



White Rose

College of the Arts
& Humanities

Universities of Leeds, Sheffield & York

Studentship Handbook 2018



Arts & Humanities
Research Council



UNIVERSITY OF LEEDS



The
University
Of
Sheffield.



UNIVERSITY
of York

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Public Page

www.facebook.com/wrocah

Closed group for students

www.facebook.com/groups/wrocah



www.wrocah.ac.uk

Contents

Who's Who?	6
Being a WRoCAH student	8
Part time study	11
Your training and development with WRoCAH	14
Year 1: Me and my research	19
Supervision	24
WRoCAH Buddies	28
PhD Progression	29
Year 2: Expanding my horizons	31
Researcher Employability Projects	33
Year 3: Taking the next step	41
Year 4: Submitting your thesis	43
Additional funding opportunities	49
WRoCAH Partners	60
Looking after yourself during your PhD	63
At the start of my PhD, I wish I'd known...	66
WRoCAH Studentship T&Cs—Frequently Asked Questions	70

Two Welcomes!

Firstly, from the WRoCAH Team

We are absolutely delighted to welcome you!

You are a member of the 2018 cohort of 77 students with the White Rose College of the Arts & Humanities (WRoCAH), a doctoral training partnership (DTP) between the Universities of Leeds, Sheffield and York, with the Arts & Humanities Research Council (AHRC) as our major funder.

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

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

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

Julian, Caryn and Clare

And from your fellow WRoCAH students

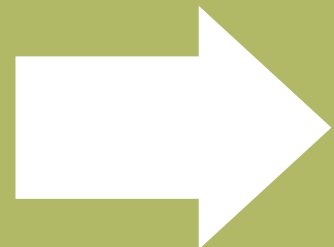
To be a WRoCAH PhD researcher means being part of a wider community of thinkers, scholars and practitioners who have an extraordinary range of talents, interests, connections, experiences and ambitions. You are the newest members of that community and we hope that you enjoy every minute of your PhD.

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

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

The 2016 and 2017 WRoCAH cohorts are a friendly and pretty normal bunch of people, and we are happy to support you in any way we can. We look forward to getting to know you, to working together and to forging some great friendships. Wishing you the best of luck at the beginning of your PhD adventure!

Ready? Let's go!



Who's who?



Julian Richards

WRoCAH Director

julian.richards@york.ac.uk

Contact me if...:

- ▶ You want to get in touch with our external partners
- ▶ You want to discuss any broader issues about WRoCAH, or WRoCAH funding
- ▶ You need to chat about anything WRoCAH related that can't be resolved by the office team



Caryn Douglas

WRoCAH Manager

office@wrocah.ac.uk

Contact me if...:

- ▶ You want to chat about REP ideas
- ▶ You have a query about KEPs or SLFs
- ▶ You need advice about other funding schemes, eg. AHRC IPS or Policy Internships
- ▶ You need a chat about anything WRoCAH-related



Clare Meadley

WRoCAH Administrator

office@wrocah.ac.uk

Contact me if...:

- ▶ You have a query about Small or Large Awards
- ▶ You have a query about expense claims
- ▶ You want to contribute to the Blog or Newsletter
- ▶ You need a chat about anything WRoCAH-related

Student Representatives

For the **WRoCAH Executive Board**, your current student reps are Aidan Collins (York), Luke Daly-Groves (Leeds), Marion Shiner (Sheffield), and Sophia Nicolov (Leeds, representing Networks).

For the **WRoCAH Training and Engagement Group**, your current student reps are Nadia Mehdi (Sheffield), Rebecca Starr (Leeds), and Neil Luck (York).

Contact us if...

- ▶ You'd like to feedback about your on-the-ground, student experience of the WRoCAH programme (including things like training and external partnership activities).
- ▶ You'd like to make suggestions for WRoCAH as a researcher.

Being a WRoCAH student





Being a WRoCAH student

Your membership of WRoCAH means:

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

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

A culture of high expectations

As a student with the White Rose College of Arts & Humanities, you are expected to set high standards for yourself as an academic researcher, as an ambassador for WRoCAH, and in developing positive working relationships

You are expected to take the lead in identifying your own development needs and discussing these regularly with your supervision team. You should focus on your development as a researcher as well as considering the skills you will need to pursue your career aspirations beyond doctoral study.

A three-university cohort

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

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

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



Library access

The Universities of Leeds, Sheffield, and York have a reciprocal arrangement that offers research postgraduates from these institutions membership of the three University libraries. Borrowing rights for the print collections at each library are the same for all PGRs - details below. You need to apply via your home institution initially. Read more at: <http://wrocah.ac.uk/white-rose-libraries/>

One size does not fit all

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

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

Lifelong learning

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

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

- ▶ Have used the opportunities of WRoCAH whole cohort events to expand your thinking about your research, its wider interest and application beyond your immediate discipline and beyond the academy.
- ▶ Have completed a Researcher Employability Project with direct relevance for your post-PhD career aspirations with an external partner organisation.
- ▶ Be able to confidently talk about how your PhD has developed your knowledge and technical abilities in your subject area as well as developed your transferrable skills, in the context of your employability.
- ▶ Have a career plan to help you take the next steps following doctoral study.

Part-time study





Part-time study and the WRoCAH programme

We welcome and encourage students who wish to study part-time. Many people's professional and/or personal circumstances mean that this is the best option. Those circumstances can range from family commitments and caring responsibilities to career-related and/or performance activities.

The way we talk about timings for activities and events in this handbook often relates to students who are studying full-time. We do it that way as the bulk of our student body studies full-time. It goes without saying, however, that our part-time students are of equal standing.

The WRoCAH team will work closely with you to ensure that you have access to the same opportunities as everyone else, but that these are done at the right time for you. That might mean that you attend events at different times to your starting cohort, or that you do your REP in a different way. There have been part-time students in every cohort so far, and the WRoCAH office can put you in touch with some of them if you'd like to know how it has worked for them.

What about WRoCAH events?

When the various required WRoCAH events (such as colloquia) come up, we will be in touch with you to see if it is the right time for you to attend. If not, then we can postpone your attendance and you can come the following year. You can even choose to attend an event twice if you wish, although there may be limited benefit in this, other than the chance to get to know a different cohort. It's *your call*.

What about the Researcher Employability Project?

There are many ways to make a [Researcher Employability Project](#) (REP - see p.34 for more information) scheme work for you as a part-time student, and it shouldn't be any more difficult for you than someone studying full-time. For students who are restricted geographically, we have lots of local partner contacts in the Yorkshire region. Former students (both part- and full-time) who have completed REPs locally have found the experience valuable and rewarding. The way you structure your REP is also entirely up to you (though in agreement with your partner organisation), so long as you complete the equivalent of 22 full days. Remember, a REP does not have to be a solid month; it can be an equivalent number of days over a longer period.



Support for parents and carers

Many students are parents or carers, not only part-time students. If attending a required WRoCAH event or doing your REP in the way you want to means additional child or adult care costs in addition to those you would normally pay, we can cover those costs.

Getting paid

The way part-time students are paid varies across the three institutions due to minor differences in the way PhD registration is structured at each university. This is most noticeable for students in receipt of a stipend at the University of Leeds who receive their stipend over 5 rather than 6 years. Everyone still receives the same amount in the end though!

	Fees	Stipend
At Leeds	Paid directly to your university at 50% rate for 6 years	Paid to you at 60% rate for 5 years
At Sheffield	Paid directly to your university at 50% rate for 6 years	Paid to you at 50% rate for 6 years
At York	Paid directly to your university at 50% rate for 6 years	Paid to you at 50% rate for 6 years

Your training and development with WRoCAH





Your Training and Development

Each year of your WRoCAH PhD has a different focus, working hand-in-hand with compulsory elements of the WRoCAH development programme.

Year 1

What Now?

Making the transition from taught study to doctoral research

Me and
my
research

Skills
Knowledge
Attitude

In the first year of the WRoCAH studentship training programme, you'll focus on taking a structured approach to learning throughout your PhD, developing your research and transferrable skills.

Year 2

Who With?

Experience beyond academia, working with Partners

Expanding
my
horizons

Contacts
Partnership
Projects

In the second year of study, the focus turns to the world beyond the academy, engaging with external partner organisations on meaningful projects.

Year 3

What Next?

Life after PhD, realising my ambitions

Taking the
next
step

Aspiration
Plans
Realisation

In the third year of study, the focus is on finishing your PhD, and preparing you for the next steps you will be taking immediately after and in the longer term after your PhD.



Compulsory whole cohort elements

In the following pages of this Handbook you will find details of the compulsory elements of your studentship. These events are intended to support your research and personal development, and provide a valuable opportunity to reflect on your progress towards your personal goals and aspirations. Undertaking these training events with the rest of your cohort also provides a great opportunity to meet, get to know, and work with your peers.

The WRoCAH office will give you as much notice as possible for these events, and you must make yourself available for these dates. If you take on teaching responsibilities, you should make your School or Department aware at the start of the academic year that attendance at these events is a required part of your Studentship.

Personal Training Plans

In addition to the compulsory elements of the WRoCAH training programme, you will work with your supervisor(s) to identify other training and learning opportunities that would be beneficial for you to pursue, in the UK and even overseas. You are encouraged to consider the widest possible range of methods for learning, including training courses at your home institution and beyond, summer schools, visits to institutions to learn from other academics, and attendance at seminars, workshops, and conferences.

When considering the areas of skill and knowledge you need to develop as a researcher, you should use the Vitae Researcher Development Framework (www.vitae.ac.uk).

Each institution's paperwork and terminology for this training needs analysis varies, but all students should complete this by the end of October.

Remember, the WRoCAH training programme does not replace or duplicate the personal development plans you will be required to put in place by your home institution. Rather, the WRoCAH programme draws out information from your cohort's individual plans, in order to provide additional opportunities for meeting common training needs collectively across the cohort.

Once you've written your training plan, you should regularly revisit it and reflect on your learning, especially after participating in training/development opportunities. The training plan is a 'living' document that should be updated throughout your PhD (with your supervisor's help).



Researcher development at the White Rose universities

Each university's Researcher Development team provides a range of training opportunities, and WRoCAH recommends that you familiarise yourself with the teams and what they do early in your studies:

- ▶ University of York: <http://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/>
- ▶ University of Leeds: <https://peopledevelopment.leeds.ac.uk/services/postgraduate-research/>
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/rs/ecr/index>

A member of each Researcher Development team sits on the WRoCAH Training and Engagement group, where they are involved in the development and delivery of WRoCAH whole cohort and targeted training events. Your home institution will also have its own programme of specific subject-related training events, seminars, and workshops that you can participate in. Some of these are organised by Research Centres or Faculties, or by individual schools or departments.

Collective training

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

This subject-specific training will not normally take place at whole cohort events (due to the breadth of cohorts' research activity), and, where possible, will also be open to non-WRoCAH Arts and Humanities students at White Rose universities.

How are collective training needs met?

At the [Putting your Training Plan to Work](#) event (Year 1, p.22), you'll work with your cohort to identify areas where you share training needs with others. In groups, you'll details the gaps in your skills or knowledge, and work up proposals for targeted training activities for WRoCAH to consider.

In addition, you can suggest possible training activities to the WRoCAH office at any time, or take initiative to



organise such training events yourself.

Collaboration with other doctoral students

All WRoCAH students are eligible to apply for [Student-Led Forums](#) (SLF) funding (p.54). This fund allows you to collaborate with other PGRs at Leeds, Sheffield and York to run events from small reading groups to large scale international conferences. The experience you can get from the applying, planning and budgeting for events such as these is invaluable as is the experience of working as a cross-institutional team.

As a WRoCAH student you would lead the SLF but your cross-institutional organising team can include any doctoral researchers from Leeds, Sheffield or York. The only major stipulation is that you must have at least one co-organiser from all three institutions!

Read the WRoCAH Annual Report to see a flavour of some of the SLFs that previous students have led.

We would like to see all WRoCAH students lead or be part of a WRoCAH-funded Student Led Forum at some point during their research!

Year 1

Me and my research





WRoCAH Welcome Afternoon

17th October 2018 from 14:30

Berrick Saul Building, University of York

This is a compulsory event

The welcome event is attended by all new WRoCAH students starting this year, giving new students from Leeds, Sheffield and York - with different types of studentship - the chance to meet each other.

At this event you'll find out more about what WRoCAH expects of you, as well as what you can expect from WRoCAH. You'll learn more about the whole cohort events, training opportunities and how to use the additional funding opportunities to support your own research and personal development.

But most important, you'll have the chance to meet other WRoCAH students and start to build your cross-institutional networks!



WRoCAH Annual PGR Conference

18th October 2018

The National STEM Learning Centre, University of York

This is a compulsory event for new WRoCAH students

*Departures:
Journeys in
Research*

The conference is arranged by students from the previous year's cohort, showcasing the research being done across WRoCAH cohorts.

The 2018/19 conference is titled '**Departures: Journeys in Research**'. We have a great range of presenters, with papers ranging from legal theory to learning Russian, as well as the annual poster competition. In addition to the keynote and traditional papers, we are also holding a session for alternative presentation formats, allowing performance- and practice-led researchers to share their work in a format that is closer to their daily work.

Panels this year include 'Mapping Methodology', which explores students' approaches to their research; 'Country, County, and City', in which presenters will discuss their research in more detail, and the 'Research in Action' session for non-traditional presentations. Our keynote speaker this year is Sheffield alumna Dr Melanie Giles, from the University of Manchester's Department of Archaeology.



Putting your Training Plan to work

29th November 2018, 9:30-17:00

Horizon, Leeds

This is a compulsory event

At this event, you'll reflect on your individual training needs and development plans, looking ahead across the PhD. There will be a particular focus on using WRoCAH opportunities to develop and try out your leadership skills.

We'll also be working together to identify the shared training needs across the cohort, which can't easily be met by local Researcher Development training at each institution. You'll work in informal groups to share early research experiences and compile ideas for collaborative, shared training, as well as scoping out potential [Student-led Forums](#) (p.54). In addition, you can find out more about WRoCAH's additional funding schemes at the Funding Café, where you'll have the chance to ask your own specific questions.

Do I need to prepare anything in advance?

Yes - you will need to make sure your personal development plan or training plan for your first year is agreed with your supervisor.



Colloquium 1: What now?

21st February 2019, 9:30-17:00

The Mercure St. Paul's, Sheffield

This is a compulsory event

This event is a day of two halves. In the morning, we will focus on Research Data Management plans. All projects have data of some kind, even if it's not entirely clear what that is sometimes. Your research project must have a data management plan, and this event will help you develop it. After the colloquium, you are required to submit your research data management plan to WRoCAH within 1 month.

In the afternoon, you'll have the chance to talk to each other in depth about how you have found the transition to doctoral research, as well as looking for opportunities for organising shared events through the Student-led Forum scheme.

Do I need to prepare anything in advance?

Yes - you will need to prepare a poster that will be displayed during the event. The posters will help you and your peers reflect on how you are developing your research questions, planning and managing your data gathering, and organising your research.

Supervision





Supervision & supervisor relationships

Doctoral supervision should be regular, meaningful, and in line with each institution's own policies, procedures, codes and regulations for supervision:

- ▶ University of York: <http://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/>
- ▶ University of Leeds: <http://www.leeds.ac.uk/rsa/policies.html>
- ▶ University of Sheffield: <http://www.sheffield.ac.uk/ris/pgr/code>

How does co-supervision in WRoCAH work?

For AHRC competition studentships:

Within-institution and cross-institutional co-supervision is strongly encouraged. Students can benefit from two perspectives on their research and a wider breadth of supervisory experience. Some students also work with a partner organisation in a similar way to CDP award holders (see below).

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

AHRC Collaborative Doctoral Partnership Awards:

Students with AHRC Collaborative Doctoral Partnership awards (CDPs) will have a supervisor in their project partner organisation and a supervisor at their home institution. This balance of supervision between partner and home institution varies between individual studentship, depending on the student's and partner's location, and the nature of the research.



For additional guidance regarding co-supervision in WRoCAH, please contact Caryn or Julian.

What can I expect from my supervisor?

In addition to adhering to good supervisory practice and keeping their own supervisory skills up to date, your supervisor(s) should actively support your participation in WRoCAH-related activities, and in the development of your transferable skills as a key part of your research and thesis writing.

By the end of the first month of study, your supervisors will have worked with you to create a training and development plan to make a smooth transition into doctoral research. They should also encourage you to attend all relevant inductions and training (WRoCAH and non-WRoCAH), in line with this plan.

During your WRoCAH studentship, supervisors should support you in applying to WRoCAH (and non-WRoCAH) funding schemes, and help you identify potential partners for your [Researcher Employability Project](#) (p.35).

Supervisors should provide open and honest feedback in a timely and constructive manner, encouraging you to progress as a confident and independent researcher. In doing so, supervisors may offer opportunities for you to extend yourself by doing something beyond the 'normal' experience. Especially towards the end of your PhD, they may discuss your post-PhD future with you, being upfront about options and prospects.

What will our relationship be like?

Each supervisor-student relationship is unique, and will depend on your individual personalities and styles. You should get to know your supervisor(s), and learn how they prefer to see and hear about what you have been doing. If you have more than one supervisor, remember that they may work in quite different ways!

If you encounter any difficulties with a supervisory dynamic, don't be afraid to raise this with your supervisors, or with the PGR tutor in your School or Department. WRoCAH offers optional opportunities to learn about approaches to supervision and building strong relationships with your supervisors. Similarly, each university's Researcher Development team offers workshops on supervisory relationships.



What might we want to clarify at the beginning of my studentship?

There are many responsibilities and expectations that should be clarified at the outset, in order to help avoid any misunderstandings going forward. Practical issues to discuss at your first supervision meeting may include:

- ▶ Where will supervision meetings be held?
- ▶ Whose responsibility is it to initiate and organise meetings?
- ▶ How, and by whom, will the outcomes of meetings be recorded and disseminated?
- ▶ What expectations do you have of your supervisor(s), and what expectations do they have of you? Are these expectations realistic?
- ▶ Where there is co-supervision, who will be the lead supervisor? How do their roles differ? And how will differences in advice to you, the student, be handled?

How does WRoCAH help my supervisor?

Just as we are always available to answer any questions you have, we offer the same to supervisors: please encourage your supervisors to contact us if they have any questions or queries.

In order to fully understand the opportunities offered by WRoCAH, we strongly encourage supervisors to attend the WRoCAH supervisor briefings which are held between October and December each year.

WRoCAH Buddies



When you begin your PhD with WRoCAH, you are assigned a 'buddy' – a student from a previous cohort at your home institution, who will be happy to help you with general WRoCAH-related questions (especially with regards to the various funding schemes), and offer a friendly, local, helping hand. We do our best to match people up sensibly, based on discipline, research interests, studentship type, etc.

If, after your first year of study, you're willing to be a buddy for a new WRoCAH cohort student, then please do let us know. Once you're signed up to be a buddy, you are a buddy for the following years, unless you tell us otherwise.

Thank you!



"I have enjoyed being given a buddy in the new cohort, especially since our research interests are so aligned. We can share research problems and inspiration, and this had really helped make me feel connected to a wider academic community".

PhD Progression





PhD Progression

Your PhD award, of whatever kind, is dependent up on you making 'satisfactory academic progress'. During your PhD you will go through a series of progression points, the first of these being around months 10-12. This first progression point is called 'confirmation', 'upgrade', or 'transfer', depending what university you are registered at. Progression is usually confirmed through the assessment of a piece of written work and an oral examination (similar to the viva that takes place after you submit your thesis).

Full-time WRoCAH studentship holders are expected to pass their first PhD progression point at or before 12 months into their studentship, and no later than 18 months. Part-time students are expected to pass their first progression point at or before 24 months into their studentship and no later than 36 months.

What if I don't pass my transfer/upgrade?

If you do not pass on the first attempt, a second date will be arranged. If you are in receipt of a stipend, this *may* be suspended until you successfully pass the progression examination; when you pass, any backdated stipend will be paid.

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

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

What about progression points in later years of study?

Your original studentship offer confirmed that your award was subject to 'satisfactory academic progress' as outlined above. This progress is measured according to the guidelines outlined in your home university's policy on research degrees, which vary between York, Leeds, and Sheffield. As such, continued registration on a PhD programme, and by extension your WRoCAH award, is dependent on your home university's policy.

Year 2

Expanding
my horizons





Colloquium 2: Who with? Working with Partners

October 2019

National Railway Museum, York

This is a compulsory event

The second year with WRoCAH is about helping you develop your professional skills as a researcher, by gaining experience beyond academic life. This is valuable regardless of where your future career aspirations lie, be that within or beyond academia. Many WRoCAH students will already have professional or work experience, but this is rather about developing your employability as a researcher, and preparing for life after the PhD.

You'll start focused planning for your one-month [Researcher Employability Project \(p.34\)](#), keeping in mind your personal career aspirations. This may involve:

- ▶ Support for preparing an application, for those who are further down the route of preparation, articulating the experience of a REP in the context of employability
- ▶ Considering the different motivations of students and partners for engaging in collaborative projects.
- ▶ Hearing presentations from students who have completed their REPs on how they found and managed their projects

Researcher Employability Project





What is a Researcher Employability Project (REP)?

The REP is a 1 month project or internship with (preferably) non-academic partner organisation (national or international), that will have a tangible outcome such as a report, performance, or exhibition.

Importantly, REPs are intended to be something different from your PhD and should not directly relate to your research. Your REP is a valuable opportunity to develop your transferable skills outside of your PhD study, and to significantly enhance your CV.

REPs also facilitate relationships between yourself and potential employers. Your choice of where to do your project should relate to your career aspirations, allowing you to explore different avenues of professional opportunity.

REPs can take a number of different forms:

- ▶ A project you develop together with a partner organisation.
- ▶ Working on a specific research project set by the partner organisation - there are a number of 'ready made' projects available each year.
- ▶ Next-step research: working with a senior researcher to complete a pilot proposal for post-doctoral work. (If you are considering this option, please ensure that you have an early conversation with the WRoCAH office).

When and where?

How long is the REP?

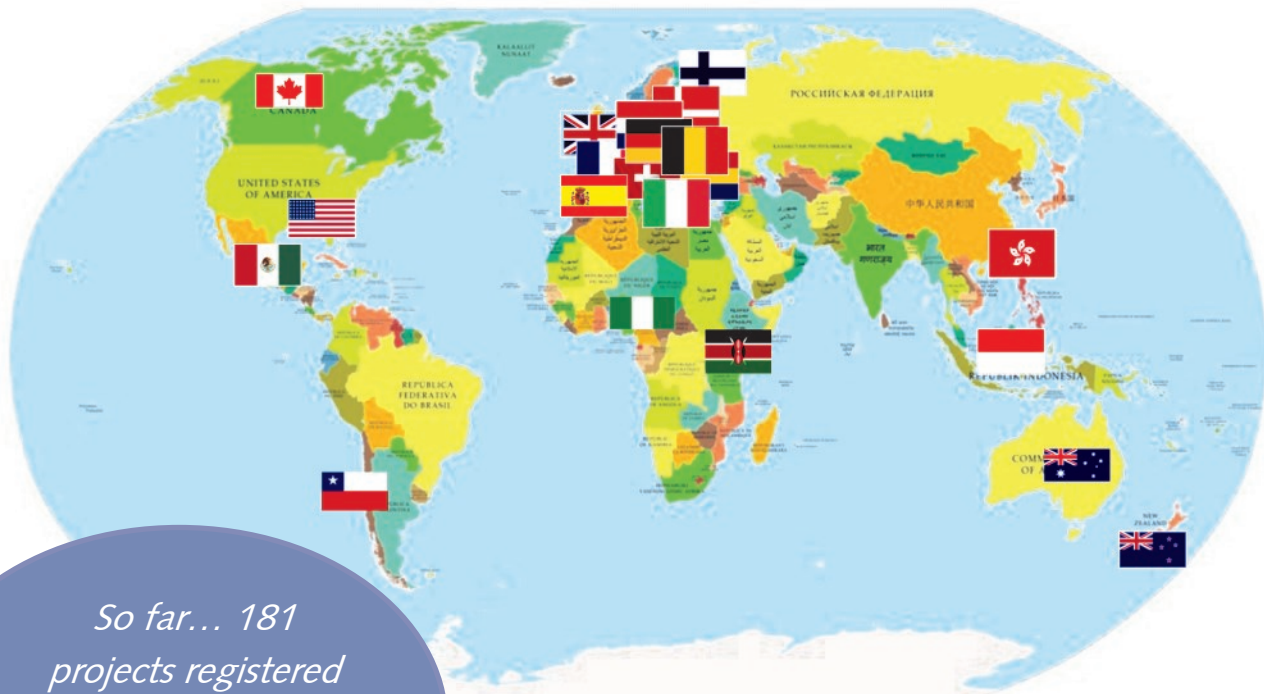
Your project should be 1 working month in total (at least 22 working days). How you complete those days is up to you and the partner organisation: you could choose to do all the days consecutively, or spread them out over the duration of a few months. There are a huge range of opportunities and partner organisations available, and WRoCAH will work with you to design a REP that suits you.



When and where should the REP take place?

For full-time students, between month 15 and month 24 of your studentship. For part-time students, between month 30 and month 48.

You can do your REP based here in the UK, or connect with partner organisations outside the UK and do your REP abroad. Your REP is a great opportunity to experience a different working culture. Whether international or domestic, REPs offer worthwhile, 'hands-on' experiences, and constructive time away from core PhD study.



*So far... 181
projects registered
in 27 countries with
167 different
organisations*



Who can do a REP?

Anyone can do a REP! If you're in receipt of an AHRC competition award or Network award, the REP is a required part of your Studentship and funding is available via WRoCAH. Holders of Wolfson scholarships are fully supported and strongly encouraged to undertake a REP but it would be paid for from your RTSG fund. Students with CDP awards are also fully supported and strongly encourage to undertake a REP and can apply to the CDP consortium for funding to do this.

How much funding can I apply for?

You will continue to receive your stipend payments (if you usually receive them) during the project and must remain registered. The REP funding is intended to support reasonable costs such as:

- ▶ Travel
- ▶ Accommodation
- ▶ Project-related consumables

Previous project costs have ranged between £500 to £3,000.

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

www.vitae.ac.uk





How do I go about organising my REP?

Remember, **Colloquium 2: Working with Partners** is a great opportunity to start focused planning for your REP (p.32).

Firstly, you need to identify a potential partner organisation, usually outside Higher Education. WRoCAH have a number of Core Partners, including:

- ▶ Museums, galleries, libraries and archives
- ▶ Arts and heritage
- ▶ Design, manufacturing and retail
- ▶ The creative industries, performing arts, and media including digital marketing
- ▶ Publishing
- ▶ Charities and organisations in the public sector.

You can see a full list of Core Partners on the WRoCAH website: <http://wrocah.ac.uk/collaborations/partners/>

If you are interested in working with a Core Partner, please contact the WRoCAH office first, as we can put you in touch. Alternatively, you may have ideas of another organisation or an existing contact to work with. Your supervisor may also have suggestions about partner organisations.





After identifying and making contact with your chosen partner, you will need to register your REP. You should do this **at least 4 months before** the REP is due to commence, and no later than 18 months into your studentship (full-time).

Once your REP is registered, you need to develop a full project plan in consultation with the partner organisation. This should include:

- ▶ Practical objectives to be achieved during the project
- ▶ Learning outcomes in line with your career aspirations
- ▶ A clear statement of benefit for the partner organisation
- ▶ A plan/methods for evaluating the project's impact

The full project plan should be submitted **no later than 1 month before** the project is due to commence.

All REPs also require a Tripartite Agreement to be in place before the project begins. This is a legal agreement between you (the student), your home university, and your partner organisation. It is intended to provide assurances that all parties will behave professionally, and to safeguard you, the student, should any harm come to you while working on the partner organisation's premises.

Remember, the WRoCAH office will support you and your supervisor(s) in organising your REP. If you have any questions or concerns, please don't hesitate to ask!





For further information and guidance about organising your REP, you can check out the REP webpages:

<http://wrocah.ac.uk/core-training/rep/>

Here, you can also find introductory letters in seven different languages which you can use to make initial introduction to prospective REP partners, who have never worked with WRoCAH before and will not be aware of the REP scheme.

Past REPs include...

- ▶ Cataloguing photographs in the Daily Herald archive at the National Science and Media museum (1 month full-time)
- ▶ Working with Opera North in the staging of Richard Strauss' opera Salome and writing programme notes (5 months part-time)
- ▶ Researching, preparing, and producing a short policy note addressing the question of the European Commission's priorities regarding ecosystem services and forests, in partnership with White Rose Brussels (1 month full-time)
- ▶ Working as a reader for Granta magazine (2 months part-time)
- ▶ Working on an exhibition with the Royal Armouries Museum (5 months part-time)





REP advice from past students...

'Even though the allure of an exotic REP can be exciting, don't be afraid to find an organisation close to home'

'Be prepared for the unexpected and have a contingency plan as far as arranging your project. My first arranged project fell through due to circumstances that no one expected or could have prepared for so its useful to have more than one REP project in mind'

'Don't begrudge taking a month away from research, instead throw yourself whole-heartedly into the opportunities the REP presents. You never know what might come of it!'

'If you're stuck for ideas, or the ones you've already had haven't worked out, don't be put off asking for guidance directly from WRoCAH. And consider the pre-organised partner projects they advertise. I was amazed how much creativity I was allowed within a set project, and have been thrilled with what I've learnt along they way and what I ended up producing'

'Think of something you'd really like to learn or do that isn't in the scope of your research that you wouldn't or couldn't contemplate learning or doing otherwise and use this opportunity to do it. And enjoy the break from the doctoral research trajectory! It's a great way to get some perspective and build confidence'

'Aim high and don't feel constrained—it's a wonderfully flexible part of your PhD!'

'This is a wonderful opportunity - go in with an open mind and you will be amazed at what you can achieve'

'Make the most of it. Seize every opportunity that arises as part of your REP and immerse yourself fully in the experience. Do not hold back. It's truly been one of my best experiences'

'Be realistic about what you can do, then think about a project where that can become as big and exciting as you could ever imagine it being - then, just do it!'

'The REP scheme was amazing and really changed the way I think about research, dissemination, knowledge, collaboration, history, analysis, and what I might be able to do.'



"I didn't expect to enjoy it so much but ended up being the highlight of my PhD."

Year 3

Taking the next step





Colloquium 3: What next? Life After PhD

2 day residential, June 2021

Weetwood Hall, Leeds

This is a compulsory event

This is many people's favourite colloquium. It's residential for all students (even those who live locally) with a special dinner on the middle evening where the achievements of the cohort will be celebrated. The focus is on those final months of your PhD research and preparing for 'Life after PhD'!

You'll have the chance to choose from a range of final-stage PhD-related activities, such as preparing for your Viva, managing your stress levels in the final months, and dealing with the different expectations you'll face from supervisors, examiners and even yourself. There will also be career-focused sessions such as developing your CV, developing 5- or 10-year plans, or understanding how to articulate your research-related skills beyond academia

Do I need to prepare anything in advance?

Yes - you'll reflect with the rest of the cohort on your PhD experiences by **preparing a poster** showcasing your research journey.

Year 4

Submitting your thesis





Thesis submission

When must I submit my thesis for examination?

You are expected to submit your thesis **within your funded period** or as close to the end of that as possible. Your basic funded period is 3 years if you are a full time student. On accepting a Studentship, you also accept a commitment to make every effort to complete your project, and to submit your thesis within this time frame.

If you are in receipt of an AHRC Competition or Networks full (fees plus stipend) award, you may be eligible for a **WRoCAH Associate Award** (p.47) in your fourth year which would extend your funded period by two months. Then the time frame for submission is extended to 3 years + 2 months.

Your university's student information system will show your final submission deadline, which is 4 years after you registered for full time students, or 7 years for part time students. Your university will be subject to sanctions if you do not submit within this period, and extensions to this final submission deadline are not possible unless there are exceptional circumstances.

What is the submission process?

For your home institution's submission process and guidelines, see the following webpages:

- ▶ University of York: <https://www.york.ac.uk/research/graduate-school/academic/thesis/submit/>
- ▶ University of Leeds: http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/rs/code/submission>



Acknowledgement of your funder

All theses must acknowledge the funder. Depending on who this is, this will either be the AHRC or your University via a WRoCAH White Rose Network Award. The required text is slightly different for each type of studentship and should read:

For holders of AHRC Competition studentships

"This work was supported by the Arts & Humanities Research Council (grant number AH/L503848/1) through the White Rose College of the Arts & Humanities."

For holders of AHRC CDP studentships

"This work was supported by the Arts & Humanities Research Council (grant number AH/xxxxxxx/x)."

CDP awards have individual grant reference numbers. Please ask your supervisor for the correct grant reference.

For holders of WRoCAH White Rose Network Awards

"This work was supported by the University of <name> through the White Rose College of the Arts & Humanities"

For holders of Wolfson Awards

"This work was supported by the Wolfson Foundation"

Tell WRoCAH when you submit for examination

We need you to complete a very short form on the day you submit your thesis.

This form really is short - just your name and the date you have submitted. You can even complete the form on your phone straight after you have handed your thesis in: <http://bit.ly/wrocah-thesis-submission>. We need to receive this information for all WRoCAH students regardless of your Studentship type.

Once you have completed any corrections, you must provide a final hardcopy version and an digital version uploaded to the White Rose eThesis repository.



Your university will provide you with details of how to do this after your viva examination report is signed off. The thesis will then be searchable online.

<https://etheses.whiterose.ac.uk/>

Full text embargo

Thesis metadata must be available immediately.

In exceptional circumstances, the AHRC permits students to withhold the full text for a maximum of 12 months. There is no specific requirement on non-AHRC funded studentships, although under the culture of Open Access we encourage you to make your full thesis text available as soon as possible.

NB: There is no conflict between having your thesis published online and future papers, monographs or books you are intending to publish based on this work so the intention to publish would not constitute exceptional circumstances for withholding your thesis full text.

Fourth year support

Writing your thesis

Full time students are expected to be very close to completing their thesis by the end of the third year, although doctoral work often continues into the fourth year. This fourth year is referred to in a number of ways at different institutions, including 'continuation year' and 'writing up year'. The fourth year is a contingency, and unfunded. As such, you should plan from the outset to use as little of this year as possible (then, if the unexpected arises, you have some flexibility on timing). For information on what to do if you require a leave of absence or suspension from your studies, please see the Terms and Conditions section of this Handbook (p.70).

Can I apply for additional WRoCAH funding opportunities during fourth year?

Sorry, you can only apply for the internal WRoCAH funding schemes during the main three years of your



funding.

Other funding opportunities

Some institutions (for example, the Institute of Historical Research) offer competitive fellowships to support doctoral students in completing the final stages of their research. Other financial support to assist research and conference attendance during the fourth year of study may be available through your home institution.

WRoCAH stipend extension awards

WRoCAH Associate Award

AHRC Competition and Network Award holders in receipt of full (fees plus stipend) awards may be eligible for a WRoCAH Associate Award at the end of the main 3 years of their studentship.

The Associate Award is valued at 2 months stipend and is in recognition of the time you will have spent organising and completing a REP and participating in required WRoCAH events. Eligible students can apply for the award 3 months prior to the end of the main registered period (i.e. at the end of your final funded year).

Am I eligible?

WRoCAH Associate Awards are non-competitive and are made on the basis of application and demonstration of eligibility. All students with full (fees plus stipend) AHRC Competition or Networks are eligible if they have:



- ▶ Completed a Researcher Employability Project (REP) including submission of post-REP report and longer term (3-6 month) follow up report
- ▶ Attended all required WRoCAH events

Confirmation will be required from your supervisor(s) that you are on target for thesis submission by your final submission deadline. As this is an extension to your funding, to be eligible for an award, you must not have submitted (or intend to submit) your thesis before the end of your formal registration.

If you meet the necessary criteria for a WRoCAH Associate Award, you will receive a letter via email with confirmation of your eligibility and the value of your award.

Language Training extension awards

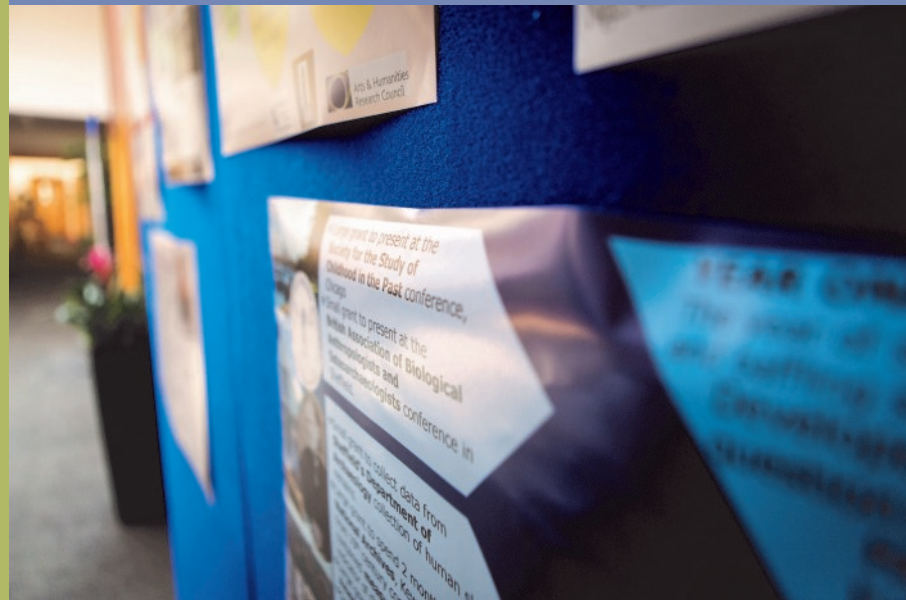
AHRC Competition and Network Award holders in receipt of full (fees plus stipend) awards may also be eligible for a further extension to stipend if you have completed more than one full month (defined as 148 hours) of language training essential for your PhD.

When do I receive the award?

WRoCAH Associate and Language Training Extension Awards are not released for payment until after your registered period has ended. At this point a check will be made that you have not submitted your thesis.

The payment date for Associate Awards is at the end of the month after the end of your formal registered period although the precise date varies across institutions.

Additional Funding Opportunities





Overview of WRoCAH additional funding schemes

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

Not all students are eligible for WRoCAH funding for all schemes but most will be able to access funding for these activities via another route. For a comprehensive list, visit: <http://wrocah.ac.uk/funding/current-students/>

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

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



Small Awards

What activities can a Small Award support?

- ▶ UK-based activities, as well as those taking place overseas
- ▶ Training events outside of your home institution
- ▶ Conferences or workshops you are attending as a presenter or delegate



- ▶ Primary research trips and other research support costs
- ▶ Visits to potential partner organisations for your REP

CDP students - can only apply for attendance at conferences via the WRoCAH Small Awards fund, funding all other types of activity should be approved via the CDP Consortium.

Wolfson Scholars - your RTSG will support activities that other students will need to apply for funding for, but you may find it helpful to consider and plan your activities in this way.

How much can I apply for?

- ▶ There is a maximum of £200 per application
- ▶ You may apply more than once to this fund (fair usage policy applies)

What is essential to my application?

- ▶ To provide a specific date for the activity
- ▶ To demonstrate a link to your research and/or training plan (why is this activity important for your professional development/research progression? What will you gain from the activity?)

How do I apply?

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

When can I apply?

- ▶ There are no funding rounds, allowing you to respond to opportunities as they arise.
- ▶ Applications must be made in advance of the activity, and must be received no later than 1 calendar month before the activity takes place (to ensure good planning and cost efficiency). No retrospective funding is available.
- ▶ You can expect a quick decision from the WRoCAH office about your application.

When can I claim the award?

You must claim with receipts within 1 month of the end of the activity



Large Awards

What activities can a Large Award support?

- ▶ UK-based activities, as well as those taking place overseas
- ▶ Training events outside of your home institution
- ▶ Conferences or workshops you are attending as a presenter or delegate
- ▶ Primary research trips and other research support costs

How much can I apply for?

- ▶ The total value awarded is likely to be between £200-£1500+
- ▶ The final value of this type of award is based on the assessment of the WRoCAH Studentships Committee, and you may receive anywhere between 50-100% contribution of the funds applied for
- ▶ You may apply more than once to this fund, but first applications are prioritised
- ▶ It is unlikely that you will receive contributions to more than 3 international conferences during your studentship, or accommodation costs for more than 2-3 months for primary research visits

What is essential to my application?

Applications are reviewed by the Studentships Committee panel against criteria including:

- ▶ How well you describe the link to your research and/or training plan. Don't assume reviewers will be familiar with your research!
- ▶ The timeliness of the activity
- ▶ Good planning and value for money
- ▶ Supporting statements are required from your supervisors, which must be received by the deadline!

How do I apply?

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



When can I apply?

There are four funding rounds during the year. These remain the same each year, regardless of the day of the week the dates fall on.

- ▶ **15 October**
- ▶ **15 January**
- ▶ **15 April**
- ▶ **1 July** (this funding round is earlier because of summer holidays)

We can consider discretionary applications outside funding rounds, but only in exceptional circumstances. Accordingly, you will need to make a compelling case for why you were unable to apply in the previous round or are unable wait for the next. Lack of planning doesn't count!

When can I claim the award?

- ▶ You can claim against Large Awards as soon as you have received the award letter.
- ▶ All claims against Large Awards must be made within 1 month of the end of the activity.
- ▶ Within 1 month of the end of the activity you must also complete a post-activity report and reflection.

Previous Large Awards have included

- ▶ Training in Japanese traditional performing arts, at the Kyoto Art Centre (Kyoto, Japan) - £1800
- ▶ Primary research at the Bodleian Library (Oxford, UK) - £345
- ▶ Attendance as a presenter at the annual conference of the American Society for Eighteenth-Century Studies (Orlando, FL, USA) - £1047
- ▶ Training at the three-week long Critical Theory Workshop at the Université de Paris (Paris, France) - £936



Student-Led Forums

What is a Student-Led Forum (SLF)?

If you have an idea for an event you wish to run yourself, in collaboration with other students, then you can apply for financial support through the SLF scheme. SLFs promote a cross-White Rose PGRs networking culture, and are a great way to support your research interests. Additionally, involvement in SLFs helps to build your CV by developing your organisational, time-management, and budgeting skills.

See the huge range of student-led events on the WRoCAH website: <http://wrocah.ac.uk/events/student-led-events/>

Previous SLFs have included

- ▶ Research networks and forums
- ▶ Conferences
- ▶ Residential workshops and reading groups
- ▶ Seminars series and symposia

Who can apply?

Because the fund is intended to foster cross-institutional collaborations, your event must:

- ▶ Have a WRoCAH cohort member as 'Lead Student' (this is the person who is responsible for the financial management and organisation of the event, with the support of their co-organisers).
- ▶ Have co-organisier(s) from at least one other White Rose University (co-organisers do not have to be WRoCAH students). Applications that have a representative at each of the three universities are particularly welcome.
- ▶ Be available to WRoCAH students at all three institutions, and, if space permits, to non-WRoCAH students.
- ▶ Have a clear plan for promoting the event across the three White Rose institutions.
- ▶ Your event(s) must also have an Academic Sponsor. The sponsor should be someone who will support you



in organising the SLF, both intellectually and with regard to using university systems for room booking and catering. The sponsor does not have to be your supervisor, but they must have a direct and vested interest in the SLF.

Are there any other conditions?

You will need to provide a post-event narrative on the outcome of the event or events within 1 month of the event or last event finishing.

How much funding can I/we apply for?

There's no upper or lower limit; each application is judged on its own merit. Application for costs must relate one academic year only. If an event or series is likely to continue, a new application must be made for subsequent years.

Funding can cover reasonable costs relating to:

- ▶ Catering
- ▶ Doctoral researchers' travel costs to/from the event, including for non-WRoCAH students
- ▶ Speaker travel and accommodation costs
- ▶ Supporting materials: publicity, handouts, programmes, name badges, etc.

How do I/we apply, and when?

Applications are via Google form, and can be made by the lead student at any time; the SLF scheme has no funding rounds and you may make multiple applications to the fund.

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

When can I claim the funds?

You will be able to claim via institutional accounts to allow expenses to be processed and catering to be booked through each university's usual systems.



Knowledge Exchange Projects

What is a Knowledge Exchange Project (KEP)?

KEPs are a chance for you to talk about your research with non-academic audiences. Those audiences can range from the general public, the private and public sectors, or policy makers or influences on the national or international stage. They are a great way for you to demonstrate the effect your research has on society beyond the confines of academia. In other words, KEPs are one way to demonstrate the 'impact' in/of your research.

KEPs don't have to be huge activities. Even a small presentation to a local history society has impact, by enhancing the historical and cultural awareness of the audience.

King's College London have written a comprehensive guide to The Creative Role of Research (<https://www.kcl.ac.uk/Cultural/-/Projects/Creative-role-research.aspx>). You should also check out the relevant pages at your own institution:

- ▶ University of Leeds: https://www.leeds.ac.uk/info/2000/research_and_innovation
- ▶ University of Sheffield: <https://www.sheffield.ac.uk/rs/impact>
- ▶ University of York: <https://www.york.ac.uk/staff/research/research-impact/>

Who can apply?

- ▶ You can apply for a KEP as an individual, or as part of a group (which may include non-WRoCAH students)
- ▶ You may apply for multiple KEPs, but fair distribution of funding is managed by WRoCAH

How much funding can I apply for?

Previous KEPs have been awarded funding ranging from £400-£2000

The more WRoCAH students you have involved in your project, the more funding we can make available. Innovative and larger collaborative applications are warmly welcomed!



What is essential to my application?

- ▶ An overall goal and set of objectives to be achieved
- ▶ A consideration of the impact anticipated for the target group or organisation
- ▶ A letter of support from the target organisation
- ▶ A clear outline of how you intend to evaluate the impact of the project
- ▶ For it to be fully costed

How do I apply, and when?

There are no funding rounds for KEPs. Your application is comprised of two stages:

Stage 1: Register your KEP. You may do this any time of year - in any year of funded study - but at least 2 months before the project is due to begin

Stage 2: Work up a fully costed application. This must be submitted no later than 1 month before the project commences

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

When can I claim the funds?

You can claim against an award as soon as you receive the funding confirmation letter. All claims must be made with receipts and submitted within 1 month of the end of the activity. Within 1 month of the end of the project you must also complete a post-project report and reflection



Previous KEPs have included...

Maya Caspari

The project: organising a postgraduate symposium and workshop at the Johannesburg Centre of the Holocaust and Genocide Foundation.

The goal: 'to generate a productive dialogue with South African postgraduates and Early Career researchers, as well as museum professionals and interested members of the public'.

Why this project?: as well as developing 'our own doctoral research and presentation skills in an international context...[this project draws] this research into a heritage-sector environment, bringing together researchers and museum professionals to forge new networks, connections and individual relationships across disciplines and national borders... In organising events which are open to the public we hope to discuss how academic research can support heritage institutions, and to contribute to the broader ongoing conversation on human rights in modern South Africa.'

Funds awarded: £1980





Val Derbyshire

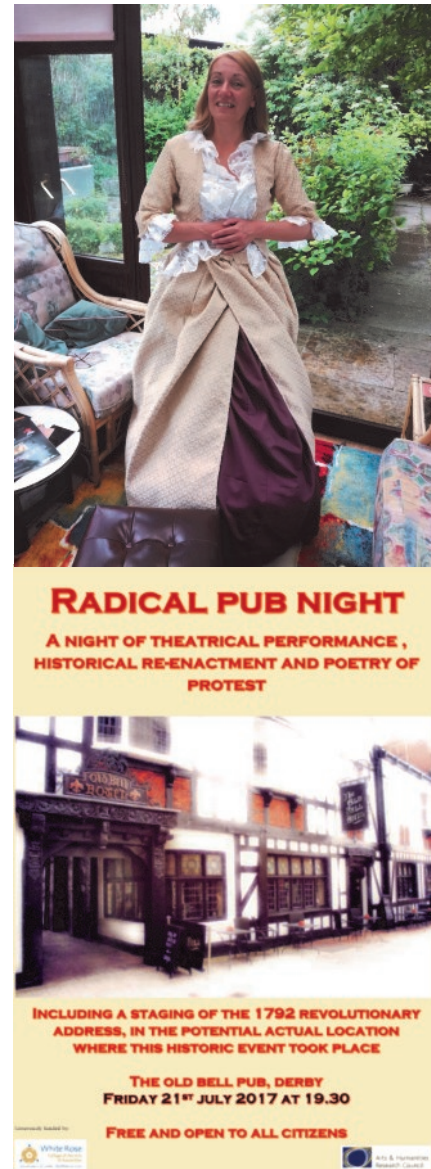
The project: a historical re-enactment of the 1792 Revolutionary address at the Old Bell Pub (Derby), including performances of poetry, speeches, and broadside ballads.

The goals:

- ▶ 'to present the original history and historical texts in the original setting to a non-specialist audience in an engaging and lively way'
- ▶ 'to raise awareness of what documents and historical resources are available at the Derby Local Studies archive'
- ▶ 'to promote a greater awareness of key historical figures and events which took place in the locality of Derby'

Why this project?: to emphasise 'the clear crossovers with issues we are all facing today...[and demonstrate] how the poor of Britain are still being villified by society. This project is about bringing history to life, illustrating how the issues Derby residents faced then are not so very different from today and recreating this in an engaging way in the very location in which these historical events actually occurred.'

Funds awarded: £1310



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.

Partnership Advisory Board

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

Core Partners	Representatives from organisations across a range of Arts and Humanities related sectors
Wider Network	A wider network of Partners are collaborators in student projects

Doctoral training experience

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

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



Our Core Partners are...



Historic England



Human



NATURAL
HISTORY MUSEUM
OF DENMARK

UNIVERSITY OF
COPENHAGEN



ARTS COUNCIL
ENGLAND



REEL SOLUTIONS

ideagroup



opera
north



Sheffield Health and Social Care
NHS Foundation Trust



HENRY MOORE
FOUNDATION



ROYAL ARMOURIES

Museum Sheffield

Looking after yourself during your PhD





Looking after yourself during your PhD

Doing a PhD is hard. Because of this it is important to take care of yourself, both mentally and physically. For each university's health care, sport/fitness, and counselling services, see the following webpages:

University of Leeds

- ▶ Health care http://students.leeds.ac.uk/info/10450/health_and_wellbeing
- ▶ Sport/fitness <https://sport.leeds.ac.uk/the-edge/>
- ▶ Counselling http://students.leeds.ac.uk/info/100001/counselling_and_wellbeing

University of Sheffield

- ▶ Health care <https://www.sheffield.ac.uk/ssid/health-service>
- ▶ Sport/fitness <https://www.sport-sheffield.com>
- ▶ Counselling <https://www.sheffield.ac.uk/ssid/counselling>

University of York

- ▶ Health care <https://www.york.ac.uk/students/health/healthcare/>
- ▶ Sport/fitness <https://www.york-sport.com>
- ▶ Counselling <https://www.york.ac.uk/students/health/help/>



Other resources

There are lots of other wellbeing resources out there, too, including:

- ▶ Headspace <https://www.headspace.com>
- ▶ Calm <https://www.calm.com>

Remember, the WRoCAH office is always happy to discuss any issue relating to funding and concerns relating to the various aspects of WRoCAH Studentships and doing a PhD. We also run 'nurturing your needs' training workshops.

Peer coaching with WRoCAH

WRoCAH also runs a number of facilitated peer coaching groups where WRoCAH and other doctoral students support each other through a programme of structured coaching over the academic year. If this something that interests you, please get in touch with the WRoCAH office.

At the start
of my PhD, I
wish I'd
known...





Time management and organisation

... how quickly the three years would go!

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

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

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

... to keep better notes of archive materials.

Conferences & other opportunities

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

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

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

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

... the importance of networking.


Other students

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



Supervisors

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

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

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

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

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

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

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

Looking after yourself

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

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

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

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

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

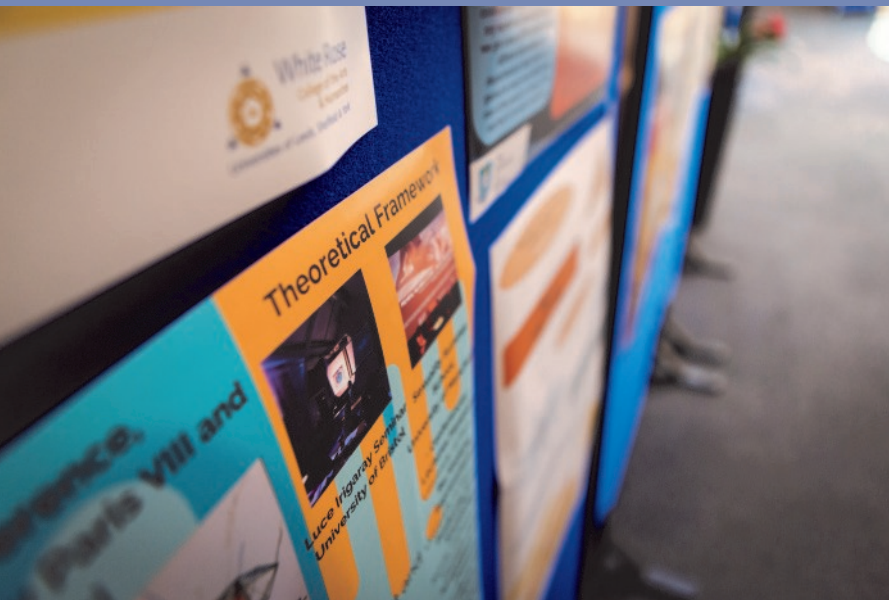
... that it can take a while before things feel right.

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

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

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

WRoCAH Studentship Terms and Conditions FAQs





WROCAH Studentships – FAQs

This section provides an FAQ-style summary of the main concerns students have relating to the different types of WROCAH studentships, and WROCAH membership. This is not a full list of the terms and conditions relating to your studentship. Each studentship type has a go-to document or set of documentation for full Terms and Conditions:

AHRC Competition <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>
<https://ahrc.ukri.org/documents/guides/training-grant-funding-guide-2015-16/>

AHRC CDP <https://www.ahrc-cdp.org/resources/>

Wolfson Scholars <https://www.sheffield.ac.uk/rs/scholarships/wolfson>
<https://www.york.ac.uk/study/postgraduate-research/funding/wolfson/>

For any terms and conditions not covered in those documents or this guide, you should refer to your 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/research/graduate-school/support/policies-documents/research-degree-policy/

Fees and stipend questions

Q. What stipend payments am I entitled to?

AHRC Competition and CDP students

Your award is for three years and will either be on a fees only (no stipend) or full award (fees plus stipend) basis. Eligibility for a stipend does not change during the basic three year funded period of a Studentship (full time) so you will remain on the award type you started with. Stipends are paid at the UKRI rate:



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

For the latest stipend rates, refer to the UKRI web pages: <https://www.ukri.org/skills/funding-for-research-training/>

Networks students

Your award is for three years and all Networks studentships are full (fees plus stipend) awards, paid at the UKRI rate.

Wolfson Scholars

Your award is for three years and your stipend is paid at a rate determined by your home university.

Q. When do I receive my stipend payments?

For students who receive a stipend, these are not paid by the WRoCAH office. They are paid by your home institution and are usually managed by your school or departments and payments dates and frequencies vary across institutions.

Leeds	Paid monthly on the last day of each month
Sheffield	Paid quarterly on the 1st working day of the quarter*
York	Paid quarterly on the last working day of the previous quarter*

* Where stipends are paid quarterly, the quarters are: (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sep)

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

Q. Will my stipend go up?

WRoCAH AHRC Competition, CDP and Networks students

You are paid at the UKRI rate. Stipend rates for Research Council-funded studentships are set by UKRI and may vary during the Studentship.



Wolfson Scholars

You receive a stipend at a different rate that does not change during the studentship but the payments dates will be the same.

Q How are my fees paid?

Your tuition fees are paid directly to the institution where the you are registered. You will be responsible for covering any continuation or overtime year fees yourself.

Questions about other kinds of funding

Q. What other funding is available to WRoCAH students?

Travel costs for attending all WRoCAH whole cohort and WRoCAH-organised events are covered for **all students** from your home institution city. We regret if you live somewhere else, we can only cover the equivalent cost as if you were travelling from the university city where you are registered.

For other funding opportunities for training, primary research, attending conferences, knowledge exchange and employability projects. See the WRoCAH website for full details and eligibility. The WRoCAH office also likes to receive pictures of others from students who have read this far in the Studentship Handbook.

<http://wrocah.ac.uk/funding/current-students/>

Q. How do I know what costs are eligible under these schemes?

There is a set of Guidance Notes for Student applying for internal WRoCAH schemes: <http://bit.ly/wrocah-award-guidance>

Q. Am I eligible for a WRoCAH Associate Award?

AHRC Competition and Network students

You may be eligible for a WRoCAH Associate Award at the end of your normal funded period if you have completed a Researcher Employability Project and participated in all the compulsory elements of the WRoCAH training programme (see <https://bit.ly/wrocah-POL14> for more information).



Additional stipend may also be available if you have undertaken language training of over 1 full month in duration. Full evidence of completion will be required (see <http://bit.ly/wrocah-POL15> for more information).

AHRC CDP and Wolfson Scholars

WROCAH Associate Awards are not available for AHRC CDP Award holders, although stipend extensions are possible by

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

arrangement with the CDP Consortium. Wolfson Scholars are not eligible for stipend extensions.

Q. I have a disability; what support is available?

Your first point of contact should be the Disability Services office at the your home institution. You may be required to undergo a needs assessment at a recognised Access Centre before funding can be approved and must wait for confirmation of DSA funding before incurring costs as retrospective refunds cannot be made.

All AHRC Competition and CDP students

Via the mechanism above, students with disabilities may apply for a Disabled Students Allowance (DSA) which will be funded by the AHRC.

UK Network studentship holders and Wolfson scholars

Via the mechanism above, UK students with disabilities may apply for a DSA which is funded by Student Finance England.

EU and Overseas students

Non-AHRC EU and Overseas students are not eligible for DSA funding under this AHRC or Student Finance England schemes. Students should contact the Disability Services office at their home institution to discuss alternative sources of

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



funding.

What happens if....?

Q. Can I change between full and part time study?

All students

You can change once during the course of your studentship, either from full to part time or part to full time. If the reasons for your request are health-related, you may need to demonstrate that you are 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 and no mode changes are possible in the final 6 months of a Studentship (12 months for part time students) or during the continuation or 'writing up' year. All requests must be made to the student's home institution.

Networks students

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

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

(suspension) should be considered.

Q. What do I do if I am ill?

First and foremost, tell someone. This is important for physical illness and mental illness including stress and depression.

AHRC Competition, CDP and Networks students - short term absences

If you receive a stipend, you can continue to receive it during short illnesses of up to 13 weeks within any 12-month period without taking a leave of absence. This must be covered by a doctor's certificate which you must provide to your home university within two weeks of becoming ill.



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

With a leave of absence, your final submission deadline is extended by the same period as the LOA. All requests must be made to your home institution and must be supported by appropriate documentation. LOAs are granted in whole months only and LOAs of more than 12 months are not normally permitted.

Wolfson Scholars - short term absences

Short term absences of a month or more for illness should be covered by a leave of absence, which would be unpaid.

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

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

Q. What if I need a leave of absence for another reason?

You can apply for a leave of absence (LOA or suspension) in your studies for reasons other than illness. This can be for unexpected personal or family reasons or to take up a short term paid job opportunity that is relevant to your research. Your final submission deadline will be extended by the same period as the LOA. All requests must be made to your home institution and must be supported by appropriate documentation. LOAs beyond 12 months are not normally permitted.

Q. What parental leave is available?

AHRC Competition, CDP and Networks students

Holders of these awards are permitted up to 12 months leave of absence for each individual period of maternity, adoption, or shared parental leave. For students in receipt of a stipend, part of that time is paid. Students in receipt of a stipend may receive up to 6 months paid maternity, adoption or shared parental leave on full stipend plus 3 months at a reduced rate. The 12 months LOA also applies during the continuation year but would be unpaid.

Students who are partners are entitled to up to 10 days paid Ordinary Partner Leave on full stipend, for fully funded



students. Depending on how you and your partner have decided to share leave, you may also be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances. Please contact the WRoCAH office if you wish to discuss options for Shared Parental Leave.

Wolfson Scholars

Holders of these awards are permitted up to 12 months leave of absence for each individual period of maternity, adoption, or shared parental leave. Up to six months is paid at full stipend.

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

Q. What happens if I decide to leave doctoral study?

If you decide to leave doctoral study (by withdrawing from study altogether or transferring to another type of degree) you don't have to pay back any stipend up to the date of your withdrawal. Any overpayment which has been made must be refunded to your home institution.

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

Q. What happens if I fail my transfer/upgrade on the second attempt?

An award may be terminated if you fail to be confirmed on their PhD programme after the second attempt. WRoCAH awards are for doctoral study only. The date of your withdrawal will be backdated to the date of your first attempt at transfer/upgrade. Any overpayment which has been made must be refunded to your home institution.

You may continue to be registered after withdrawal of funding but continued registration on an alternative degree programme (for example, MPhil or MA) is dependent on each institution's procedures and is not guaranteed.



Doing paid work and home location

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

Yes. There is no specific limit set for the maximum number of hours of paid work you may undertake. However, any paid work should not interfere with your research and writing. You must make sure this is regularly monitored at supervisions. If you think it might interfere but you want the experience, you can apply to take a leave of absence. Undertaking paid work during the PhD is not considered as a suitable reason for an extension to the eventual submission deadline, nor is getting a job during the continuation year.

Q. Who covers my payment for teaching or other work?

If you receive a stipend, this is a training award and does not cover remuneration for duties which would normally be considered to constitute employment, eg. teaching. If you undertake demonstration or teaching, or other types of employment at your home university, you should be paid for this in addition to receiving your basic stipend.

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

Q. Do I need to live close to my institution?

Students are expected to live within 'reasonable travel distance of their home institution'. This is to ensure you are able to maintain regular contact with your department's research culture and your Supervisor. This is to ensure students receive full support and do not become isolated. During periods of extended absence for fieldwork or study visits, students are expected to maintain regular contact with their Supervisor.

Data Protection

Q. What data does WRoCAH keep for me and how is it used?

You can read WRoCAH's full data sharing policy here: <http://wrocah.ac.uk/links/data-sharing/>

Any other questions?

If you have any questions regarding the terms and conditions of your studentship, please contact the Scholarships team at your home institution, or the WRoCAH Office.

Local Scholarships office contacts

LEEDS Caroline Neave, Claire Cartledge	Postgraduate Scholarships Postgraduate Research & Operations	+44 113 343 4077 pg_scholarships@leeds.ac.uk
SHEFFIELD Catherine Wynn	Scholarships Officer	+44 114 222 1417 pgr-scholarships@sheffield.ac.uk
YORK Gem Kirk	Research Student Administration Team, Registry Services	+44 1904 32 3374 research-student-admin@york.ac.uk



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