questions?!

Our first cohort of students started in 2014 and will always be happy to help answer any questions you have about funding. Alternatively, never hesitate to call into the WRoCAH office if you are in York, or come along to one of our 'café' drop-ins at Leeds and Sheffield. We're always happy to see students, even if it is just to say hello!



thesis
statement

**Being a
WRoCAH
doctoral
researcher**

Being a WRoCAH doctoral researcher

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, employability placements with partner organisations and knowledge exchange projects, for eligible students
- ▶ 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

A culture of high expectations

Doctoral researchers 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 will take the lead in identifying generic, research and subject specific knowledge, skills and behaviours that you need to develop. The focus will be on developing as a researcher and developing the skills you need to pursue your career aspirations beyond doctoral study.

“... my WRoCAH scholarship has allowed me the freedom to focus on my academic research goals.”

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.



The
University
Of
Sheffield.

UNIVERSITY *of* York

One size does not fit all

While some aspects of the WRoCAH training programme are doctoral research journey are common to all, WRoCAH can support you will as you create and maintain your own training plan that meets your own needs and aspirations, so every 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 and approach your development as professionally as

you approach your research. Become a reflective learner, review experiences and feed 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 doctoral researchers 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.

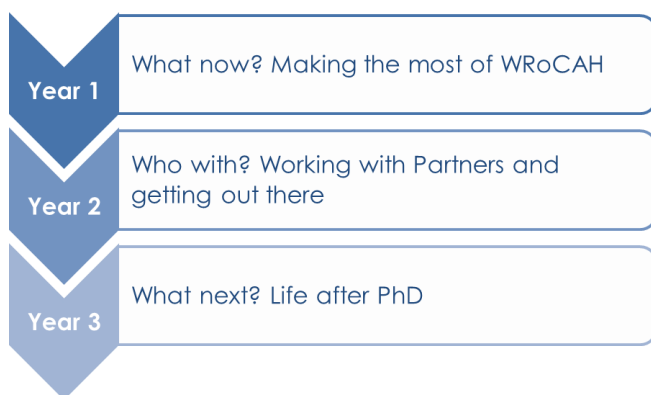


Your Training and Development

Your Training and Development

Each year of the WRoCAH training programme 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.

WRoCAH: Year by Year



Compulsory whole cohort elements

There are five compulsory whole-cohort events in the WRoCAH development programme. The WRoCAH Office will give you as much notice as possible for compulsory whole cohort 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** (one half-day in mid-October)
- ▶ **'Putting Your Training Plan to Work'** (one day in late November)
- ▶ An annual one-day colloquium under each theme (3 in total during the studentship)

Compulsory individual elements

Students holding the following studentship types are also required to undertake a **Researcher Employability Project (REP)**, which is funded by WRoCAH, between month 15-24 of their studentship:

- ▶ AHRC Competition Studentships
- ▶ WRoCAH White Rose Networks Studentships

Holders of AHRC CDA Studentship are not required to undertake a REP as you are working with an external partner organisation throughout your PhD. Holders of AHRC Project Studentships and Wolfson Scholarships are encouraged to undertake a REP during their second year, but are not required to do this.

Optional Elements

You are strongly encouraged to use the other opportunities offered 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 **Researcher Training Mobility** and **Research Support Grant** 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 WRoCAH training programme will be undertaken with all the other doctoral researchers 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.



WROCAH welcome afternoon

Takes place: mid October Year 1

Location: York

You will attend an afternoon Welcome in October with all other new WROCAH doctoral researchers starting in that year.

Purpose of the day

- ▶ To allow new doctoral researchers from Leeds, Sheffield and York and with different types of studentship to meet each other
- ▶ For you to learn about the WROCAH doctoral researcher journey and the additional training and funding opportunities available
- ▶ To clarify your WROCAH responsibilities and those of your supervisor
- ▶ To put WROCAH training into context with Researcher Development training offered at Leeds, Sheffield and York
- ▶ To introduce the additional funding opportunities available and eligibility for these.

*Previous venue:
Berrick Saul Building
University of York*



Putting your training plan to work

Takes place: late November Year 1

Location: Leeds

This events offers a second early opportunity to meet other students in the WRoCAH cohort and the WRoCAH team. The focus of the day is on the shared training needs of the cohort as well as getting to know more about the various additional funding schemes and eligibility criteria.

Purpose of the day

- ▶ To create a full picture of shared training needs across the WRoCAH cohort that cannot be easily met by local Researcher Development training at each institution
- ▶ To clarify questions regarding funding schemes, eligibility and release of funds.
- ▶ To emphasise the importance of thinking about post-PhD employability from the outset and the role WRoCAH can play in supporting your aspirations

Working in an informal setting, students will be able to share early experiences and identify collaborative opportunities, for training activities and Student Led Forums.



*Previous venue:
The Met Hotel
Leeds*

YEAR 1: Colloquium 1

What now? Making the most of WRoCAH

Takes place: late February/early March
Year 1

Location: Sheffield

In your first year with WRoCAH you will focus on the transition to doctoral research. The first Colloquium offers the opportunity to extend the way you think about your personal development through short skills taster sessions. You will also be encouraged to start thinking seriously about where you might conduct your **Researcher Employability Project**.

“ The WRoCAH ‘whole cohort’ events in particular have provided excellent opportunities to improve academic skills whilst networking and communicating with other first year PhD researchers who were often going through similar PhD experiences!.”

By the end of the first year, you will have

- ▶ Worked actively to make a successful transition to doctoral research;
- ▶ A comprehensive and regularly updated personal training plan, identifying gaps in knowledge or skills;
- ▶ Addressed your own initial learning needs to become an effective researcher in your research area;
- ▶ Considered where you might conduct your Researcher Employability Project (REP) in relation to employability and post-PhD aspirations.

*Previous Venue
The Ridge, Sheffield*



Year 2: Colloquium 2

Who with? Working with Partners

Takes place: December Year 2

Location: York

The second year with WRoCAH you will focus on building a positive professional presence in academic life and beyond.

The skills and experiences needed to support this will be the focus of a colloquium held in the autumn term of the second year. Part of this will be more focused planning for Researcher Employability Projects, including:

- ▶ Project planning support for students who have identified a partner and project
- ▶ Presentations from Partner Organisations on what they expect from students during their projects
- ▶ Support for students who have not yet identified a partner or project

By the end of the second year, you will have

- ▶ Completed a one month Researcher Employability Project with a direct link to your personal career aspirations;
- ▶ Addressed your development needs around the key aspects of creating a professional profile in academic life and beyond and enhancing post-PhD employability;
- ▶ Considered opportunities for Knowledge Exchange arising from your research.



*Previous Venue: National
Railway Museum, York*

Year 3: Colloquium 3

What next? Life after PhD

Takes place: early Summer Year 3

Location: Leeds

In the third year, WRoCAH students will focus on the impact of their research through collaboration and exchange both within and beyond academia. This will include strategies for network building, impact and engagement in preparation for Knowledge Exchange Projects.

By the end of the third year, you will have

- ▶ Identified opportunities for knowledge transfer from their own research, and if appropriate, made a bid for a Knowledge Exchange Project;
- ▶ Identified potential opportunities for future research collaboration and networking within the cohort and beyond;
- ▶ Updated your personal training plan to take you beyond your PhD;
- ▶ A five year plan for your post-PhD career.

Writing your the thesis

It is expected that you will be very close to completing your thesis by the end of your third year. The continuation year is contingency and you should plan from the outset to use at 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.



Previous venue: University of Leeds

Collective training

WROCAH also has funding to support collective training for each cohort where this is not available at students' home institutions, through the Cohort Development Fund.

Identifying collective training needs

The WROCAH manager and the Researcher Development teams (RDT) at Leeds, Sheffield and York will work with doctoral researchers at the annual Colloquia to identify collective training needs and the best method to address those. Doctoral researchers may also suggest collective training events to the WROCAH office at any time, or take the initiative in organising events themselves.

It is likely that collective training may be subject-specific and include just a subset of the full WROCAH doctoral researcher cohort. Where possible, training is also be opened up to non-funded Arts & Humanities students.

WROCAH funding allows much more scope to support training in the Arts & Humanities across the three White Rose Universities.

“ I've really enjoyed being a part of the WROCAH community this year. I've found the cohort - and the staff - to be a fascinating, friendly and welcoming group of people. WROCAH really does seem to have forged a communal bond for us and I've met people I almost certainly wouldn't have otherwise, which is exciting going forward.”



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

Each University has its own Researcher Development teams (RDT). A member of each of the teams sits on the **WRoCAH Training and Engagement Group** and team members will be involved in the WRoCAH whole cohort events.

to more about the teams and what they do, use the links below:



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

<http://www.york.ac.uk/admin/hr/researcher-development/>

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

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/students/studying/manage/research-students/policy-research-degrees/>

"The dream supervisor has the following attributes: the wisdom of Solomon; a positively delphic prescience in their pronouncements of what will matter; the communicative skills of Martin Luther King; the analytical clarity of Ada Lovelace; the patience of a saint; a pastoral touch that would make Florence Nightingale weep with envy; a breadth and depth of knowledge that could only come from omniscience; creative gifts that combine the brilliance of Leonardo da Vinci, Isaac Newton, Michelangelo and Mozart with the inspiring iconoclasm of Pablo Picasso, Einstein and the Beatles; and to cap it all, an empathic sense that must have been stolen from Mahatma Ghandi"

Source: findaphd.com

Expectations of WRoCAH supervisors

In addition to adhering to good supervisory practice and keeping their own supervisory skills up to date, there are some additional expectations of WRoCAH supervisors to support students' participation in the enhanced training programme available.

- ▶ Support the development of transferrable skills as an important part of a doctoral researcher's research and thesis writing.
- ▶ Work with the doctoral researcher to create a training plan (by the end of October in Year 1) in line with the first year theme of **What Now? Making the most of WRoCAH**.
- ▶ Support doctoral researchers to identify additional training needs and review developing skills and knowledge throughout, using the relevant institution's researcher development framework, keeping the training plan current.
- ▶ Ensure doctoral researchers are aware of and understand Good Research Practice Standards and Research Ethics.
- ▶ Allow doctoral researchers time to attend all induction and training, in line with their Training Plan.
- ▶ Encourage doctoral researchers to take direct responsibility for identifying their own learning needs, to reflect on learning and update their training plan accordingly.

Have high expectations of students

Provide open and honest feedback in a timely and constructive manner with specific action plans while encouraging a gradual progression towards confident independence.

Ways to do this may include:

- ▶ Provide opportunities for the doctoral researcher to extend themselves.
- ▶ Discuss the doctoral researcher's future, being upfront about options and prospects.

We would expect all WRoCAH supervisors to be support of the student's attendance at the whole cohort events within the WRoCAH training programme. In order to fully understand the cohort development aspects of the WRoCAH training programme, new WRoCAH supervisors are strongly encouraged to attend the WRoCAH supervisor briefings which are held in October each year.

Supervisors will then be able to:

- ▶ Provide support to doctoral researchers applying for additional WRoCAH and other funding schemes.
- ▶ Help eligible doctoral researchers to develop clear and meaningful **Researcher Employability Projects**
- ▶ Review doctoral researchers learning and development in the context of the three WRoCAH themes:

What supervisors are not!

The relationship between doctoral researcher and supervisor is unique and will depend in large part on the personalities and styles of both individuals.

However there are some things that supervisors should not feel obliged to be and that doctoral researchers should not expect.

Boss	Best friend	Editor
Search engine	Employer	Colleague
Surrogate parent	Always available	God

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 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.

For more personal support, local arrangements differ across institutions.



Leeds

http://www.leeds.ac.uk/rsa/assets/word/policies/Code_of_Practice_RDC_201314.doc



Sheffield

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



York

<https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/>

Co-supervision in WRoCAH

Co-supervision between institutions is encouraged to grow consortium collaborations and to offer an extended opportunity to doctoral researchers to benefit from the experience of two supervisors in related but different research groups. Arrangements vary with different types of studentships.

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.

Doctoral researchers and supervisors may claim for travel costs to supervision meetings and for costs to support whole network meetings, directly from WRoCAH.

“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.”

Other types of WRoCAH Studentship

Cross-institutional co-supervision within the White Rose Consortium is encouraged where the doctoral researcher will benefit from a wider breadth of supervisory experience than is available at their home institution.

Doctoral researchers and supervisors may claim for travel costs to supervision meetings at York, Leeds and Sheffield, directly from WRoCAH.

Co-supervision in WRoCAH will be monitored but no funds will be exchanged at institutional level. Academic staff should be supported to undertake the co-supervision (via the use of workload models etc) by their departments and schools.

Practical arrangements for co-supervision

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

- ▶ Who will be the lead supervisor?
- ▶ What expectations does the doctoral researcher hold 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 doctoral researcher, 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 any guidance regarding co-supervision of WRoCAH students, please contact the WRoCAH Director or WRoCAH Manager.

Confirmation on PhD programme

All PhD candidates must be confirmed as doctoral researchers early in their period of registration. This is usually done through the assessment of a piece of written work and an oral examination. The timing of confirmation varies depending on the institution and type of studentship.



Arts & Humanities
Research Council

WROCAH AHRC Competition Studentships

All WROCAH doctoral researchers holding AHRC Competition studentships would normally be expected to have their PhD registration confirmed no later than 18 months into their studentship, and ideally before 12 months.

If a doctoral researcher does not pass their confirmation examination within this timescale their funding may be withdrawn from that point onwards.

Terminology varies across different universities—this confirmation process is alternatively called 'upgrade' or 'transfer'. However, it represents a formal progression point in doctoral research at all three Universities and usually takes the form of an oral viva.

This withdrawal of funding is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures. For each institution's regulations, codes, policies and procedures, please see the links at the start of this chapter.

Other types of WROCAH Studentships

Doctoral researchers with other types of WROCAH Studentship are governed by their own institution's procedures. There are no additional requirements from funders. For each institution's regulations, codes, policies and procedures, please see the links at the start of this chapter.

Good Research Practice

Doctoral researchers are encouraged to read carefully the guidelines and regulations laid out by their home institutions regarding research practice.



Leeds

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/policies/research-code/>

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 ethics
- ▶ Research policies and guidelines eg. publishing
- ▶ Relevant legislation
- ▶ Research Ethics

It is the researcher's responsibility to take into account the ethical issues that might apply to their research. This may be in relation to funding, conduct or dissemination.

Doctoral researchers must ensure that, where necessary, ethical approval is sought via the appropriate processes at their own institution.










Additional Funding Schemes

Student eligibility for different schemes

Applications for ALL WRoCAH funding schemes (light blue) must be made online via the WRoCAH website at:

www.wrocah.ac.uk/funding/current-students

	 Student-led Forums (SLF)	 Knowledge Exchange Projects (KEP)	 Researcher Training Mobility (RTM)	 Research Support Grant (RSG)	 Researcher Employment Projects (REP)	 AHRC International Placements	 AHRC Policy Internships
AHRC Competition Studentships	Y	Y	Y	Y	Y	Y	Y
AHRC Collaborative Doctoral Award Studentships	Y	(Y)*	Y	Y	N	Y	Y
AHRC Project Studentships	Y	(Y)*	N	N	N	Y	Y
Wolfson Scholarships in the Humanities	Y	(Y)*	N	N	N	N	N
WRoCAH White Rose Networks Studentships	Y	Y	Y	Y	Y	N	N
	p37	p36	p33 & p35	P34 & p35	p38	p40	p41

* Students may be part of a group that bids to this fund but may not be the lead student.

Researcher Training Mobility (RTM)

Throughout your studentship you may identify training opportunities at other institutions or with other organisations. Eligible students may apply for funds to attend these events.

Link to training plan

Training supported by RTM funding must demonstrate a direct link to a doctoral researcher's training plan and an identified gap in knowledge or skills. Training should be timely and learning reviewed on the doctoral researcher's return, including opportunities to put that into practice.

What sort of visits are covered?

The Researcher Training Mobility fund is primarily for training activities. These can be in the UK or overseas and may be a training visit to another institution, summer schools, long and short courses. Training should be timely and in clear alignment with a student's development plan.

You are encouraged to think creatively about how you might meet your training needs. You may wish to combine a research visit with participation in a training event. If this offers value for money in terms of savings in travel costs, then such bids will be considered. If a visit is solely for research, then you should apply to the Research Support Grant.

RTM – Small Awards (RTM-S)

Light touch scheme allowing doctoral researchers to respond quickly to training opportunities, as they arise. Register, attend and make a claim for expenses after event.

RTM – Large Awards (RTM-L)

This scheme allows doctoral researchers to attend longer training courses. Applications are made to one of three funding rounds during the year, panel review of applications and competitive distribution of funding.

Researcher Support Grant (RSG)

Students may make applications for additional funding to support their research activities.

Link to research

Applications to the RSG scheme must demonstrate a direct link to your research. Any activity should be timely and be well researched and planned. Value for money will be one of the awarding criteria.

What sort of awards are made?

Awards can be made for a range of research support activities including:

- ▶ Primary research trips
- ▶ Attendance at conferences (as a presenter or as a delegate)
- ▶ Other primary research costs eg. consumables or artists materials

Activities supported under this fund can be in the UK or overseas. You may wish to combine a research visit with participation in a training event. If this offers value for money in terms of savings in travel costs, then such bids will be considered. If a visit is solely for training, then you should apply to the Researcher Training Mobility fund.

RSG – Small Awards

Light touch scheme allowing doctoral researchers to act quickly on research opportunities, as they arise. Register, attend and make a claim for expenses after event.

RSG – Large Awards

This scheme allows doctoral researchers to plan for longer fieldwork in the UK or overseas. Applications are made to one of three funding rounds during the year, panel review of applications and competitive distribution of funding.

Small Awards

The RTM and RSG - Small Awards schemes do not have funding rounds and students may apply at any time of the year.

- ▶ Maximum individual application of £200
- ▶ Applications must be made in advance
- ▶ They must be received no later than two weeks before the visit is due to take place
- ▶ Applications must be for a specific dated activity
- ▶ Doctoral researchers may apply more than once to the fund
- ▶ A link to training plan/research must be demonstrated
- ▶ Claim with receipts after attendance directly to WRoCAH within one month

Small Award applications not submitted prior to attendance will not be eligible for funding.

There is no individual maximum limit on multiple claims to the Small Awards scheme but fair distribution of funding within budgetary limits is managed by the WRoCAH office.

Large Awards

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

15
January

15
June

15
October

- ▶ Awards of between £200-£1500
- ▶ Students make application then WRoCAH office asks supervisors to provide supporting statements
- ▶ Applications scored competitively by Studentships Committee panel against specific criteria
- ▶ Value of final awards based on scores and may be fully or part-funded
- ▶ Post-training report required including detail and submission of receipted costs
- ▶ Claim with receipts to home university within one month

Large Awards requests not registered prior to attendance will not be eligible for funding

Doctoral researchers may apply more than once, but first applications will be prioritised in scoring.

Knowledge Exchange Projects (KEP)

Students may apply at any time for additional funding to support knowledge exchange activities.

Applications may be made by an individual doctoral researchers or groups of researchers.

Activities funded under this scheme are for funding to pursue the impact potential of your research with the private or public sectors through knowledge exchange or public engagement projects.

Examples of KEPs that have been previously funded are:

- ▶ Development of an art interpretation tour for general public visitors to the Compton Verney Art Gallery in Warwickshire.
- ▶ Mounting a Shakespeare exhibition in Heslington Hall on the University of York campus as part of the York International Shakespeare festival.
- ▶ Creation of a series of 'fanzines' and audio podcasts around DIY music (music with a strong emphasis on self-organisation and small-scale production, putting on gigs, recording and self-releasing own music).

How to apply

Students must first register their KEP proposal with the WRoCAH office at least 1 month before the project is due to start. After registration, a fully costed application must be prepared and submitted for approval.

- ▶ Post-project report required including detail and submission of receipted costs
- ▶ Claim with receipts to home university within one month
- ▶ Fully costed applications must be submitted no later than 14 days before start to allow for confirmation of funding before project commences.

There is no individual maximum limit on multiple applications to the KEP scheme but fair distribution of funding within budgetary limits is managed by the WRoCAH office.

Student Led Forums (SLF)

Groups of WRoCAH doctoral researchers may identify an opportunity to work together on a specific event to support their research interests. There are no funding rounds and applications can be made to the WRoCAH office at any time, but may be only for one academic year at a time.

Types of events that have been previously supported under this fund include:

- ▶ Research Networks and Forums in Philosophy, Arts and Social Change, Wider World History, Early Modern Lines
- ▶ Postgraduate Conference: Moving Pictures and Photoplays: New Perspectives in Silent Cinema.
- ▶ PhD Workshop: Researching European Film and Television
- ▶ Contributions to larger events such as 4th Annual Postgraduate Monasticism Conference and Society for Medieval Archaeology Student Colloquium.

How to apply

To be eligible for WRoCAH SLF funding, applications must meet certain criteria. The fund is intended to foster collaboration between White Rose institutions so any events must 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-level student co-organiser from another WRoCAH university (this does **not** have to be a WRoCAH cohort student) and preferably co-organisers from all three universities

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.

Applications for ongoing activities must be made on an annual basis.

Researcher Employability Project (REP)

A REP is a required part of the WRoCAH programme for students holding the following types of studentship:

- ▶ AHRC Competition Studentships
- ▶ WRoCAH White Rose Networks Studentships

Holders of AHRC CDA Studentship are not required to undertake a REP as they work with an external partner organisation throughout the PhD. Holders of AHRC Project Studentships and Wolfson Scholarships are encouraged to undertake a REP during their second year, but it does not form a required part of their WRoCAH membership.

What is a REP?

A REP is a month spent with an external partner organisation away from your home institution of study. It can be a continuous month, or the equivalent of a single month over a duration of several months.

Potential partners can be one of the WRoCAH core partners (see Section 5 for more details) or any other organisation in a range of sectors, including academic institutions outside of the White Rose consortium.

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

- ▶ Is of direct benefit to the partner organisation
- ▶ Develops employability skills to improve post-PhD prospects

WRoCAH covers the cost of travel and accommodation for the month and eligible students continue to receive their stipend.

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 related but different.

The only exception to this would be if the project is to consider post-PhD research. A REP to explore and develop a postdoctoral research application would be appropriate.

Internationalisation

Students are encouraged to think internationally when considering where to conduct their REPs. International experience is becoming increasingly valuable in demonstrating a global outlook to potential employers.

Inclusivity

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.

Benefits of doing a REP

Only 20% of doctoral researchers in the UK undertake an 'industrial' placement. That figure falls even further for Arts & Humanities alone. Experience beyond the PhD has a number of benefits for students:

- ▶ Experience of a real working environment or different research culture
- ▶ An opportunity to apply specific transferrable skills and develop confidence
- ▶ Tangible project outcomes that demonstrate impact (a research buzz-word these days)
- ▶ 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.



AHRC International Placements Scheme

Arts & Humanities
Research Council

Doctoral researchers holding AHRC studentships
(Competition, CDA and Project) are eligible to apply under

the International Placements Scheme run by the AHRC for funded fellowships at a range of international research institutions.

Aims of the scheme

- ▶ To provide early career researchers, doctoral-level research assistants and AHRC/ESRC-funded doctoral researchers with dedicated access to the internationally renowned research collections/ programmes/ expertise held at the host IPS institutions;
- ▶ Through such access, to enhance the depth, range and quality of research activities conducted by scholars;
- ▶ To create opportunities for networking with other international scholars at those institutions.

IPS Fellowships available at:

Harry Ransom Center, The University of Texas at Austin, USA

Huntington Library, San Marino, California, USA

Library of Congress, Washington DC, USA

National Institutes for the Humanities, Japan

Smithsonian Institution, Washington DC, USA

Yale Center for British Art, New Haven, Connecticut, USA

For more information see:

[http://www.ahrc.ac.uk/Funding-Opportunities/Pages/
InternationalPlacementScheme.aspx](http://www.ahrc.ac.uk/Funding-Opportunities/Pages/InternationalPlacementScheme.aspx)

AHRC Policy Internships

Doctoral researchers holding AHRC Studentships (Competition and CDA) are eligible to apply under the Policy Internships scheme. This is a joint scheme run by NERC, BBSRC and AHRC



Successful doctoral researchers work in one of eight host organisations on a policy topic relevant to both the doctoral researcher and the host.

Parliamentary internships



www.parliament.uk



The Scottish Parliament
Pàrlamaid na h-Alba



Cynulliad
Cenedlaethol
Cymru
National
Assembly for
Wales

Parliamentary Office of Science & Technology (POST)	Scottish Parliament Information Centre (SPICe)	The Research Service (RS, National Assembly for Wales)
London	Edinburgh	Cardiff

The UK and Scottish parliaments and the National Assembly for Wales pass laws, scrutinise government and act as a forum for debate on issues of concern. As part of their internship with the above organisations, interns will gain experience of working in a political environment and are likely to produce a formal briefing note for parliamentarians in addition to being involved in other parliamentary activities.

Non-parliamentary internships

Placements are also available with other national organisations.

British
Library

Centre for
Science &
Policy

Government
Office for
Science

The Royal
Society

Society of
Biology

During their placement at these organisations, interns will work on an area of policy by contributing to one or more of the following activities:

- ▶ producing a policy briefing or contributing to a longer report
- ▶ participating in a policy inquiry
- ▶ researching, developing and organising a policy event or workshop
- ▶ any other related activities.

Successful NERC and AHRC doctoral researchers will receive a fully funded three-month extension to their PhD maintenance award, with their maintenance grant continuing to be paid while based at the internship host office.

For more information see:

<http://www.ahrc.ac.uk/Funding-Opportunities/Pages/Policy-Internship.aspx>



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.

Tier 1 Wider Network

A wider network of partners are collaborators in doctoral researcher projects

Tier 2 Core Partners

Representatives from 16 organisations across a range of Arts and Humanities related sectors

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).

Core Partners are involved in every appropriate level of activity including representation on other WRoCAH committees. They participate in WRoCAH Conferences and Colloquia and engage actively with doctoral researchers in talks and workshops.



Doctoral training experience

The primary role of PAB is to inform the strategy for doctoral researcher training, particularly in the formulation of meaningful project experiences for students and partner organisations conducting REPs together. Members will 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, National Railway Museum (as part of the Science Museum Group) and Heritage England have all been successful in

AHRC's Collaborative Doctoral Partnership scheme.

Partners and Researcher Employability Projects

Doctoral researchers are encouraged to forge new partnership links where opportunities arise. REPs do not have to be conducted only with a Core Partner organisation.

Museums, Galleries, Archives and Libraries

The British Library

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 National Railway Museum

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

The Royal Armouries

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



The Victoria and Albert Museum

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

The National Archives

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



Arts & Heritage Organizations

The Arts Council

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



**ARTS COUNCIL
ENGLAND**



Historic England

Historic England

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

Creative Industries

CidaCo

A leading consulting agency in cultural industry and development, providing training and consultation on developing SMEs in the creative sector, in the UK and internationally.



Continuum

A regional creative industry, which evolved out of the cutting-edge Jorvik Viking Centre in York and focuses on the presentation of complex heritage stories for mass market.



Design, Manufacturing and Retail

Marks & Spencer Archive

The UK's major retailer, offering a strong interest in innovative design and textile production as well as in heritage and public engagement.



Publishing and Performing Arts

Maney Publishing

An independent publishing company, with offices in Leeds, London and Philadelphia, which 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.

Media

Carm Productions and Strategy

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

CARM PRODUCTIONS AND STRATEGY LTD

REEL SOLUTIONS

Reel Solutions

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

Charities and the Public Sector

Sheffield Health & Social Care NHS Foundation Trust

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



Sheffield Health and Social Care NHS Foundation Trust



The Young Foundation

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.



Studentship Terms and Conditions

WROCAH AHRC Competition Studentships

This section provides a summary of the main terms and conditions of this type of studentship. For full details please refer to:

- ▶ AHRC Training Grant Funding Guide
<http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide/>
- ▶ RCUK Conditions of Research Council Training Grants
<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/TermsConditionsTrainingGrants.pdf>

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

Leeds	http://www.leeds.ac.uk/rsg/policies.html
Sheffield	https://www.sheffield.ac.uk/ris/pgr/code
York	https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/

Stipend payments

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. Doctoral researchers 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 latest stipend rates, refer to the AHRC web pages at:

<http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Doctoral researchers from the European Union are not eligible for a stipend unless they have been resident in the UK for three years prior to taking up the doctoral award.

Doctoral researchers who have not yet submitted their thesis are eligible for an additional 2 months stipend at the end of 3 years if they have participated in **all** the compulsory elements of the WROCAH training programme.

Fee waivers

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

Additional WRoCAH funding

Doctoral researchers are only eligible for additional funding during the funded period of their studentship. Doctoral researchers are not eligible to apply for additional funding during their continuation or 'writing up' year. Doctoral researchers may apply for additional funding from the following schemes:

- ▶ Researcher Training Mobility (Small and Large Awards)
- ▶ Research Support Grant (Small and Large Awards)
- ▶ Researcher Employability Project
- ▶ Student Led Forums
- ▶ Knowledge Exchange Projects

Disabled Students Allowance (DSA)

Doctoral researchers 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 doctoral researcher's home institution. Doctoral researchers 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.

Changing between full and part time study

Doctoral researchers may change their mode of study. Possible reasons for change may include changes in the doctoral researcher's personal or employment circumstances. If the reasons are health-related, it must be demonstrated that a doctoral researcher 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 six months of a studentship (twelve months for part time students). All requests must be made to the doctoral researcher's home institution.

Illness

Doctoral researchers 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. Under these circumstances no extension to the submission deadline is possible. If the illness lasts, or is expected to last, for more than thirteen weeks, the Research Organisation should make arrangements to suspend the studentship.

Other types of leave of absence (suspension)

Doctoral researchers may apply for a suspension in their studies for unexpected personal or family reasons. Suspensions should not normally exceed one year. The doctoral researcher's submission deadline will be extended by the same period as the suspension.

All requests must be made to the doctoral researcher's home institution and be supported by appropriate documentation.

Extension to submission deadline

On accepting a studentship, doctoral researchers 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, a contingency or 'writing' up year can be used but doctoral researchers must submit their thesis within 4 years. This year should be considered very much as contingency for unforeseen circumstances that have arisen during the PhD.

Extensions to the submission deadline are only possible under exceptional circumstances that arise during the continuation or 'writing up' year, and requests must be made before the original deadline passes. Circumstances that qualify as exceptional would be illness or accident, exceptional personal circumstances including bereavement, maternity, paternity, adoption or the awarding of a scholarship that provides additional value to the thesis. All requests must be made to the doctoral researcher's home institution and supported by appropriate documentation.

Taking up paid employment is considered to be a normal outcome of doctoral study and is not considered as grounds for an extension. If a doctoral researcher takes up work before completing their thesis they should be mindful of the impact working will have on their ability to complete.

Termination

If a doctoral researcher decides to leave doctoral study, they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the doctoral researcher's home institution.

An award may be terminated if a doctoral researcher fails to be confirmed on their PhD programme by 18 months. Withdrawal of funding under these circumstances is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures.

Parental Leave

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). Students in receipt of a stipend may receive up to 26 weeks paid maternity or adoption leave on full stipend.

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 should be at full stipend.

Teaching and other paid work

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where doctoral researchers 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.

Any paid work should not interfere with the doctoral researcher's research and writing. This should be monitored through regular thesis review meetings.

Place of tenure

Doctoral researchers 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 doctoral researchers receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, doctoral researchers are expected to maintain regular contact

with their supervisor.

Data sharing with WRoCAH

The WRoCAH member institutions are legally responsible (as data controllers) for communicating to you directly how research student personal data is used at their particular institution, either when you begin your studies, or when you attend for particular elements of your programme of study at Consortium partners (unless there is no personal data collected – as might be the case when attending a single lecture).

Information about the use of your personal data (sometimes known as a “fair processing notice” or “data collection notice”) is often delivered through an online enrolment/registration system. Information issued by different members of the Consortium is likely to be similar in effect but not identical.

By accepting a Studentship with the White Rose College of the Arts & Humanities, you are also agreeing to data sharing between the three White Rose institutions and with the WRoCAH office (based in York) to support your studies. The White Rose College of the Arts & Humanities (WRoCAH) itself is not a legal entity, so cannot hold information or be legally responsible for it: those responsible for your personal data are the universities which hold it (known as Data Controllers), not WRoCAH.

The White Rose Consortium institutions are in process of developing a contractual statement defining the purposes for which they share personal data and the standards which they operate. The terms of this will be made available to candidates and students as soon as possible.

By accepting a Studentship within the White Rose College of the Arts & Humanities, you agree to the data sharing arrangements and shared items agreed by the Consortium and made available to you: the institutions cannot amend these without at least informing you, and in many circumstances also obtaining your further consent.

Concerns or enquiries about personal data processing

If you have concerns about the way in which your personal data is being handled by a Consortium institution you can contact the Data Protection contact at the institution concerned for advice. You should do this if:

- ▶ You suspect that the institution is using or sharing your personal data for purposes about which you have not been properly informed in writing.
- ▶ You have concerns about some other malpractice or a security breach.
- ▶ You wish to have access to the personal data which the institution holds about you, and the institution has not told you how to do this.

A list of email addresses of Data Protection contacts of the Consortium is below. Please remember that if you make statements about other people in your email (e.g. to complain about them), the individual(s) concerned may have access to that statement. If the matter cannot be resolved immediately, the Data Protection contact will let you know the appropriate complaints procedure or other process to follow (which will differ by institution). If the institution's complaints procedure has been exhausted you have the right to take your complaint to the Information Commissioner.

Data Protection Links

- ▶ University of York: <https://www.york.ac.uk/records-management/dp/policy/>
- ▶ University of Leeds: http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/cics/dataprotection/personal>

Data sharing with the AHRC

Use and publication of Information provided to RCUK on RCUK funded Studentships

1. PhD project information displayed on the Gateway to Research?

The Gateway to Research (GtR) is a web-based portal <http://gtr.rcuk.ac.uk/> where information about funded research is published. The aim is to assist businesses and other interested parties to identify potential partners in research organisations to develop and commercialise knowledge, and thereby increase the impact of publicly funded research. It provides better access for the research community, business and the public to information on research funded by the seven Research Councils and the Innovate UK.

The PhD project information which the Research Councils will publish on the GtR website is given below. Note that the project summary (abstract) is a key piece of content for display in GtR and it must be suitable for publication and not contain sensitive or confidential information.

Item of data	Notes
Student Name	for students starting from 2015 onwards
Training Grants	The grant(s) from which the student is funded. A student may be
Organisation	The organisation that holds the training grant.
Project Title	This should be as informative as possible, even if final title not yet confirmed
Summary	Sensitive or confidential information should NOT be included in this summary
Supervisor	The academic supervisor(s)
Organisation	This will be the Organisation where the student is registered.
Department	The Department of the Organisation at which the student is registered.
Project Partner	This will be displayed to highlight collaborative working
Registration Date	The date on which the student started their studies
Expected Submission Date	The date by which the thesis is due to be submitted.

2. Other use of information provided to RCUK

Use of submitted data may include:

- ▶ Registration and processing of proposals;
- ▶ Operation of grants processing and management information systems;
- ▶ Preparation of material for use by reviewers and peer review panels;
- ▶ Administration, investigation and review of grant proposals;
- ▶ Sharing proposal information on a strictly confidential basis with other funding organisations
- ▶ To seek contributions to the funding of proposals
- ▶ Statistical analysis in relation to the evaluation of postgraduate training trends
- ▶ Policy and strategy studies.

- ▶ Meeting the Research Councils' obligations for public accountability and the dissemination of information.
- ▶ Making it available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

The following information about training grants and funded students will routinely be made publicly available:

- ▶ Student name (for students starting from 2015 onwards)
- ▶ Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.
- ▶ Name(s) of project partner organisations and supervisors
- ▶ Project titles and topics
- ▶ Project summaries
- ▶ Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- ▶ Registration and expected submission dates and rates

Information may be retained, after completion of the Masters or PhD, for policy studies involving analyses of trends in postgraduate training and reporting on these to government bodies such as DBIS. Students should always have been informed that the university is releasing personal details to AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC for the above purposes.

3. Je-S Student Details Functionality

The Research Organisation provides standard information on the details of students and the student research projects funded by the Research Councils' through the web-based data collection functionality Je-S Student Details which Research Organisations use to return details of the students and student research projects funded from the Training Grant.

The Information that is required is available in the Je-S system help text: Go to the following web address, click **Show**, select Studentship Details and then select Data Protection

<https://je-s.rcuk.ac.uk/handbook/pages/StudentResearcherDetails/StudentResearcherDetails.htm>

Questions?

If you have any questions regarding the terms and conditions of your **WRoCAH AHRC Competition Studentship**, please contact the Research Student Administration team at your home institution.

Leeds	Postgraduate Research & Operations http://www.leeds.ac.uk/rso/home/contact_us.html
Sheffield	Pricing and Contracts Team https://www.sheffield.ac.uk/ris/contacts/pact
York	Research Student Administration Team (RSAT) http://www.york.ac.uk/research/graduate-school/support/rsat/

WROCAH AHRC Collaborative Doctoral Award Studentships

This section provides a summary of the main terms and conditions of this type of studentship. For full details please refer to:

- ▶ **AHRC Training Grant Funding Guide**
<http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide/>
- ▶ **RCUK Conditions of Research Council Training Grants**
<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/TermsConditionsTrainingGrants.pdf>

Collaborative Doctoral Awards with the AHRC are awarded via two routes but all studentships are ultimately termed Collaborative Doctoral Awards (CDA). Other than the route by which studentships are awarded, other terms and conditions are the same for all AHRC CDA studentships.

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

Leeds	http://www.leeds.ac.uk/rfa/policies.html
Sheffield	https://www.sheffield.ac.uk/ris/pgr/code
York	https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/

Stipend payments

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. Doctoral researchers will receive an RCUK basic rate stipend in quarterly payments direct from the institution where they are registered for study, plus an additional CDA maintenance payment that is intended to help towards any additional costs incurred by CDA studentships due to the need to work at both the home institution and the non-academic partner site. Some, but not all, CDA doctoral researchers may receive additional funding from the non-academic partner.

Stipend rates are set by RCUK and may vary during the studentship. For latest stipend rates, refer to the AHRC web pages at:

<http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Doctoral researchers from the European Union are not eligible for a stipend unless they have been resident in the UK for three years prior to taking up the doctoral award.

Fee waivers

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

Additional WroCAH funding

Doctoral researchers are only eligible for additional funding during the funded period of their studentship. Doctoral researchers are not eligible to apply for additional funding during their continuation or 'writing up' year. Doctoral researchers may apply for additional funding from the following schemes:

- ▶ Researcher Training Mobility (Small and Large Awards)
- ▶ Research Support Grant (Small and Large Awards)
- ▶ Student Led Forums

AHRC CDA holders may be additional members of a team applying for funding for a Knowledge Exchange Project but may not be the lead student.

Disabled Students Allowance (DSA)

Doctoral researchers 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 doctoral researcher's home institution. Doctoral researchers 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.

Changing between full and part time study

Doctoral researchers may change their mode of study. Possible reasons for change may include changes in the doctoral researcher's personal or employment circumstances. If the reasons are health-related, it must be demonstrated that a doctoral researcher 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 six months of a studentship (twelve months for part time students). All requests must be made to the doctoral researcher's home institution.

Illness

Doctoral researchers 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. Under these circumstances no extension to the submission deadline is possible. If the illness lasts, or is expected to last, for more than thirteen weeks, the Research Organisation should make arrangements to suspend the studentship.

Other types of leave of absence (suspension)

Doctoral researchers may apply for a suspension in their studies for unexpected personal or family

reasons. Suspensions should not normally exceed one year. The doctoral researcher's submission deadline will be extended by the same period as the suspension.

All requests must be made to the doctoral researcher's home institution and be supported by appropriate documentation.

Extension to submission deadline

On accepting a studentship, doctoral researchers 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, a contingency or 'writing up' year can be used but doctoral researchers must submit their thesis within 4 years. This year should be considered very much as contingency for unforeseen circumstances that have arisen during the PhD.

Extensions to the submission deadline are only possible under exceptional circumstances that arise during the continuation or 'writing up' year, and requests must be made before the original deadline passes. Circumstances that qualify as exceptional would be illness or accident, exceptional personal circumstances including bereavement, maternity, paternity, adoption or the awarding of a scholarship that provides additional value to the thesis. All requests must be made to the doctoral researcher's home institution and supported by appropriate documentation.

Taking up paid employment is considered to be a normal outcome of doctoral study and is not considered as grounds for an extension. If a doctoral researcher takes up work before completing their thesis they should be mindful of the impact working will have on their ability to complete.

Termination

If a doctoral researcher decides to leave doctoral study, they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the doctoral researcher's home institution.

An award may be terminated if a doctoral researcher fails to be confirmed on their PhD programme by 18 months. Withdrawal of funding under these circumstances is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures.

Parental Leave

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). Students in receipt of a stipend may receive up to 26 weeks paid maternity or adoption leave on full stipend.

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 should be at full stipend.

Teaching and other paid work

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where doctoral researchers 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.

Any paid work should not interfere with the doctoral researcher's research and writing. This should be monitored through regular thesis review meetings.

Place of tenure

Doctoral researchers 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 doctoral researchers receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, doctoral researchers are expected to maintain regular contact with their supervisor.

Data sharing with WRoCAH

The WRoCAH member institutions are legally responsible (as data controllers) for communicating to you directly how research student personal data is used at their particular institution, either when you begin your studies, or when you attend for particular elements of your programme of study at Consortium partners (unless there is no personal data collected – as might be the case when attending a single lecture).

Information about the use of your personal data (sometimes known as a "fair processing notice" or "data collection notice") is often delivered through an online enrolment/registration system. Information issued by different members of the Consortium is likely to be similar in effect but not identical.

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The White Rose Consortium institutions are in process of developing a contractual statement defining the purposes for which they share personal data and the standards which they operate. The terms of this will be made available to candidates and students as soon as possible.

By accepting a Studentship within the White Rose College of the Arts & Humanities, you agree to the data sharing arrangements and shared items agreed by the Consortium and made available to you: the institutions cannot amend these without at least informing you, and in many circumstances also obtaining your further consent.

Concerns or enquiries about personal data processing

If you have concerns about the way in which your personal data is being handled by a Consortium institution you can contact the Data Protection contact at the institution concerned for advice. You should do this if:

- ▶ You suspect that the institution is using or sharing your personal data for purposes about which you have not been properly informed in writing.

- ▶ You have concerns about some other malpractice or a security breach.
- ▶ You wish to have access to the personal data which the institution holds about you, and the institution has not told you how to do this.

A list of email addresses of Data Protection contacts of the Consortium is below. Please remember that if you make statements about other people in your email (e.g. to complain about them), the individual(s) concerned may have access to that statement. If the matter cannot be resolved immediately, the Data Protection contact will let you know the appropriate complaints procedure or other process to follow (which will differ by institution). If the institution's complaints procedure has been exhausted you have the right to take your complaint to the Information Commissioner.

Data Protection Links

- ▶ University of York: <https://www.york.ac.uk/records-management/dp/policy/>
- ▶ University of Leeds: http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/cics/dataprotection/personal>

Data sharing with the AHRC

Use and publication of Information provided to RCUK on RCUK funded Studentships

1. PhD project information displayed on the Gateway to Research?

The Gateway to Research (GtR) is a web-based portal <http://gtr.rcuk.ac.uk/> where information about funded research is published. The aim is to assist businesses and other interested parties to identify potential partners in research organisations to develop and commercialise knowledge, and thereby increase the impact of publicly funded research. It provides better access for the research community, business and the public to information on research funded by the seven Research Councils and the Innovate UK.

The PhD project information which the Research Councils will publish on the GtR website is given below. Note that the project summary (abstract) is a key piece of content for display in GtR and it must be suitable for publication and not contain sensitive or confidential information.

Item of data	Notes
Student Name	for students starting from 2015 onwards
Training Grants	The grant(s) from which the student is funded. A student may be funded by more than one grant. These are already published on GtR.
Organisation	The organisation that holds the training grant.
Project Title	This should be as informative as possible, even if final title not yet confirmed
Summary	Sensitive or confidential information should NOT be included in this summary
Supervisor	The academic supervisor(s)
Organisation	This will be the Organisation where the student is registered.
Department	The Department of the Organisation at which the student is registered.
Project Partner Organisation	This will be displayed to highlight collaborative working
Registration Date	The date on which the student started their studies
Expected Submission Date	The date by which the thesis is due to be submitted.

2. Other use of information provided to RCUK

Use of submitted data may include:

- ▶ Registration and processing of proposals;
- ▶ Operation of grants processing and management information systems;
- ▶ Preparation of material for use by reviewers and peer review panels;
- ▶ Administration, investigation and review of grant proposals;
- ▶ Sharing proposal information on a strictly confidential basis with other funding organisations
- ▶ To seek contributions to the funding of proposals
- ▶ Statistical analysis in relation to the evaluation of postgraduate training trends
- ▶ Policy and strategy studies.
- ▶ Meeting the Research Councils' obligations for public accountability and the dissemination of information.
- ▶ Making it available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

The following information about training grants and funded students will routinely be made publicly available:

- ▶ Student name (for students starting from 2015 onwards)
- ▶ Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.
- ▶ Name(s) of project partner organisations and supervisors
- ▶ Project titles and topics
- ▶ Project summaries
- ▶ Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- ▶ Registration and expected submission dates and rates

Information may be retained, after completion of the Masters or PhD, for policy studies involving analyses of trends in postgraduate training and reporting on these to government bodies such as DBIS. Students should always have been informed that the university is releasing personal details to AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC for the above purposes.

3. Je-S Student Details Functionality

The Research Organisation provides standard information on the details of students and the student research projects funded by the Research Councils' through the web-based data collection functionality Je-S Student Details which Research Organisations use to return details of the students and student research projects funded from the Training Grant.

The Information that is required is available in the Je-S system help text: Go to the following web address, click **Show**, select Studentship Details and then select Data Protection

<https://je-s.rcuk.ac.uk/handbook/pages/StudentResearcherDetails/StudentResearcherDetails.htm>

Questions?

If you have any questions regarding the terms and conditions of your WRoCAH AHRC Collaborative Doctoral Award Studentship, please contact the Research Doctoral researcher Administration team at your home institution.

Leeds	Postgraduate Research & Operations http://www.leeds.ac.uk/rso/home/contact_us.html
Sheffield	Pricing and Contracts Team https://www.sheffield.ac.uk/ris/contacts/pact
York	Research Student Administration Team (RSAT) http://www.york.ac.uk/research/graduate-school/support/rsat/

AHRC Project Studentships

These are doctoral studentship awards funded under specific research projects rather than through a Research Council training grant. They are funded differently than those offered through training grants so the terms and conditions also vary.

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

Leeds	http://www.leeds.ac.uk/rsa/policies.html
Sheffield	https://www.sheffield.ac.uk/ris/pgr/code
York	https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/

WROCAH membership

Holders of AHRC Project studentships are part of the main WROCAH cohort and attend all whole cohort events of which there are five throughout the three year studentship (outlined earlier in this manual).

Additional WROCAH funding

AHRC Project studentship holders are only eligible for additional funding during the funded period of their studentship. Doctoral researchers are not eligible to apply for additional funding during their continuation or 'writing up' year. Holders of AHRC Project studentships may apply for additional funding from the following schemes:

► Student Led Forums

Holders of AHRC Project studentships are not eligible to apply for any other additional funding through the WROCAH training schemes. This is because projects will have costed in for research support activities and additional project-specific training at the bid stage.

Through the whole cohort events, AHRC Project studentship holders will be encouraged to consider planning for their use of any available research support fund in the context of the WROCAH funding schemes.

- Researcher Training Mobility (Small and Large Awards)
- Research Support Grant (Small and Large Awards)
- Researcher Employability Project
- Knowledge Exchange Projects

While AHRC Project studentship holders are not required to do a Researcher Employability Project, they will be strongly encouraged and supported to take part in this scheme using their own funding.

Data sharing with WRoCAH

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Data Protection Links

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- ▶ University of Leeds: http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

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Student Name	for students starting from 2015 onwards
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Organisation	The organisation that holds the training grant.
Project Title	This should be as informative as possible, even if final title not yet confirmed
Summary	Sensitive or confidential information should NOT be included in this summary
Supervisor	The academic supervisor(s)
Organisation	This will be the Organisation where the student is registered.
Department	The Department of the Organisation at which the student is registered.
Project Partner Organisation	This will be displayed to highlight collaborative working
Registration Date	The date on which the student started their studies
Expected Submission Date	The date by which the thesis is due to be submitted.

2. Other use of information provided to RCUK

Use of submitted data may include:

- Registration and processing of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by reviewers and peer review panels;
- Administration, investigation and review of grant proposals;
- Sharing proposal information on a strictly confidential basis with other funding organisations
- To seek contributions to the funding of proposals

- ▶ Statistical analysis in relation to the evaluation of postgraduate training trends
- ▶ Policy and strategy studies.
- ▶ Meeting the Research Councils' obligations for public accountability and the dissemination of information.
- ▶ Making it available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

The following information about training grants and funded students will routinely be made publicly available:

- ▶ Student name (for students starting from 2015 onwards)
- ▶ Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.
- ▶ Name(s) of project partner organisations and supervisors
- ▶ Project titles and topics
- ▶ Project summaries
- ▶ Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- ▶ Registration and expected submission dates and rates

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Questions?

If you have any questions regarding the terms and conditions of your **Wolfson Postgraduate Scholarship in the Humanities**, please contact the Research Student Administration team at your home institution.

WROCAH White Rose Networks Studentships

This section provides a summary of the main terms and conditions of this type of studentship. For any terms and conditions not covered by the studentship itself, doctoral researchers should refer to their home institution's policies, procedures and guidelines on Research Degrees.

Leeds	http://www.leeds.ac.uk/rsg/policies.html
Sheffield	https://www.sheffield.ac.uk/ris/pgr/code
York	https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/

Stipend payments

Fully funded WROCAH White Rose Networks studentships are for 3 years (full time).

All doctoral researchers (including those from the European Union and Overseas) will receive an RCUK equivalent basic rate stipend in quarterly payments direct from the institution where they are registered for study.

Stipend rates will track those set by RCUK and may vary during the studentship. For latest stipend rates, refer to the AHRC web pages at:

<http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

Doctoral researchers from the European Union are not eligible for a stipend unless they have been resident in the UK for three years prior to taking up the doctoral award.

Doctoral researchers who have not yet submitted their thesis are eligible for an additional 2 months stipend at the end of 3 years if they have participated in **all** the compulsory elements of the WROCAH training programme.

Fee waivers

Fee waivers are applied to each doctoral researcher's account automatically by the institution where the doctoral researcher 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 may vary between institutions.

Additional WROCAH funding

Doctoral researchers are only eligible for additional funding during the funded period of their studentship.

Doctoral researchers are not eligible to apply for additional funding during their continuation or 'writing up' year. Doctoral researchers may apply for additional funding from the following schemes:

- ▶ Researcher Training Mobility (Small and Large Awards)
- ▶ Research Support Grant (Small and Large Awards)
- ▶ Researcher Employability Project
- ▶ Student Led Forums
- ▶ Knowledge Exchange Projects

Disabled Students Allowance (DSA)

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. Doctoral researchers 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. Doctoral researchers should contact the Disability Services office at their home institution to discuss alternative sources of funding.

Changing between full and part time study

As they are intended to support a network, studentships are only awarded to doctoral researchers intending to study full time. This does not affect a doctoral researcher's right to apply to change their mode of study later if personal circumstances change. 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.

If the reasons are health-related, it must be demonstrated that a doctoral researcher is able to work part time but not full time. Otherwise a leave of absence (suspension) should be considered. All requests must be made to the doctoral researcher's home institution.

Suspensions (Leave of Absence)

Doctoral researchers may apply for a suspension in their studies for medical, personal or family reasons. Suspensions should not normally exceed one year. The doctoral researcher's submission deadline will be extended by the same period as the suspension.

All requests must be made to the doctoral researcher's home institution and be supported by appropriate documentation.

Extension to submission deadline

On accepting a studentship, doctoral researchers 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, a contingency or 'writing' up year can be used but doctoral researchers must submit

their thesis within 4 years. This year should be considered very much as contingency for unforeseen circumstances that have arisen during the PhD.

Extensions to the submission deadline are only possible under exceptional circumstances that arise during the continuation or 'writing up' year, and requests must be made before the original deadline passes. Circumstances that qualify as exceptional would be illness or accident, exceptional personal circumstances including bereavement, maternity, paternity, adoption or the awarding of a scholarship that provides additional value to the thesis. All requests must be made to the doctoral researcher's home institution and supported by appropriate documentation.

Taking up paid employment is considered to be a normal outcome of doctoral study and is not considered as grounds for an extension. If a doctoral researcher takes up work before completing their thesis they should be mindful of the impact working will have on their ability to complete.

Termination

If a doctoral researcher decides to leave doctoral study, they may receive their stipend only up to the date of their withdrawal. Any overpayment which has been made must be refunded to the doctoral researcher's home institution.

An award may be terminated if a doctoral researcher fails to be confirmed on their PhD programme by 18 months. Withdrawal of funding under these circumstances is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures.

Parental Leave

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). Students in receipt of a stipend may receive up to 26 weeks paid maternity or adoption leave on full stipend.

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 should be at full stipend. Students must have been registered for at least one month to be eligible for maternity, paternity adoption or shared parental leave.

Teaching and other paid work

Research Council stipends are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where doctoral researchers 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.

Any paid work should not interfere with the doctoral researcher's research and writing. This should be monitored through regular thesis review meetings.

Place of tenure

Doctoral researchers 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 doctoral researchers receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, doctoral researchers are expected to maintain regular contact with their supervisor.

Data sharing with WRoCAH

The WRoCAH member institutions are legally responsible (as data controllers) for communicating to you directly how research student personal data is used at their particular institution, either when you begin your studies, or when you attend for particular elements of your programme of study at Consortium partners (unless there is no personal data collected – as might be the case when attending a single lecture).

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By accepting a Studentship within the White Rose College of the Arts & Humanities, you agree to the data sharing arrangements and shared items agreed by the Consortium and made available to you: the institutions cannot amend these without at least informing you, and in many circumstances also obtaining your further consent.

Concerns or enquiries about personal data processing

If you have concerns about the way in which your personal data is being handled by a Consortium institution you can contact the Data Protection contact at the institution concerned for advice. You should do this if:

- ▶ You suspect that the institution is using or sharing your personal data for purposes about which you have not been properly informed in writing.
- ▶ You have concerns about some other malpractice or a security breach.
- ▶ You wish to have access to the personal data which the institution holds about you, and the institution has not told you how to do this.

A list of email addresses of Data Protection contacts of the Consortium is below. Please remember that if you make statements about other people in your email (e.g. to complain about them), the individual(s) concerned may have access to that statement. If the matter cannot be resolved immediately, the Data

Protection contact will let you know the appropriate complaints procedure or other process to follow (which will differ by institution). If the institution's complaints procedure has been exhausted you have the right to take your complaint to the Information Commissioner.

Data Protection Links

- ▶ University of York: <https://www.york.ac.uk/records-management/dp/policy/>
- ▶ University of Leeds: http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/cics/dataprotection/personal>

Questions?

If you have any questions regarding the terms and conditions of your **WRoCAH AHRC Competition Studentship**, please contact the Research Student Administration team at your home institution.

Leeds	Postgraduate Research & Operations http://www.leeds.ac.uk/rsa/home/contact_us.html
Sheffield	Pricing and Contracts Team https://www.sheffield.ac.uk/ris/contacts/pact
York	Research Student Administration Team (RSAT) http://www.york.ac.uk/research/graduate-school/support/rsat/

Wolfson Postgraduate Scholarships in the Humanities with WRoCAH

These studentships are offered only by York and Sheffield and individual institutions have some discretion over the way these studentships are managed. Full terms and conditions will have been provided to you by your home institution.

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

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

York <https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/>

WRoCAH membership

Holders of Wolfson awards are part of the main WRoCAH cohort and attend all whole cohort events of which there are five throughout the three year studentship (outlined earlier in this manual).

Additional WRoCAH funding

Wolfson award holders are only eligible for additional funding during the funded period of their studentship. Doctoral researchers are not eligible to apply for additional funding during their continuation or 'writing up' year. Holders of Wolfson Scholarships may apply for additional funding from the following schemes:

► Student Led Forums

Holders of Wolfson awards are not eligible to apply for any other additional funding through the WRoCAH training schemes. This is because the Wolfson Foundation is very clear that holders of Wolfson Scholarships should maintain individual financial control over their training and research support costs.

Through the whole cohort events, Wolfson award holders will be encouraged to consider planning for their use of their additional research support fund in the context of the WRoCAH funding schemes.

- Researcher Training Mobility (Small and Large Awards)
- Research Support Grant (Small and Large Awards)
- Researcher Employability Project
- Knowledge Exchange Projects

While Wolfson award holders are not required to do a Researcher Employability Project, they will be strongly encouraged and supported to take part in this scheme using their own funding.

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- ▶ University of Sheffield: <https://www.sheffield.ac.uk/cics/dataprotection/personal>

Questions?

If you have any questions regarding the terms and conditions of your **Wolfson Postgraduate Scholarship in the Humanities**, please contact the Research Student Administration team at your home institution.

Sheffield

Pricing and Contracts Team
<https://www.sheffield.ac.uk/ris/contacts/pact>

York

Research Student Administration Team (RSAT)
<http://www.york.ac.uk/research/graduate-school/support/rsat/>



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