WRDTP Training & Administration Guide

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DTC ESRC Grant code: ES/J000215/1
DTP ESRC Industrial Strategy Grant code: ES/R500975/1

This guide is for ESRC funded WRDTP students (both 1+3 and +3) and is to be read in conjunction with the ESRC Postgraduate Funding Guide, the RCUK Training Grant Guide and the ESRC Postgraduate Training & Development Guidelines 2015

The WRDTP aims to offer first class training within a vibrant intellectual environment; provide you with opportunities to participate in national and international networks of industrial partners, opinion formers, policy makers and academics; prepare you to engage across the Social Sciences and beyond through interdisciplinary thematic pathways, to address pressing local and global challenges; and equip you with outstanding skills and flexibility to compete nationally and internationally within and beyond academia.

TRAINING AND DEVELOPMENT

The Economic and Social Research Council (ESRC) places strong emphasis on the provision of broad-based social science research training that equips doctoral researchers with the skills to manage a successful research career and/or to contribute to the wider society in other ways. It is expected that this will include formal training as well as opportunities for research students to integrate with established researchers and to benefit from a rich and diverse research training environment.

The training offered by the WRDTP is designed to meet the ESRC Postgraduate Training and Development Guidelines 2015.

The WRDTP aims to equip a new generation of social scientists to address the complex social, economic and political challenges that cross-cut our academic disciplines. Thus, we offer training in Interdisciplinary Pathways:

- Cities, Environment and Liveability
- Security, Conflict and Justice
- Education, Childhood and Youth
- Data, Communication and New Technologies
- Wellbeing, Health and Communities
- Sustainable Growth, Management and Economic Productivity
- Civil Society, Development and Democracy
You will have been assigned to the Pathway that best fits your research project area.

**Masters Year Training Modules**

For those students awarded a 1+3 studentship, i.e. an MA Social Research followed by a PhD programme, the core research training is delivered through a Masters in Social Research framework at your home university. The content of this Masters programme has been harmonised across the seven WRDTP partner universities. The structure normally provides: a minimum of 75 credits of core social science research methods skills and transferable skills and a maximum of 45 credits of core subject-specific training.

*Examples of the module content:*

<table>
<thead>
<tr>
<th><strong>Principles of Research Design:</strong></th>
<th><strong>Introduction to Quantitative Research and Introduction to Qualitative Research:</strong></th>
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<tbody>
<tr>
<td>This content focuses on the principles of research strategy and design, reflexivity, and the impact of alternative ontologies and epistemologies on research design, methods, analysis and theory.</td>
<td>These modules cover data collection, analysis and management.</td>
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<tr>
<th><strong>Working Beyond Disciplines:</strong></th>
<th><strong>Further Quantitative Methods:</strong></th>
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<tr>
<td>This will introduce students to ‘grand challenges’ within the thematic fields of each Pathway, and will highlight the importance of interdisciplinary approaches to research.</td>
<td>This will cover those elements not already covered, such as ‘high-level quantitative tools and techniques’ for Economists and will showcase the advanced/innovative/’sophisticated’ usage of methods.</td>
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<tr>
<th><strong>Further Qualitative Methods:</strong></th>
<th><strong>Subject-based optional modules:</strong></th>
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<tr>
<td>This will showcase the advanced/innovative/’sophisticated’ usage of qualitative methods.</td>
<td>This will extend core subject knowledge in the interdisciplinary thematic area appropriate to the PhD topic.</td>
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<tr>
<th><strong>Professional Skills for Researchers:</strong></th>
<th><strong>Individual Research Project:</strong></th>
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<tr>
<td>This is a ‘portfolio’ module, taught through short workshops throughout the year. It may include: bibliographic and computing skills; Ethics Training; Introduction to Impact; IPR and Open Access; Research Management; Communication Skills.</td>
<td>This ‘capstone’ (Dissertation/Research Proposal) module is a self-contained project demonstrating skills of literature review, research design, and data analysis (and collection of primary data where appropriate) which will contextualise training within an individual research project.</td>
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Doctoral Training Modules

All ESRC-funded students (1+3 by progression, or +3 by entry) are normally required to complete at least 60 credits of training during their ‘+3’ period of research. This is monitored for individual students via your Training Needs Analysis (TNA) process. There is flexibility to spread this across the whole of the doctoral period, so that you are engaging with elements of training that directly relate to, and support, appropriate stages of your research and thesis development.

The 60 credits of doctoral level training comprises four main portfolio areas:

<table>
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<tr>
<th>Interdisciplinary Pathway:</th>
<th>Discipline:</th>
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<td>Cutting edge debates through WR-level seminar series; cohort-building through regular events throughout the year, comprising a mixture of Pathway-based research conferences, workshops, engagement events, reading groups, etc.</td>
<td>Departmental-level cohort-building through discipline-specific workshops, reading groups, everyday research management and leadership.</td>
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<tr>
<th>Professional Skills for Research Leadership:</th>
<th>Advanced Research Training:</th>
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<tr>
<td>This module develops the professional skills that are expected of independent researchers in the social sciences, enabling them to develop and articulate the skills required to make the transition from postgraduate research to post-doctoral research.</td>
<td>The content will be drawn from a selection of advanced methods training courses. This module builds on Masters level social science research training through a focus on methodological innovation and high-level training (showcasing the work of methodological leaders and specialist workshops), and learning based around the use of methods in context (drawing on students’ own projects-in-progress, and work of experienced researchers).</td>
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What is Training Needs Analysis (TNA)?

To ensure that all students within the WRDTP receive a high level of social science training personal development planning is used to allow you and your supervisors to tailor training within an appropriate framework.

The Training Needs Analysis (TNA) framework at each partner university is used to do this and is based on the Researcher Development Framework developed by Vitae.
Your TNA should be completed as soon as possible after your initial registration and it will be reviewed with your supervisory team twice a year for the rest of your doctoral journey.

Your TNA will be used by the WRDTP as a means of evidencing that you have received the appropriate training in pursuit of becoming an effective social science researcher and will allow the WRDTP to tailor training to meet your ongoing needs.

The TNAs will be independently reviewed by each of the WRDTP universities biannually and reported into the WRDTP Training Group who will then assess the suitability of training on offer and commission additional courses where necessary.

To book onto the All Cohort Pathway Training sessions and Pathway Specific Training sessions that is centrally managed by the DTP Office, go to the TRAINING section on the website at wrdtp.ac.uk.

For additional information on the training programme offered by the WRDTP see the Training FAQs.

For queries related to your training email training@wrdtp.ac.uk.
ADMINISTRATION OF THE ESRC STUDENTSHIP AWARDS

This Administration Guide will help you manage your ESRC studentship award.

To be read in conjunction with the ESRC Postgraduate Funding Guide and the RCUK Training Grant Guide.

Local Contacts in your university

Your local university Postgraduate Scholarships Office is responsible for liaising with you on financial matters relating to your award and any subsequent WRDTP funding applications. Your local WRDTP Link Administrator is also available to help you with general queries.

The Local Contacts at each university are as follows:

- **University of Leeds** – Shirley Yeadon s.yeadon@adm.leeds.ac.uk, Postgraduate Scholarships Officer in the Postgraduate Scholarships Office & Vicky Burrett, v.burrett@leeds.ac.uk, Graduate Education Coordinator, Faculty of Education, Social Sciences, and Law, White Rose Doctoral Training Partnership (WRDTP) Leeds Coordinator.

- **University of Sheffield** – Catherine Wynn pgr-scholarships@sheffield.ac.uk, PGR Scholarships Officer, Research & Innovation Services & Charlotte Hobson, c.l.hobson@sheffield.ac.uk, White Rose DTP Administration, Training and Scholarships Officer.

- **University of York** – Helen Poyer research-student-admin@york.ac.uk, Research Student Administrator, Student and Academic Services & Debbie Haverstock, Debbie.haverstock@york.ac.uk, White Rose DTP University of York Administrator Research Centre for Social Sciences.

- **Manchester Metropolitan University** – Clare Holdcroft (c.holdcroft@mmu.ac.uk), Graduate School Manager, Kellie Morrissey (kellie.morrissey@mmu.ac.uk), Research Degrees Officer, Graduate School & Yogita Patel (y.patel@mmu.ac.uk).

- **Sheffield Hallam University** - Sarah Smith (s.a.smith@shu.ac.uk), Doctoral School Manager, Research and Innovation Office.

- **University of Bradford** – Lauren Pickles, Karen Rowley (l.pickles2@bradford.ac.uk or k.rowley@bradfor.ac.uk), Research Programme Co-ordinator, School of Management.
VALUE OF AWARDS AND ALLOWANCES

All allocated funding must be spent during the standard period of your award and cannot be used during the ‘writing up’ period. You are advised to spend to the plan you submit when applying for any additional allowances.

A full ESRC studentship covers UK/EU fees and maintenance at the standard Research Council (RCUK) rate together with other allowances, if appropriate. For 2017/18 the stipend is £14,553 and fees £4,195. The rates are revised in January each year for the coming October.

Fees Only students are awarded payment of approved fees (as set by the ESRC) and an annual Research Training Support Grant (RTSG). Any funded extensions are Fees Only.

Enhanced Stipends
- Advanced Quantitative Methods (AQM) Awards receive an enhanced stipend of £3,000 per annum.
- Collaborative/Network Award students may receive an allowance each year from the non-academic external partner in addition to their maintenance grant.

Research Training Support Grant (RTSG)
This allowance is only offered in the +3 stage of studies.

- Pathway Award holders - £2,000 in total, i.e. £666 p.a.
- Interdisciplinary Research Award holders - £2,000 in total, i.e. £666 p.a.
- Network Award holders - £2,400 in total, i.e. £800 p.a.
- AQM Award holders - £2,664 in total, i.e. 888 p.a.
- Collaborative Award holders - £2,400 in total, i.e. £800 p.a.

This allowance is intended to be used by students to pay for expenses which the student/supervisor/department deem to be in direct support of a student's research.

- UK Fieldwork expenses
- UK, EU and overseas conference and summer schools
- Language training courses usually undertaken in the UK prior to an overseas fieldwork trip
- Reimbursement of interpreters, guides, assistants
• Survey costs, e.g. printing, stationery, telephone calls
• Purchase of small items of equipment, e.g. cameras, tape recorders, films, cassettes
• Gifts for local informants
• Books and other reading materials not available through libraries

In *exceptional circumstances* your local Scholarships Officer may consider requests to purchase a laptop or other computer equipment from this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and as being essential for the successful completion of your PhD. In these instances, any equipment purchased in excess of £200 will remain in the custody of the WRDTP following completion of your award.

You may carry over unspent funds into the next academic year as long as this is within the period of your ESRC award.

NOTE: at the end of the award any unspent RTSG will be called back into the WRDTP from your department/school.

### ADDITIONAL FUNDING (RTSG, DLT, OFE, OIV, CIS, SLN)

The WRDTP offers you opportunities to apply for additional funding/time at three points in the year. The Funding Call timelines are:

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<tr>
<th>Call</th>
<th>Application Due</th>
<th>Panel sits</th>
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<tbody>
<tr>
<td>8 December 2017</td>
<td>9 February 2018</td>
<td>21 February 2018*</td>
</tr>
<tr>
<td>16 March 2018</td>
<td>30 April 2018</td>
<td>8 May 2018*</td>
</tr>
<tr>
<td>18 May 2018</td>
<td>29 June 2018</td>
<td>6 July 2018*</td>
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*Panel decisions will be released no earlier than 10 days after the panel sits*

Application Forms for each of the schemes can be downloaded from the wrdtp.ac.uk [ESRC Studentships webpage](http://wrdtp.ac.uk). Send completed forms to your Local Contact. The WRDTP Academic Quality Committee (AQC) makes the final funding decisions. The AQC is a small assessment panel made up of the academic leads from each HEI. The AQC decisions are final.

Additional funding opportunities are not available in the first 3 months and last 3 months of your doctoral award.
Masters students are not eligible to apply.

No retrospective claims can be considered. Thus, you are advised to plan ahead and ensure your funding applications fit the timescales of the Funding Calls.

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**Research Training Support Grant (RTSG) Top Up**

You can apply for RTSG Top Up if you have already spent your RTSG allocation for that year. You do not have to wait until all of your 3 year allocation is used up before applying for a RTSG Top Up.

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**Difficult Language Training (DLT)**

A funded extension to your award of up to 12 months may be considered if you need to acquire or develop a working ability with a difficult language in order to carry out fieldwork or other parts of your research (this increases the studentship award length).

Any anticipated difficult language training MUST be mentioned in your original application. Extensions beyond 6 months are normally only allowed if you need to spend an extended period of time overseas in order to obtain these language skills. In this case, a special case would need to be made by you and your supervisor.

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**Overseas Fieldwork Expenses (OFE)**

The overall WRDTP ESRC grant includes a notional £450 per studentship for OFE. Not all doctoral researchers will undertake overseas fieldwork therefore the funds are used flexibly by the DTP. The actual allocation of funds for overseas fieldwork is at the DTP’s discretion.

The DTP is unlikely to be able to fully fund an OFE claim due to the limited funding. You may use your RTSG to supplement the costs associated with overseas fieldwork, however, this is entirely at your discretion.

An OFE visit will normally last for up to a maximum of 12 months, be an integral part of the PhD and take place during the life of the award.
You MUST have mentioned that overseas fieldwork is planned at the application stage of your award.

You are also strongly encouraged to also seek alternative sources of funding via contacts in the Department/School and give these details on your application.

Part-time students can become eligible for an overseas fieldwork grant if they transfer for a fixed period to a full-time status for the duration of the fieldwork.

**Overseas Institutional Visits (OIV)**

All full-time ESRC funded research award holders are eligible to apply for paid extensions of up to three months to their PhD studentship in order to visit overseas institutions (universities or esteemed research organisations).

This scheme offers financial support and a funded extension for you to establish research networks; disseminate early research findings; participate in seminars and other academic activities that are directly relevant to your research and to undertake specialist research training not available within the UK.

Fees Only students will only be entitled to an extension to their fees and RTSG.

You can apply for up to three separate trips (to the same institution) as part of your overseas institutional visit but the total period spent overseas during the period of the studentship must not exceed three months in total. All trips must be included in one single application.

End of Visit Report – you are required to submit a satisfactory end of visit report within two weeks of completion. The WRDTP will withhold funding or reclaim the expenses paid if this is not submitted.

**WRDTP Company Internship Scheme (CIS)**

If you have already forged a collaboration with a company it may be possible to apply for funding from the WRDTP Company Internship Scheme (CIS) to support a placement/internship.

The **WRDTP Company Internship Scheme** provides ESRC WRDTP-funded PhD students with the opportunity to spend **up to three months** in a non-academic organisation within the public, civil society (voluntary) or private sector to work as part of a team involved with policy and practice development.
The Scheme is open to ESRC WR DTP funded PhD students who are currently in full-time study (or part-time equivalent). An internship must be an integral part of your PhD.

Full-time students in receipt of a maintenance grant will receive a funded extension to their award covering the length of the internship and up to a maximum of £1,000 per month for travel and accommodation expenses (part-time students will receive this on a pro rata basis).

You will continue to be paid the maintenance grant (and any enhanced stipend).

Fees Only students will receive the same accommodation and travel allowance but the extension period will only include payment of fees.

If you withdraw from a WRDTP Company Internship and travel/accommodation has already been paid for, the ESRC WRDTP is entitled to claim back the costs of travel/accommodation for the remainder of the internship period.

Interdisciplinary Student-led Networks (SLN)

The WRDTP is promoting interdisciplinary activities by offering a small amount of funding for students to run activities/events etc to develop their own themed Networks.

These Student-led Networks focus on substantive themes (for example, gender, sustainability, big data etc) that are multi-disciplinary. Ideally, these networks/groups will encourage participation from staff/students across a variety of DTP pathway areas and perhaps even wider to PGR students in other areas of the Arts and Humanities and Science subjects.

The funding can be used to cover the running of events (room bookings, presenters’ fees, promotion/advertising and catering), travel and subsistence to support the development of the Networks.

The Network can only apply ONCE to the scheme. The funding is offered to support start-up and Networks are advised to see funding elsewhere to sustain their activities.
OTHER FINANCIAL ISSUES

Maternity Leave – also see RCUK T&Cs

If a student becomes pregnant such that the expected date of confinement will occur during the period of their award, Research Council funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c.41 per cent of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, adoption or shared parental leave.

Due to the structured nature of most taught research training programmes, students who take maternity leave during any research training programme are expected to re-join their course at the stage at which they left it, i.e. in order to ensure that all elements of the training are successfully completed in advance of their doctoral study. This may require taking a full 52 weeks of maternity leave but this would depend on the structure of the course and the frequency in which training is provided.

It is the student’s responsibility to apply directly to their nominated contact and supervisor. This application must be supported by a copy of their MAT B1 form. The ESRC should be informed on the SDF of any extension granted within a month of the change being formally agreed. It is the responsibility of the RO to amend students’ end dates on the SDF accordingly. Paternity leave and adoption leave or shared parental leave – also see RCUK T&Cs Paternity, shared parental and adoption leave has the same terms and conditions as maternity leave (please see above). It is the student’s responsibility to apply directly to their supervisor. The ESRC will need to be advised of any changes through the SDF.

Paternity Leave & Adoption Leave or Shared Parental Leave – also see RCUK T&Cs

This has the same terms and conditions as maternity leave (see above).

Disabled Student’s Allowance (DSA) – also see RCUK T&Cs

Any disabled student who, because of a disability, is obliged to incur additional expenditure in connection with their studies, may be eligible for an allowance. Requests for DSA must first be discussed with the Disability Officer at the home university.
Illness

Award payments can continue during absences covered by medical certificates for up to 13 weeks, within any 12 month period. Beyond 13 weeks, studentships should be suspended.

Suspensions on account of illness will not normally be approved for periods in excess of 12 months.

**Doctoral students** - Award payments can continue during absences covered by medical certificates for up to 13 weeks, within any 12-month period. If the illness lasts, or is expected to last, for more than 13 weeks, the student should make arrangements to suspend the studentship following the guidance above. Abeyances on account of illness will not normally be approved for periods in excess of 12 months.

**Masters students** – The 13 weeks’ paid sick leave rule would not normally apply to students in their Master’s year. Students who are taken ill in their Master’s year for more than a few weeks would normally be expected to request a suspension of their award.

Part-time students in this position should note the rules and regulations with regard to the payment of fees and notify their supervisor in the case of long-term illness.

Where an overpayment occurs as a result of a student being unable to resume their studies after a period of illness, monies will be reclaimed and returned to the DTP.

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**Student transfer to/from another DTP**

A transfer will only be considered to an accredited training pathway that is appropriate for the research project. If a student wishes to transfer to a DTP and/or pathway which is not accredited by the ESRC, or to a subject outside the ESRC’s remit, then they will have to withdraw from their ESRC award.

Permission to transfer a studentship must be obtained in advance from the ESRC via the DTP Office.

In order to apply for a transfer the student is advised to contact the Local Contact in the first instance for advice.
Student internal transfer to another HEI within the WRDTP

A transfer will only be considered to an accredited pathway that is appropriate for the research project.

Following local departmental agreement, permission to transfer a studentship must be obtained in advance from the DTP Office.

In order to apply for a transfer the student is advised to contact the Local Contact in the first instance for advice.

OTHER CHANGES TO AWARD

Contact your local Postgraduate Scholarships Office at your university for advice regarding the following:

- Status Transfer – Permanent/Fixed Periods Transfer Between Part-Time and Full-Time Registration
- Termination/withdrawal from studies
- Suspension or Leave of Absence (LOA) from studies
- Extension of Thesis Submission Date

If you have any queries regarding any information in this guide please get in touch with your Local Contact in the first instance.

For TRAINING enquiries email training@wrdtp.ac.uk
For OTHER GENERAL enquiries email enquiries@wrdtp.ac.uk

White Rose DTP Office
November 2017