



White Rose

College of the Arts
& Humanities

Universities of Leeds, Sheffield & York

STUDENTSHIPS HANDBOOK



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WROCAH Studentships Manual 2014

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**A very warm
welcome to
WRoCAH!**



You are a member of the first cohort of doctoral researchers with the White Rose College of the Arts & Humanities.

WRoCAH is a doctoral training partnership (DTP) between the Universities of Leeds, Sheffield and York.

The College has a 3-year development programme for doctoral researchers with the following types of studentship:

- ▶ AHRC Competition Studentships
- ▶ AHRC Collaborative Doctoral Award (CDA) Studentships
- ▶ WRoCAH White Rose Networks Studentships
- ▶ Centre for Medieval Literature (CML) Studentships

Each studentship has slightly different terms and conditions, according to the rules of the funder. A broad outline of these is given in 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 enhanced 3-year Arts and Humanities training programme offered by WRoCAH including which elements are compulsory and which are optional. It also includes advice regarding contacts about different aspects of study and your studentship and how to apply for the various additional funding schemes that are available to support training and development throughout doctoral study with WRoCAH.

WRoCAH Contacts

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Public Pages

www.facebook.com/wrocah

Closed group for students

www.facebook.com/groups/wrocah



www.wrocah.ac.uk

Key Institutional Contacts



Postgraduate Research & Operations

http://www.leeds.ac.uk/rso/home/contact_us.html



The
University
Of
Sheffield.

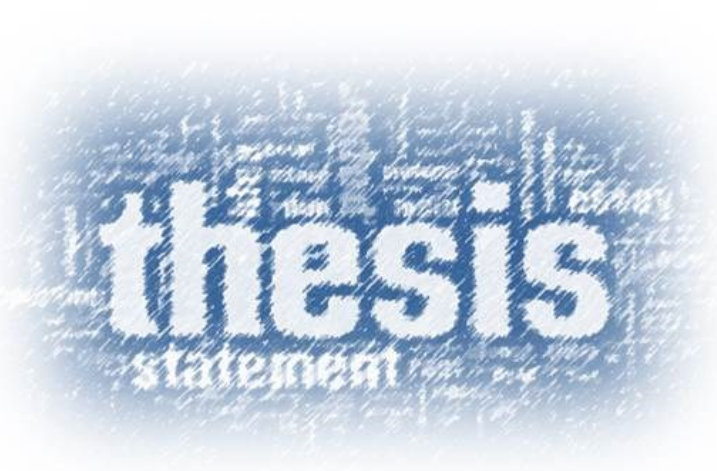
Pricing and Contracts Team

<https://www.shef.ac.uk/ris/contacts/pact>



Research Student Administration Team

<http://www.york.ac.uk/study/postgraduate/fees-funding/postgraduate/ahrc/>



BEING A WRoCAH DOCTORAL RESEARCHER

What being a WRoCAH doctoral researcher means



- ▶ That your institution has high expectations for you and expects you set high standards for yourself
- ▶ Access to an enhanced training and development programme
- ▶ Access to additional funding to support training, research study trips, placements with partner organisations, knowledge exchange projects
- ▶ Being able to run events yourself, with funding support from WRoCAH
- ▶ Engaging with and learning from other Arts and Humanities researchers across the White Rose Consortium

Acknowledgement of funding



WRoCAH doctoral researchers are expected to acknowledge the White Rose College of the Arts & Humanities when preparing posters, submitting for publication or on personal research-related web pages.

Some doctoral researchers may also need to acknowledge their specific funder, for example, the AHRC or Centre for Medieval Literature.

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.



High expectations around the way you conduct your research and the way doctoral researchers manage their own learning and development are part of the WRoCAH culture. 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.

A three-university cohort

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.

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.

One size does not fit all

While some aspects of the WRoCAH training programme are common to all, you will 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.

Become a lifelong learner

- ▶ Explore the WRoCAH training themes fully and relate them to your personal career aspirations
- ▶ 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 WRoCAH themes (page 6) 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 their 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.



TRAINING AND DEVELOPMENT

The WRoCAH Training Programme

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



Within these themes, certain parts are compulsory for WRoCAH students. Eligible doctoral researchers who have participated in all the compulsory elements of the WRoCAH training programme will be eligible for **an additional 2 months stipend** at the end of their 3 year funded studentship.

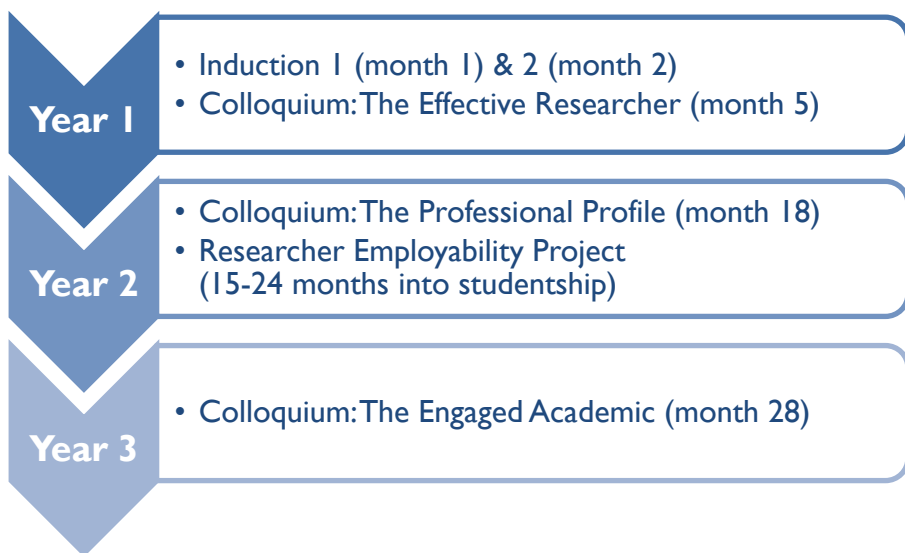
AHRC Collaborative Doctoral Award doctoral researchers are not eligible for the additional 2 months stipend. However they do receive an enhanced stipend throughout their studentship.

The compulsory elements of the WRoCAH training programme must still be completed.

Compulsory elements

The compulsory elements of the WRoCAH training programme are:

- ▶ Inductions 1 & 2 (one day each)
- ▶ An annual one-day colloquium under each theme (3 in total during the studentship)
- ▶ A 1 month Researcher Employability Project



Optional elements

You are strongly encouraged to apply for other opportunities offered by WRoCAH, but these do not form a compulsory part of the programme.

- ▶ Knowledge Exchange Projects (see Page 34)
- ▶ Student-led Forums (see Page 35)

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

You will take part in the compulsory elements of WRoCAH training with all other doctoral researchers in your cohort, comprising all the other doctoral researchers with WRoCAH scholarships that started their research degrees at the same time,

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

Personal training plans



In addition to the compulsory elements of WRoCAH training you will, with the support of your supervisors, identify opportunities for learning you wish to pursue at other White Rose institutions or beyond, even overseas.

You may apply to WRoCAH for funding to support these activities through the **Researcher Training Mobility** scheme (Page 29) or the **Research Support Grant** (Page 33).

Examples of opportunities doctoral researchers may apply for funds for include travel costs to another university to attend short courses, course registration fees, overnight accommodation, summer schools, or visits to other institutions to learn from other academics.

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

Doctoral researchers are encouraged to consider the widest possible range of methods for learning including training courses at their own institutions and beyond.

Induction

You will attend a one-day induction in October with all other new WRoCAH doctoral researchers starting in that year. This will also be attended by supervisors of new WRoCAH students.



The purpose of the day is:

- ▶ To allow new doctoral researchers from Leeds, Sheffield and York and with different types of studentship to meet each other
- ▶ For you and your supervisors 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 explore the opportunities of being part of the White Rose Universities consortium and working with WRoCAH Partner organisations
- ▶ To understand the additional training opportunities available to you.

Induction follow up day

There will also be an additional one-day follow up induction in late November for all doctoral researchers where there will be more opportunity to get to know each other and identify shared training needs.

Doctoral researchers must have completed their personal training plan to bring to this event.

Year 1: The Effective Researcher

In the first year of the WRoCAH studentship training programme, you will focus on the transition to doctoral research. With the support of your supervisors, you will identify and act upon your training needs against this theme.



In February of Year 1, you will participate in a one-day colloquium, echoing this theme.

By the end of the 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 the Arts & Humanities;
- ▶ Participated in or identified collective training suggestions that could be supported by the **Cohort Development Fund** including **Student-Led Forums**
- ▶ Considered where you might conduct your Researcher Employability project in relation to employability and career aspirations.

You will also be required to provide an update on training you have completed under the theme of **The Effective Researcher** to WRoCAH at the end of the academic year.

Year 2: The Professional Profile

The second year of WRoCAH studentships 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 March of the second year. Part of this will be planning for the upcoming **Researcher Employability 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;
- ▶ Continued to update your personal training plan, identifying gaps in knowledge or skills as they arise;
- ▶ Participated in or identified collective training suggestions that could be supported by the **Cohort Development Fund** including **Student-Led Forums**;
- ▶ Considered opportunities for Knowledge Exchange projects arising from your research.

You will also be required to provide an update on training you have completed under the theme of **The Professional Profile** to WRoCAH at the end of the academic year.

Researcher Employability Project (REP)

Between months 15 and 27 of your studentship, eligible WRoCAH doctoral researchers will complete a **one-month Researcher Employability Project** with an external partner organisation.

Potential partner organisations can be one of the WRoCAH Core Partners (see Page 42) or any other organisation in a range of sectors including:

Arts and Heritage
Organisations

Creative
Industries

Design,
Manufacturing
and Retail

Publishing and
Performing Arts

Media

Charities and the
Public Sector

The purpose of the project is to identify professional skills that will improve students' employability and to work with a partner organisation to learn and improve those skills.

Projects will be developed with the partner organisation which may be in the UK or overseas and WRoCAH will fund the travel, accommodation and other project-related expenses.

Researchers will be expected to gain a good understanding of the business context for their projects and work with the partner organisation to develop a full project plan including objectives, learning outcomes and methods for evaluating impact.

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 opportunity.

Doctoral researcher eligibility for REPs

Researcher Employability Projects are a mandatory part of the WRoCAH training programme for doctoral researchers holding:

- ▶ AHRC Competition studentships
- ▶ WRoCAH White Rose Networks Studentships
- ▶ WRoCAH Centre for Medieval Literature Studentships

Funding is available for one REP per doctoral researcher during the funded period of their studentship. Identifying and developing a REP

Identifying a suitable REP

You and your supervisor may identify a potential REP directly or with the support of the WRoCAH office and the WRoCAH Training and Engagement Group.

- ▶ REPs must be registered with the WRoCAH office no later than 4 months before they are due to start.

To find out more and to register REPs visit the Training Programme pages on the WRoCAH website.

AHRC Collaborative Doctoral Award holders work directly with a partner organisation throughout their research degree, and do not do a Researcher Employability Project.

Supervisors of WRoCAH CDA doctoral researchers should help them identify key employability skills under the three WRoCAH themes and agree ways of developing these within the context of the doctoral researcher's work with the collaborating partner organisation.

Year 3: The Engaged Academic

In the third year, WRoCAH doctoral researchers 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 year, doctoral researchers will have:

- ▶ Identified opportunities for knowledge transfer from their own research, and if appropriate, made a bid for a **Knowledge Exchange Project**;
- ▶ Identified opportunities for research collaboration and networking within the cohort and beyond;
- ▶ Updated their personal training plan, identifying gaps in knowledge or skills;
- ▶ Participated in or identified collective training suggestions that could be supported by the **Cohort Development Fund** including **Student-Led Forums**.



You will also be required to provide an update on training you have completed under the theme of **The Engaged Academic** to WRoCAH at the end of the academic year.

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 delivery of the WROCAH Training Programme.

For 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.

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 RDT teams 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.



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

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 Partnerships 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.



SUPERVISION, PROGRESSION AND GOOD RESEARCH PRACTICE

Supervising 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: www.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 doctoral researcher to create a training plan (by the end of October in Year 1) in line with the first year theme of The Effective Researcher.
- ▶ 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.



Doctoral researchers who address their wider skills are more likely to complete their theses within agreed timescales.

Have high expectations

- ▶ Offer appropriate support to help the doctoral researcher to be confirmed successfully as a doctoral candidate.
- ▶ Provide open and honest feedback in a timely and constructive manner with specific action plans while encouraging a gradual progression towards confident independence.
- ▶ Provide opportunities for the doctoral researcher to extend themselves.
- ▶ Discuss the doctoral researcher's future, being upfront about options and prospects.



Support the WRoCAH training programme



New WRoCAH supervisors are strongly encouraged to attend the induction event held in October where parallel sessions for doctoral researchers and supervisors are available.

www.wrocah.ac.uk/training

- ▶ 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** (see page 12)
- ▶ 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. 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.

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.

WROCAH AHRC Competition Studentships



All WROCAH doctoral researchers holding AHRC Competition studentships must be confirmed within 1 year. If a doctoral researcher does not pass their confirmation examination within this timescale their funding may be withdrawn from that point onwards.

Arts & Humanities
Research Council

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.

Academic Misconduct

Each institution has its own guidelines regarding academic misconduct and doctoral researchers must ensure they make themselves aware of what constitutes misconduct and plagiarism through appropriate training.

Leeds	https://www.leeds.ac.uk/secretariat/documents/academic_misconduct_in_research.pdf
Sheffield	http://www.sheffield.ac.uk/hr/guidance/academicstaff/researchmisconduct
York	http://www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/



FUNDING SCHEMES FOR CURRENT STUDENTS

Overview of additional funding schemes

There are a number of different funding schemes available to WRoCAH students. Eligibility for each scheme varies, so doctoral researchers should check carefully before applying.

Doctoral researcher eligibility for different schemes	Researcher Training Mobility	Research Support Grant	Knowledge Exchange Projects	Student-led Forums	AHRC International Placements	AHRC Policy Internships
AHRC Competition Studentships	Y	Y	Y	Y	Y	Y
AHRC Collaborative Doctoral Award Studentships	N	Y	(Y)*	Y	Y	Y
WRoCAH White Rose Networks Studentships	Y	Y	Y	Y	N	N
WRoCAH Centre for Medieval Literature Studentships	Y	Y	Y	Y	N	N

* AHRC Collaborative Doctoral Award holders may be part of a group that bids to this fund but may not be the lead student.

You will find outline details for each scheme on the following pages.

Applications for all additional funding schemes must be made via the WRoCAH website at: www.wrocah.ac.uk/funding/current-students

Researcher Training Mobility (RTM)

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

AHRC Collaborative Doctoral Award holders are not eligible to apply to the Researcher Training Mobility fund. However CDA doctoral researchers often receive additional financial support from their partner organisations for travel and may apply to the **Research Support Fund** for financial support to attend training events.

There are two types of funding under Researcher Training Mobility, Small and Large Grants.

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.

Doctoral researchers are encouraged to think creatively about how they might meet their training needs. They 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 doctoral researchers should apply to the **Research Support Grant** (page 33).

Examples of the types of training visit that would be eligible under the Researcher Training Mobility Fund are:



RTM – Small Grants

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

See Page 31 for more details.

RTM – Large Grants

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.

See Page 32 for more details.

Researcher Training Mobility – Small Grants (RTM-S)

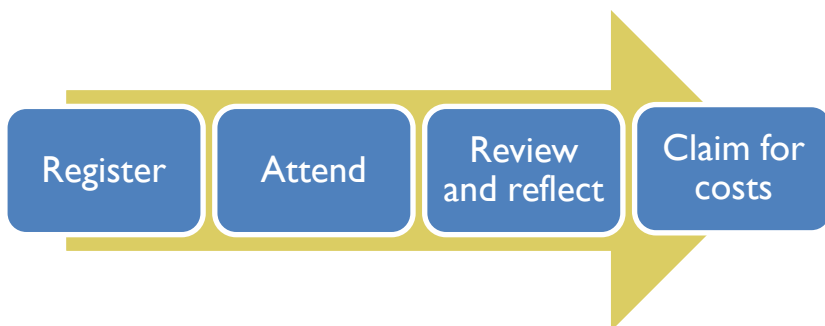
This scheme has no funding rounds and doctoral researchers may apply at any time of the year.

- ▶ Registration must be done in advance
- ▶ Claims must be for a specific dated event
- ▶ Doctoral researchers may apply more than once to the fund
- ▶ Maximum individual claim of £200
- ▶ A link to training plan must be demonstrated
- ▶ Doctoral researchers are expected to reflect on their learning on their return
- ▶ Claim with receipts after attendance directly to WRoCAH (unreceipted expenses cannot be covered)

Small Grants requests not registered prior to attendance will not be eligible for RTM funding

There is no individual maximum limit on multiple claims to the RTM-S scheme but fair distribution of funding will be managed by the WRoCAH office.

Light touch approach to claiming costs



Researcher Training Mobility – Large Grants (RTM-L)

Funding Round deadlines

15 Jan

15 Jan

15 Jan

Doctoral researchers may apply to any of three funding rounds during the year. The deadlines remain the same each year, regardless of the day of the week the dates fall on.

Doctoral researchers may apply more than once to the RTM – Large Grants fund, but first applications will be prioritised in scoring. A link to the training plan must be demonstrated in each application.

Process for applying

- ▶ Scoring of applications by Studentships Committee panel against specific criteria
- ▶ Value of final awards based on scores – applications may be fully or part-funded
- ▶ Post-training report required including detail and submission of receipted costs
- ▶ Only receipted costs will be covered and if these total less than the value of the award, doctoral researchers will be required to repay the difference

Applications may be made for travel, accommodation and course registration costs. For more details of limits and eligible costs, how to apply, for the criteria the panel will be using to evaluate applications, and how to access funds after award, please visit the WRoCAH website.

Research Support Grant (RSG)

Doctoral researchers may apply to any of three funding rounds during the year. The deadlines remain the same each year, regardless of the day of the week the dates fall on.

**Funding Round
deadlines**

15 Jan

15 Jan

15 Jan

Doctoral researchers may make **one application only** for funding during the funded period of their studentship for:

- ▶ Study and primary data-gathering trips
- ▶ Attendance at conferences
- ▶ Other primary research costs eg. consumables or artists materials

AHRC Collaborative Doctoral Award doctoral researchers may apply under this scheme for funds to attend training events and **may make two applications**, one of which may be to attend training and one of which may be for research support as defined above.

Process for applying

As for **Researcher Training Mobility – Large Grants** (page 32).

Applications may be made for travel, accommodation and consumables. For more details of limits and eligible costs, how to apply, for the criteria the panel will be using to evaluate applications, and how to access funds after award, please visit the WRoCAH website.

Knowledge Exchange Projects (KEP)

Doctoral researchers may apply to any of three funding rounds during the year. The deadlines remain the same each year, regardless of the day of the week the dates fall on.

Funding Round deadlines

15 Jan

15 Jan

15 Jan

Applications may be made by an individual doctoral researcher for funding to pursue the impact potential of their work with the private or public sectors through knowledge exchange or public engagement projects.

Eligible costs are travel, accommodation, consumables and other direct project costs such as Disclosure and Barring Service (DBS) checks.

Process for applying

Doctoral researchers must first register their project proposal with the WRoCAH office after which they will work up a full application and apply to one of three funding rounds throughout the year.

- ▶ Scoring of applications by Studentships Committee panel against specific criteria
- ▶ Value of final awards based on scores – applications may be fully or part-funded
- ▶ Post-project report required including detail and submission of receipted costs
- ▶ Only receipted costs will be covered

Applications may be made for travel, accommodation and consumables. For more details of limits and eligible costs, how to apply, for the criteria the panel will be using to evaluate applications, and how to access funds after award, please visit the WRoCAH website.

WROCAH 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.

Examples of the types of activities supported under this fund include (but are not exclusive to):

- ▶ Seminar or seminar series
- ▶ Subject-specific reading group
- ▶ Conferences

You can apply for financial support to run these types of activities as a single student or group of students. Applications from cross institutional teams of WROCAH students are particularly welcome.

Any activities funded as a Student-led Forum must be made available to all other in the WROCAH cohort.

For more details of limits and eligible costs, how to apply, for the criteria the panel will be using to evaluate applications, and how to access funds after award, please visit the WROCAH website.



Arts & Humanities
Research Council

AHRC International Placements Scheme

Doctoral researchers holding AHRC studentships (Competition and CDA) 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 D.C., USA

National Institutes for the Humanities, Japan

Smithsonian Institution, Washington D.C., US

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

For more information see:

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



Arts & Humanities
Research Council

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



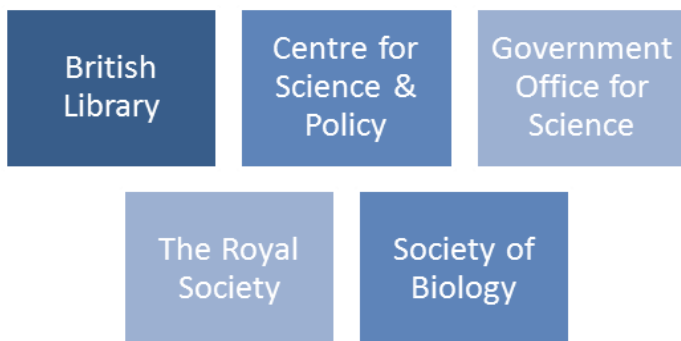
Cynulliad
Cenedlaethol
Cymru
National
Assembly for
Wales

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 such as:



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

Partnerships Advisory Board

The representatives of the core partner organisations, all senior executives and entrepreneurs with extensive experience and contacts, form the Partnership Advisory Board.



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. 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, English Heritage, National Railway Museum (as part of the Science Museum Group) and English Heritage have all been successful in AHRC's Collaborative Doctoral Partnership scheme.

Partners and Researcher Employability Projects

A wide and diverse network of partners contributes extensive knowledge of their respective sectors to support placing doctoral researchers on Researcher Employability and Knowledge Exchange Projects.

The breadth of partner networks allows the scope to ensure a close match between students' aspirations and their host organisations.

Doctoral researchers are encouraged to forge new partnership links where opportunities arise.

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



ENGLISH
HERITAGE

English Heritage

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

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



Microsoft

A multinational corporation dealing in the design, marketing and support of a wide range of computer software, and a major investor in technical and product design, including video games.

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.

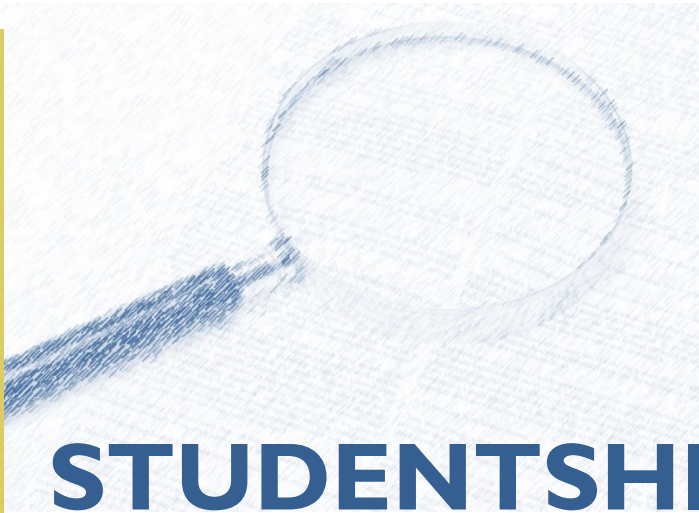


Sheffield Health and Social Care
NHS Foundation Trust



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

A summary of the main terms and conditions of this type of studentship is given in this Guide. For full details please refer to the AHRC Training Grant Funding Guide:

<http://www.ahrc.ac.uk/SiteCollectionDocuments/Training%20Grant%20Funding%20Guide%202014-15.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/rsa/policies.html
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Sheffield	https://www.sheffield.ac.uk/ris/pgr/code
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York	https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/
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Stipend payments

Fully funded studentships are for 3 years (full time) or 6 years (part time) paid at 50% rate. 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/Funding-Opportunities/Postgraduate-funding/Pages/Current-award-holders.aspx>

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 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 Grants)
- ▶ Research Support Grant
- ▶ Doctoral researcher 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.

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.

Doctoral researchers may continue to receive their stipend during short illnesses of up to 13 weeks, without suspending their studentship. This must be covered by a doctor's certificate. Under these circumstances no extension to the submission deadline is possible.

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 within 1 year. Withdrawal of funding under these circumstances is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures.

Maternity and Paternity Leave

Fully-funded doctoral researchers are entitled to 26 weeks paid maternity leave on full stipend and a further 26 weeks of unpaid maternity leave.

Fathers are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. They may also be entitled to up to 26 weeks of Additional Paternity Leave; this may include unpaid leave, depending on individual circumstances, but any paid leave should be at full stipend. There is no qualifying period for maternity or paternity 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.

Questions?

If you have any questions regarding the terms and conditions of your **WROCAH AHRC Competition 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 Doctoral researcher Administration Team http://www.york.ac.uk/study/postgraduate/fees-funding/postgraduate/ahrc/

WROCAH AHRC Collaborative Doctoral Award (CDA) Studentships

A summary of the main terms and conditions of this type of studentship is given in this Guide. For full details please refer to the AHRC Training Grant Funding Guide:

<http://www.ahrc.ac.uk/SiteCollectionDocuments/Training%20Grant%20Funding%20Guide%202014-15.pdf>

Collaborative Doctoral Awards with the AHRC are awarded via two routes but all studentships are ultimately termed Collaborative Doctoral Awards (CDA).

Collaborative Doctoral Award scheme

For awards made through the main **Collaborative Doctoral Award** scheme, doctoral researchers should also refer to the CDA Scheme Guidance at: <http://www.ahrc.ac.uk/Funding-Opportunities/Documents/CDA-Scheme-Guide.pdf>

Collaborative Doctoral Partnership scheme

For awards made through the **Collaborative Doctoral Partnerships** scheme, doctoral researchers should refer to the CDA-Partnership Route Guidance: <http://www.ahrc.ac.uk/Funding-Opportunities/Documents/CDA-Scheme-Guide.pdf>

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/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/

Stipend payments

Fully funded CDA studentships are for 3 years (full time) or 6 years (part time) paid at 50% rate. 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.

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.

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/Funding-Opportunities/Postgraduate-funding/Pages/Current-award-holders.aspx>

Fee waivers

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

Additional 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:

- ▶ Research Support Grant
- ▶ Student Led Forums

AHRC CDA doctoral researchers 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.

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.

Doctoral researchers may continue to receive their stipend during short illnesses of up to 13 weeks, without suspending their studentship. This must be covered by a doctor's certificate. Under these circumstances no extension to the submission deadline is possible.

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 within 1 year. Withdrawal of funding under these circumstances is not related to the doctoral researcher's registration. Continued registration is dependent on each institution's procedures.

Maternity and Paternity Leave

Fully-funded doctoral researchers are entitled to 26 weeks paid maternity leave on full stipend and a further 26 weeks of unpaid maternity leave.

Fathers are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. They may also be entitled to up to 26 weeks of Additional Paternity Leave; this may include unpaid leave, depending on individual

circumstances, but any paid leave should be at full stipend. There is no qualifying period for maternity or paternity 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.

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/rsa/home/contact_us.html
Sheffield	Pricing and Contracts Team https://www.sheffield.ac.uk/ris/contacts/pact
York	Research Doctoral researcher Administration Team http://www.york.ac.uk/study/postgraduate/fees-funding/postgraduate/ahrc/

WROCAH White Rose Networks

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/ras/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/Funding-Opportunities/Postgraduate-funding/Pages/Current-award-holders.aspx>

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 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 Grants)
- ▶ Research Support Grant
- ▶ Doctoral researcher 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 normally 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.

Maternity and Paternity Leave

Fully-funded doctoral researchers are entitled to 26 weeks paid maternity leave on full stipend and a further 26 weeks of unpaid maternity leave.

Fathers are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. They may also be entitled to up to 26 weeks of Additional Paternity Leave; this may include unpaid leave, depending on individual circumstances, but any paid leave should be at full stipend. There is no qualifying period for maternity or paternity leave.

Teaching and other paid work

WRoCAH White Rose Networks Studentships are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where Networks doctoral researchers 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 equivalent 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.

Questions?

If you have any questions regarding the terms and conditions of your **WROCAH White Rose Networks 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 Doctoral researcher Administration Team http://www.york.ac.uk/study/postgraduate/fees-funding/postgraduate/ahrc/

WROCAH Centre for Medieval Literature 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.

York

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

Stipend payments

Fully funded WROCAH Centre for Medieval Literature studentships are for 3 years (full time). As they are from a specific funded grant, 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.

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/Funding-Opportunities/Postgraduate-funding/Pages/Current-award-holders.aspx>

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 Centre for Medieval Literature studentships but will only receive a contribution to their fee

waiver up to the UK/EU rate. Doctoral researchers will need to be able to fund the difference between the UK/EU and Overseas fee rate themselves.

Additional 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 Grants)
- ▶ Research Support Grant
- ▶ Doctoral researcher 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 from a specific funded grant, 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 normally 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.

Maternity and Paternity Leave

Fully-funded doctoral researchers are entitled to 26 weeks paid maternity leave on full stipend and a further 26 weeks of unpaid maternity leave.

Fathers are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend, for fully funded students. They may also be entitled to up to 26 weeks of Additional Paternity Leave; this may include unpaid leave, depending on individual circumstances, but any paid leave should be at full stipend. There is no qualifying period for maternity or paternity leave.

Teaching and other paid work

WRoCAH Centre for Medieval Literature studentships are training awards and do not cover remuneration for duties which would normally be considered to constitute employment. Where Networks doctoral researchers 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 equivalent 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.

WRoCAH Centre for Medieval Literature studentships are expected to spend some time at the University of Southern Denmark during their studentship. The amount of time will vary according to the specific research project being undertaken.

Questions?

If you have any questions regarding the terms and conditions of your **WRoCAH Centre for Medieval Literature Studentship**, please contact Elizabeth Tyler at elizabeth.tyler@york.ac.uk or **01904 323915**.



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