



Studentship Handbook 2019

WROCAH Contacts

Humanities Research Centre
Berrick Saul Building BS/119
University of York
Heslington
YORK
YO10 5DD

Telephone | 01904 328132

Email | office@wrocah.ac.uk

Professor Dawn Hadley

WROCAH Director
dawn.hadley@york.ac.uk
01904 328132

Caryn Douglas

WROCAH Manager
office@wrocah.ac.uk
01904 328131

Clare Meadley

WROCAH Administrator
office@wrocah.ac.uk
01904 328132

Sarah Bell

WROCAH Training Manager
office@wrocah.ac.uk
01904 328132

David Barrow

WROCAH Communications Officer
office@wrocah.ac.uk
01904 325884

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Two Welcomes!

Firstly, from the WRoCAH Team

We are absolutely delighted to welcome you!

You are a member of the 2019 cohort of 54 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 and 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. UK Research and Innovation (UKRI) and organisations such as *Vitae* want to ensure that 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!

Dawn, Caryn, Clare, Sarah and David

And from your fellow WRoCAH students

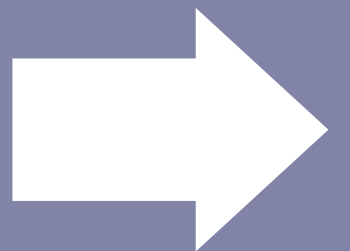
To be a WRoCAH PhD researcher means being part of a wider community of thinkers, scholars and practitioners who have an extraordinary range of talents, interests, connections, experiences and ambitions. You are the newest members of that community and we hope that you enjoy every minute of your PhD.

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 dreaded networking skills (also known as talking to people!). The people in the WRoCAH office are always ready to answer queries and love to see people whether in York, Sheffield or Leeds. 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!

Previous 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!



A WRoCAH PhD



Being a WRoCAH student

Accepting your WRoCAH funding means that:

- ▶ 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
- ▶ You are able to engage with, learning from and being supported by other Arts and Humanities researchers across the White Rose Consortium

A culture of high expectations

As a student with the White Rose College of the 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. Here, you can learn from and engage with other researchers to promote interdisciplinary thinking and identify 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/>

A tailored PhD experience

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. 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 the academy.
- ▶ Have completed an Internationalisation Project and considered your research within a global context.
- ▶ Have completed a Researcher Employability Project with an external partner organisation and with direct relevance for your post-PhD career aspirations.
- ▶ Have completed a Knowledge Exchange Project and communicated your research to non-academic audiences.
- ▶ 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.

Who's who?



Professor Dawn Hadley

WRoCAH Director
dawn.hadley@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 Internationalisation, REP, KEP or SLF ideas
- ▶ You need advice about other funding schemes, eg. AHRC IPS or Policy Internships
- ▶ You need a chat about anything WRoCAH-related



Sarah Bell

WRoCAH Manager (until 31/01/20)
office@wrocah.ac.uk

Contact me if:

- ▶ You want to talk about the WRoCAH training programme or all-cohort events
- ▶ You want to talk about any optional WRoCAH-funded training events
- ▶ You want to discuss ideas for KEPs, SLFs and Large Awards



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 need a chat about anything WRoCAH-related



David Barrow

WRoCAH Communications Officer
office@wrocah.ac.uk

Contact me if:

- ▶ You would like to share a success story or beneficial experience with the wider WRoCAH network - through a blog post or feature in our newsletters or annual report
- ▶ You have a query about the WRoCAH website or social media pages

Student Representatives

For the **WRoCAH Executive Board**, your current student reps are Clare Danek (Leeds), Marion Shiner (Sheffield) and Jonathan King (York)

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

For the **WRoCAH Partnership Advisory Board**, your current student reps are David Rowe (Leeds) and Michael Holden (York), (Sheffield TBC)

Contact us if:

- ▶ You'd like to give feedback about your student experience of the WRoCAH programme
- ▶ You'd like to make suggestions to WRoCAH



Your training and development

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 funding.

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 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 [Managing Your Learning](#) event (Year 1, p.34), 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 Forum](#) (SLF) funding (p.59). 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!





Supervision

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/rs/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 CDA award holders (see below).

AHRC Collaborative Doctoral Awards

Students with AHRC Collaborative Doctoral Awards (CDAs) 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 Dawn.

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.38).

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.

PhD Progression

Your AHRC funding is dependent upon 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, around months 10-12, is called 'confirmation', 'upgrade', or 'transfer', depending on which university you are registered at. Progression is usually confirmed through the assessment of a piece of written work and an oral examination (similar to the 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. Part-time students are expected to pass their first progression point at or before 24 months into their studentship. If you do not pass on the first attempt, you will be offered another opportunity under your home university's policy on research degrees.

At this point, you must also apply to WRoCAH to confirm the full duration of your funded period (see [Confirmation of funded period](#), p.21)

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.



Confirmation of funded period

At the same time as you pass your first year progression point, all students must submit additional paperwork to WRoCAH to have the full duration of studentship confirmed, which in turn determines your submission deadline. All original offer letters had a standard 40 month studentship duration period for all students.

You will be required to confirm:

- ▶ You have completed the basic requirements of the Internationalisation project
- ▶ The target audience you have identified for your Knowledge Exchange Project (KEP)
- ▶ The total duration of your REP which can be 1-3 months or longer under exceptional circumstances
- ▶ Whether you require any additional whole full months to complete specific language training (this option is **only** available if you mentioned this possibility in your original WRoCAH application).

The full final duration of your studentship will be calculated from the evidence and plans you submit. Here are a couple of examples for illustration:

36 MONTHS—Basic studentship funding	1 MONTH credit for completing an Internationalisation project	1 MONTH REP	1 MONTH credited on trust for attending all WRoCAH compulsory events	1 MONTH credit for completing a Knowledge Exchange Project	= 40 months
36 MONTHS—Basic studentship funding	1 MONTH credit for completing an Internationalisation project	3 MONTH REP	1 MONTH credited on trust for attending all WRoCAH compulsory events	1 MONTH credit for completing a Knowledge Exchange Project	2 MONTHS required to complete French language training = 44 months

Fees only students are required to submit exactly the same evidence at the same point to determine their final submission deadline.

The duration of your studentship determines your final submission deadline.



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

- ▶ Healthcare 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

- ▶ Healthcare <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

- ▶ Healthcare <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.





Part-time study

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 the [Researcher Employability Project](#) (p.38) 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), as long as you complete the minimum of 22 full days. Remember, a REP does not have to be a solid block of time; 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. We can cover additional child or adult care costs if they are incurred by your attendance at required WRoCAH events, and even during your REP.

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

WROCAH Partners

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





WROCAH's International Partnerships

As PhD researchers in the 21st century, you are part of a global research community. Your funder, the AHRC, is determined to ensure that all its funded researchers have the opportunity to explore their role as citizens in that global community during their PhD.

WROCAH is very pleased to be working closely with two European universities to give you the chance to meet researchers from another research culture and to start two-way dialogue to better understand where research strands intersect and where the opportunity for collaboration and shared learning exist.



Utrecht University

Founded in 1636, Utrecht University in The Netherlands is home to four broad areas of Humanities research: History and Art History; Languages, Literature and Communication; Media and Culture Studies, and Philosophy and Religious

Studies. They are especially keen to develop links with White Rose researchers to offer a richer international research network for their relatively small PhD research community, which already has a strong focus on academic professionalisation and developing personal effectiveness.

A much younger university, Aarhus University in Denmark, was founded in 1928. Its Faculty of Arts hosts a vast number of research centres organised into three schools: the Danish School of Education; School of Communication and Culture, and the School of Culture and Society. Interdisciplinarity is central to the Aarhus research culture as a way of tackling the increasingly complex challenges facing the world.



AARHUS
UNIVERSITY

You will have the opportunity to spend up to a month at either university, embedding yourself in a new research culture. These could be collaborative trips with researchers working in areas similar to your own, or desk swapping with PhD researchers who would like to spend some time embedded in a UK university.

We're hoping that these new partnerships will make it easy for you to give a global context to your research as well as giving you the opportunity to engage with another rich research culture beyond the UK.

WROCAH Online

The WROCAH website (wrocah.ac.uk) is a great resource and should be your first port of call when looking for information outside of this booklet. There are guides to all of WROCAH's funding schemes as well as a detailed description of the training programme. The 'Events' page is also continually updated with tailored training courses and student-led forums.

On the 'Latest News' page, you will find the WROCAH blog, where students share their experiences and offer advice on undertaking research, running events and developing as researchers. Make sure to keep an eye out for new posts and contact David if you are interested in writing something yourself (whether individually or together with another WROCAH student).

WROCAH has an active presence on Twitter ([@WROCAH](https://twitter.com/WROCAH)). On our profile page you will also find Twitter lists of each of our cohorts - these are tailored feeds of activity from the students of each cohort and can be followed with a single click. We keep these lists entirely opt-in, so contact David (or tweet us) if you would like to join the list for your cohort.

Our private Facebook group for WROCAH students only (www.facebook.com/groups/wrocah) is the perfect place to talk to your fellow researchers and share opportunities for work or collaboration. The WROCAH network is amazingly friendly and supportive, so please do join in!

And finally, keep an eye out in the Autumn term for the launch of our 'WROCAH Travels' postcard map. We love to receive postcards from your research trips, training courses or conferences, and we will shortly be digitising all that we have received so far. Take a look when you're planning a trip to see if any WROCAH students have gone before you - they may have some useful advice for your journey!

WROCAH Year Guide



Each year of your WROCAH PhD has a different focus, working hand-in-hand with compulsory elements of the training programme. Each year involves a core project and a number of key events, including all-cohort colloquia.

Year 1

What Now?

Being an independent and international researcher

Internationalisation

In the first year of the WROCAH studentship training programme, you'll focus on making the transition to PhD-level study, establishing good working and collaborative habits and taking an international approach to your research.

Year 2

Who With?

Expanding horizons and partnership working

Researcher
Employability Project

In the second year of the training programme you will spend 1-3 months with a partner organisation working on a specific project and actively engaging with their work culture.

Year 3

Who's Interested?

Knowledge exchange and transfer

Knowledge
Exchange Project

In the third year of your PhD the focus is on Knowledge Exchange; taking your research to audiences beyond academia from policy-makers to the general public.

Year 4

What Next?

Future Proofing

The final year is about helping you think about your next steps, preparing you for life beyond your PhD in the short, medium and longer term.



WROCAH Welcome Afternoon

Year
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16th October 2019 at 15:00

Ron Cooke Hub, University of York

This is a compulsory event

The welcome event is attended by all new WROCAH students starting this year, giving everyone 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, required elements of the training programme and why they are important, as well as how to use additional funding opportunities to support your own research and personal development.

Most importantly, you will begin to work with other students across the three universities to build upon the White Rose research community. This event is your first step in putting together the cross-institutional relationships that you will benefit from for the rest of your PhD.



WROCAH Conference 2019

17th October 2019 at 09:00

De Grey Rooms, York

This is a compulsory event for new WROCAH students.

WROCAH Conference 2019



White Rose
College of the Arts
& Humanities
Universities of Leeds, Sheffield & York

17th October 2019

@De Grey Rooms, York

Follow us: @WROCON19

Year
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The Annual WROCAH Conference 2019 will be taking place in the beautiful De Grey Rooms in the centre of York. This is a compulsory event for first-year WROCAH students, but researchers from all current WROCAH cohorts are strongly encouraged to attend. This is an interdisciplinary conference and an ideal opportunity to network, support your peers and of course catch up with other WROCAH students.

The conference will begin with a new session - thesis SLAMS! Speakers will present an overview of their research in an entertaining manner and the audience will vote for their favourite entry. Presentations will cover a wide range of topics in an accessible way, drawing on work from all stages of PhD progress.

For the first time, the conference will also feature two sessions of simultaneous workshops. Topics include 'The Secret Self: Revealing the Life Writing of Anne Lister', 'Mapping Imaginary America', and 'How Human Remains Inform Us About the Past'.

We are delighted to announce that this year's keynote will be held by renowned paleoscatologist and environmental archaeologist Andrew 'Bone' Jones (York Archaeological Trust). Bone has a particular interest in engaging communities with research and has invested lots of time in public outreach activities.

We look forward to seeing you at the De Grey Rooms on the 17th October!



Managing your Learning

Year
1

28th November 2019

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. 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.59). 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.

We will also be asking you to bring two objects or pictures along to the event: the first representing how you feel about your PhD right now, the second how you think you'll feel at the end. Creative contributions are very welcome!

Colloquium 1: What Now?

14th-16th April 2020

Utrecht University, Utrecht, The Netherlands

This is a compulsory event



Year
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Day One: Introductions and Networking

An evening event with keynote speaker, drinks and dinner.

Day Two: Being an Independent and International Researcher

Working with fellow postgraduate researchers from Utrecht University through a series of focused breakout sessions, you'll have the chance to talk about your research, learn about the research of others and explore how to take your research further through academic and non-academic collaborations. You will present posters to the Utrecht researchers and you will be the judges for their 3-minute thesis competition in the evening.

Day Three: Crossing Borders

A panel discussion on the theme of independent and international research through collaboration followed by a closing keynote speech.



Internationalisation of your research and Internationalisation Project

To make a genuine contribution as a researcher in the 21st century, it is important that you consider your research in the widest possible context. This means looking outside of academia at the audiences who might be interested, but also within academia and beyond the shores of the UK.

By the end of your first year, you should be able to demonstrate that you are taking an international perspective on your research responding to the challenges of differences in research approach, cultural aspects and diversity. This will take the form of a short summary report to WRoCAH describing your activities and approach which will be due at the end of your first full year of research.

Utrecht 2020 and beyond

WRoCAH is hoping to make this very easy to do by taking the whole cohort to The Netherlands in April 2020 for Colloquium 1, so that you can start an initial dialogue with PhD researchers from Utrecht University. The following year, the same colloquium will be held at Aarhus University in Denmark.

We strongly encourage you to follow up and build on the research conversations that you start and the contacts that you make in Utrecht in 2020. This may involve a return visit for you to Utrecht, or for them to the UK, or even virtual collaborative working via Skype. If you possibly can, we encourage you to make the most of the opportunity to experience a different research environment first-hand and develop face-to-face relationships with researchers from Utrecht.

You can choose to take a different cultural perspective if you wish, visiting and collaborating with researchers from another non-UK research group.

Thinking ahead

You can check out what Vitae has to say about Global Citizenship here:
<https://wrocah.ac.uk/vitae-global-citizenship-in-research/>

Colloquium 2: Who With?

September 2020

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 about developing your employability as a researcher and preparing for life after your PhD.

You'll start focused planning for your **Researcher Employability Project (p.38)**, keeping in mind your personal career aspirations. This will involve:

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



Year
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Researcher Employability Project (REP)

The REP is a project or internship with a (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

N.B. You can also use a REP 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).

How long is the REP?

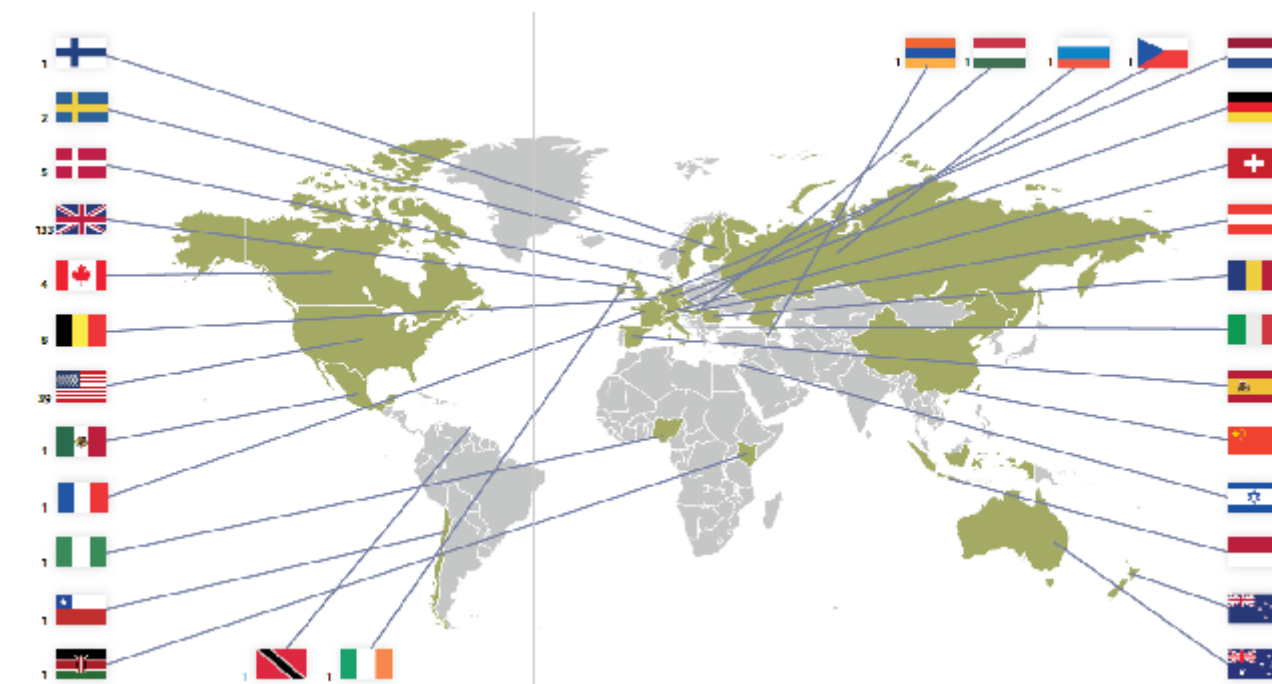
Projects will normally last between 1-3 months but can in exceptional cases last up to 6. How you complete these months is up to you and the partner organisation: you can choose to do a continuous block of work, or spread your project out over a longer duration. There are a huge range of opportunities and partner organisations available, and WRoCAH will support you so that your REP 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.





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 awarded at an equivalent rate to the AHRC International Placement Scheme, which in 2019/20 is a contribution of:

- ▶ Up to £870 for travel and visas
- ▶ Up to £1200 for accommodation

An extra contribution may also be made to project consumables under certain circumstances.

How do I go about organising my REP?

Remember, **Colloquium 2: Who with?** (p.37) is a great opportunity to start focused planning for your REP.

Step One: Decide what kind of REP you want

Firstly, you need to take some time to figure out how you can best use the REP scheme to your advantage

Step Two: Identify a potential partner

Next, you will need to find a partner organisation, usually outside Higher Education. WRoCAH has a number of Core Partners, who are well-informed about the REP scheme. You can see a full list of Core Partners on the WRoCAH website (<http://wrocah.ac.uk/collaborations/partners/>) and on page 27.

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.

Step Three: Register your REP

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).

Step Four: Apply for funding

Once your REP is registered, you need to create and submit a fully-costed budget for your project.

Step Five: Develop a detailed project plan

Finally, you need to develop a full project plan in consultation with the partner organisation. This should include:

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

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

The Tripartite Agreement

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.

Please note: due to difficulties obtaining insurance, REPs in the United States in particular have proved troublesome in the past and have occasionally fallen through. Make sure that the right person at your partner organisation has seen the terms of the agreement long before you begin detailed planning.



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 the 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’

‘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.”

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 web pages: <http://wrocah.ac.uk/core-training/rep-19-23-starters>

Here, you can also find introductory letters in seven different languages which are excellent for making first contact with prospective REP partners who have never worked with WRoCAH before.

We also regularly feature successful REP stories on the WRoCAH blog. Make sure to browse the posts to see what worked well in the past (and which organisations might be willing to host again).

<https://wrocah.ac.uk/latestnews/>



Colloquium 3: Who's Interested? Knowledge Exchange and Transfer

2 day residential, November 2021

Sheffield

This is a compulsory event

At this event, we will take a close look at how you develop meaningful conversations with audiences outside of academia, through a range of different approaches. You will have the chance to:

- ▶ Learn about what other WRoCAH students have done
- ▶ Consider how you can meaningfully evaluate knowledge exchange activities.
- ▶ Look at Pathways to Impact in more detail
- ▶ Identify potential audiences to engage with to take your research beyond academia

Every student will need to complete a Knowledge Exchange Project of some kind. By the end of this event, you will have an outline plan of action for your project.

Do I need to prepare anything in advance?

You should start thinking about who might be interested in your research right from the start of your PhD. You should also read as many REF Impact Case Studies as you can in your subject area.

You can find a full set of 2014 REF Impact Case Studies here: <https://impact.ref.ac.uk/casestudies/>

Colloquium 4: What Next? Life After Your PhD

2 day residential, June 2022

Weetwood Hall, Leeds

This is a compulsory event



This is many people's favourite colloquium. It is 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 your 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.



Knowledge Exchange Project (KEP)

All WRoCAH students are required to complete a KEP. This project is all about communicating your research to non-academic audiences. Those audiences can range from the general public, the private and public sectors, policy makers on the national or international stage and more. The KEP is a great way to demonstrate the effect your research has on society beyond the confines of academia and share your passion for your subject.

The KEP doesn't have to be a huge activity; it is intended to be a pathway to impact. Even a small presentation to a local history society, for instance, has the potential for impact.

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/>

Can I do more than one KEP?

Maybe! Everybody has to do one, but your enthusiasm may encourage you to do more. If this is the case, talk to the WRoCAH office.

What funding can I apply for?

- ▶ Travel
- ▶ Accommodation
- ▶ Refreshments for an event
- ▶ Venue hire

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?

Step One: Think about who is interested or likely to benefit from your research

You should be formulating these ideas from the beginning of your PhD.

Step Two: Identify a target group or organisation and compose a basic plan

Your KEP partner doesn't have to be a huge organisation - working with a local history group is just as valuable.



Step Three: Register your KEP

You must do this at least two months before the project is due to start.

Step Four: Develop a detailed plan for both the content of your project *and* its related costs

This must be submitted no later than one month before the project begins.

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.

You will also be required to complete a longer-term follow-up with your partner organisation within 3-6 months of the end of the project.

To find out more about KEPs and register your project, go to: <http://wrocah.ac.uk/core-training/kep-19-23-starters>

Your Fourth Year

As you start your fourth year you should be very much in the final stages of writing and editing your thesis. The fourth year is referred to variously as 'continuation year', 'writing up year' and 'overtime'. For most students it should be treated as contingency as they should be aiming to submit their thesis at or around the three-year mark.

WROCAH students have a little longer than three years to submit due to the additional required activities you will have done because of your WROCAH funding, all of which we hope will have enriched your PhD experience.

Can I apply for additional WROCAH funding in my additional months?

Yes! You can apply for Small and Large Awards and Student-Led Forums. You can also complete your KEP in this period. The only requirement is that all activities are complete by your funding end date.

When must I submit my thesis for examination?

Full award (Fees plus stipend) holders

Assuming you have attended all the compulsory WROCAH events and successfully completed an Internationalisation project, a REP and a KEP, students in receipt of a stipend will have at least four months of their fourth year funded, perhaps more if you did a longer REP. You will know how long this additional funding period is by month 15 of your PhD (for more information see [Confirmation of Funded Period](#), p.21). The end of this funded period is your submission deadline, which means you may have a different deadline from another WROCAH student and from other non-funded students in your school or department.

Fees only award holders

Although you are not in receipt of a stipend, your submission deadline is determined by the WROCAH activities you undertake during your studentship. Assuming you have attended all the compulsory WROCAH



events and successfully completed an Internationalisation project, a REP and a KEP, you will have at least an additional time allowance of four months of the fourth year to continue your writing up and perhaps more if you did a longer REP. You will know how long this additional time allowance is by month 15 of your PhD (for more information see [Confirmation of Funded Period](#), p.21)

What if I submit early?

You can submit early but your funding will stop on the day you submit, which means you might have a portion to repay if you have just received a stipend payment.

What happens if I don't submit on time?

Your university may be subject to sanctions from UKRI or the AHRC if you do not submit by your individual deadline. Extensions to this final submission deadline are not possible unless there are exceptional circumstances. For more information refer to the UKRI Training Grant Funding Guides at: <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>

What is the submission process?

Each institution's processes vary slightly. For your local 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

You must acknowledge the AHRC as your funder in the following way (this is your grant number, not an example):

"This work was supported by the Arts and Humanities Research Council (grant number AH/R012733/1) *<and Partner Organisation name, if relevant>* through the White Rose College of the Arts & Humanities."

White Rose e-Thesis Repository upload

Once you have completed any corrections, you may need to provide a final hardcopy version (requirements vary) and upload a digital version 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 at <https://etheses.whiterose.ac.uk/>

Can I withhold the text of my thesis?

UKRI and the AHRC are committed to Open Access and therefore to ensuring that the research they have funded is available as soon as possible.

Thesis metadata (including title and abstract) on the White Rose e-Thesis Repository must be available immediately. In exceptional circumstances only, the AHRC may permit students to withhold the full text for a maximum of 12 months.

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 normally constitute exceptional circumstances for withholding your thesis full text.

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 in your thesis: <http://bit.ly/wrocah-thesis-submission>.

WROCAH Additional Funding Guide



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-19-23-starters>

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

Large Awards

Student-Led Forums



WROCAH Small Awards

What activities can a Small Award support?

- ▶ Training events outside of your home institution
- ▶ Conferences or workshops you are attending as a presenter or delegate
- ▶ Primary research trips
- ▶ Other essential research support costs (talk to the WROCAH office before making an application)

How much can I apply for?

- ▶ Up to £250 per application
- ▶ You may apply more than once to this fund (fair usage policy applies)

Your expenses claims should be made only *after* the completion of the activity

What is essential to my application?

- ▶ Details! e.g. a specific date for the activity, specific costs and location
- ▶ You must also demonstrate a link to your research and/or training plan. For example: 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-students-19-23-starters/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.



WROCAH 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
- ▶ Primary research trips
- ▶ Other essential research support costs

To apply, visit: <http://wrocah.ac.uk/current-students-19-23-starters/wrocah-large-awards>

How much can I apply for?

- ▶ Up to £1500. If you think that you may need more than this, contact the WROCAH office
- ▶ The final value of this type of award is based on the assessment of the WROCAH Studentships Committee, and you may receive a contribution of anywhere from 50-100% of your claim
- ▶ You may apply more than once to this fund, but first applications are prioritised
- ▶ It is unlikely you will receive accommodation costs for more than 2-3 months for primary research visits, or more than three international conferences over the course of your studentship

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!

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 on which the dates fall.

- ▶ **15 October**
- ▶ **15 April**
- ▶ **15 January**
- ▶ **1 July** (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.

N.B. Do not wait until you have had a conference paper accepted to apply for a large award. Apply as soon as you submit your abstract - if it is not accepted, you simply do not claim against the award. Late applications on the basis of last-minute confirmations will not be accepted.



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

Student-Led Forums (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 postgraduate networking culture across all three White Rose universities, 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.

We advertise all SLF events on the WRoCAH website. Keep an eye out for SLFs you may be interested in attending, as well as finding inspiration for your own: <http://wrocah.ac.uk/events/student-led-events/>

SLF funding is available for

- ▶ Research networks and forums
- ▶ Academic conferences
- ▶ Residential workshops and reading groups
- ▶ Seminar series and symposia
- ▶ Outreach activities with the general public or schools **unrelated** to your research

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-organiser(s) from the other two White Rose universities (co-organisers do not have to be WRoCAH students)



- ▶ 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 report 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 is no upper or lower limit; each application is judged on its own merit. Application for costs must relate to 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
- ▶ Non-WRoCAH students' travel costs to and from the event (WRoCAH students can apply for travel costs via the small awards scheme)
- ▶ Speaker travel and accommodation costs (limits apply - see the WRoCAH guidance notes)
- ▶ 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 local institutional accounts to allow expenses to be processed and catering to be booked through each university's usual systems.

T&Cs and advice from previous cohorts



Terms and Conditions of AHRC Studentships

UKRI has a standardised set of Terms and Conditions for all Research Council studentships. You should familiarise yourself with this document as it covers important information regarding what must happen in specific circumstances such as sickness absence, maternity and mode changes.

<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>

What does this mean in practice?

As you have accepted an AHRC award you are bound by these terms and conditions. They supersede local regulations at your home institution. If the guide above does not cover an area of concern for you, 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/rs/code
York	https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/

Questions?

LEEDS Caroline Neave, Claire Cartledge	Postgraduate Scholarships Postgraduate Research and 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



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

... 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.

Time management and organisation

Conferences and events

... 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!

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 many students struggle with focus and self-confidence, and even some of the most talented students believe they can't write.

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

... that taking walks can really help boost productivity and inspire new ideas.

... 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!

... that it's OK to take a day off!



Your Research

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

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

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

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

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

... 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.

Your Research

... that your PhD is not going to be perfect. You can aim to do the very best you can, but accept that you will not be able to do absolutely everything you want to do and that certain ideas will not fit into the project - those ones can be filed away to return to at a later date.

... that I will never know enough. I can never write it all down. Good enough is good enough.

... that writing is often the best way to process your thoughts.

... that everyone has a method, and everyone represents their method in different ways too. If it works for you - stick with it. Don't compare yours with others, and don't worry if you aren't good at selling your method yet.

... that everything would come together! It can be a bit easy to lose perspective when you're in the middle of the year and there's a lot going on (research, teaching, conferences, etc.) but looking back on this year now I'm really proud of what I've achieved and I'm excited to move onto the next part of my research in the autumn.

... that a PhD is as much about persistence as it is about intelligence

...that you're not supposed to know everything at once. It has been encouraging to see that not everything happens immediately, even though this can feel frustrating early on, and that understanding comes with time.

... that my research topic will continually evolve and take unexpected turns in response to chance discoveries and conversations.

And most importantly of all...

... that everything would work out just fine!



+44 1904 328132 | www.wrocah.ac.uk | office@wrocah.ac.uk
University of York, Heslington, York, YO10 5DD, UK

