

**Faculty of Humanities**

**Je-S Guide for PGR Student Records Management**

**December 2019**

**Version 10**

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## INTRODUCTION

This document is to support the following guides:

- [AHRC Training Grant Funding Guide](#)
- [ESRC Postgraduate Funding Guides](#)
- [NWDTC Administrators guide](#)
- [ESRC NWSSDTP and CDT Admin Guide](#)
- [ESRC Je-S Guidance notes](#)
- [Je-S online handbook](#)

Research organisations use the Joint Electronic Submission (Je-S) system to interact with the research councils. Je-S is an online interface for grant applications, post-docs, fellowships, consortia and studentships details submission and maintenance.

For postgraduate research students, accurate data reporting is crucial as research councils use data from Je-S to help carry out financial reconciliation exercise, calculate submission rates as well as extract information about research funded by UKRI in order to promote research impact and encourage knowledge transfer. It is therefore important to ensure that details of funded postgraduate research students are reported through Je-S in a timely manner and managed throughout the duration of their training.

Details on newly registering research council-funded students must be submitted via Je-S within a month of programme registration. Similarly, changes to individual student details should be updated within one month of the change occurring.

It is important that students and supervisors within your School are aware that changes in circumstances should be reported to you at the earliest opportunity so you can reflect them on Je-S. Failure to provide timely information on UKRI funded postgraduates can result in sanctions being imposed upon the University.

### ACCESS TO JE-S

To request a new Je-S account, click on Create and Account, fill out your details and submit. Je-S support will then contact the University Research Operations Support office who will confirm your access. If you need help, please contact the University Research Operations team at [researchoperation@manchester.ac.uk](mailto:researchoperation@manchester.ac.uk).

To log in: <https://je-s.rcuk.ac.uk>

**Je-S Welcome to Je-S** High Contrast [Help Report Problem](#)

**Existing Users**  
User Name:   
Password:   
  
[Retrieve User Name / Password](#)

**New Users**  
In order to gain access to the Je-S System, [Create an Account](#).

**Help**  
[Contact Us](#)  
[Terms and Conditions](#)  
[System Help](#)

Je-S v6.6.1  
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**About Je-S**  
Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Board \(TSB\)](#), [Energy Technologies Institute \(ETI\)](#) and [National Centre for the Replacement, Refinement and Reduction of Animals in Research \(NC3Rs\)](#), to provide their communities with electronic grant services.

If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).

To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of [Je-S Registered Organisations](#) is available, please note that this does not include self-registered organisations.

For certain, limited, calls, [self-registration for organisations](#) is available.

**New opening hours for the Je-S Helpdesk**  
With effect from 1st August 2017 the Je-S Helpdesk opening hours are as follows:-  
Monday to Thursday 08.30 to 17.00  
Friday 08.30 to 16.30

**Change to the Je-S Terms and Conditions**  
The Je-S Terms and Conditions were amended on 19 November 2016.

The Privacy section (3.4) now includes an ORCID identifier in the list of items related to applicants that will be kept confidential. All Je-S account holders will be prompted to confirm acceptance of the change to the Terms and Conditions when first logging in to the system after 19 November.

**Upcoming Closing Dates (cut off 01 September 2017)**  
**DE NetworkPlus Outlines**  
*EPSRC (ends 29 August 2017)*  
**National Productivity Investment Fund (NPIF) Skills Schools 2017**  
*BBSRC (ends 30 August 2017)*  
**ISCF Faraday Challenge: Research Institute**  
*EPSRC (ends 30 August 2017)*  
**Engineering for a Prosperous Nation - Outline Proposal**  
*EPSRC (ends 31 August 2017)*

**UKSBS**  
Shared Business Services  
**Je-S**

## START OF ACADEMIC YEAR

### NEW COHORT

The Faculty creates a Je-S record for each new research council-funded studentship at the start of the award using Create New Document function. Details are derived from candidate's application form and supporting documents (and CASE documents where applicable). The first year's funding detail (tuition fee and stipend) will be populated at the same time.

**Je-S Documents**

**Logged In**  
Welcome to Je-S,  
Mrs Lowe  
(logged in as anuserin)  
[Log Out](#)

**Account**  
[Home](#)  
**Documents**  
[News](#)  
[Login Details](#)  
[Account Summary](#)  
[Forum](#)  
[Feedback](#)

**Personal Details**  
[Personal Information](#)  
[Contact Details](#)  
[Post / Sector / Function](#)  
[Qualifications](#)  
[Unavailability](#)

**Functions**  
**Create**  
■ [New Document](#)  
■ [Maintain Grants](#)  
**View**  
■ [View Historical Documents](#)

**Documents**  
**Students**  
■ [Student Nomination \(17 assigned, 0 in pool\)](#)  
■ [Studentship Details \(50 assigned, 3 in pool\)](#)  
■ [Studentship Proposal \(7 assigned, 0 in pool\)](#)  
■ [Studentship Details Batch Update](#)  
■ [PhD/Masters Submissions](#)  
**Maintenance**  
■ [Grant Maintenance Request \(6 assigned, 0 in pool\)](#)

**Je-S Add New Document**

To find the council, document type and scheme combination for a particular call please use the call search.

**Call Search** (opens in a new window)

Select Council:  
AHRC

Select Document Type:  
Studentship Details

Select Scheme:  
-- Select Scheme --  
AHRC Doctoral  
AHRC Doctoral (finished students)  
AHRC Collaborative Doctoral  
AHRC Research Preparation Masters  
AHRC Professional Preparation Masters  
AHRC Project Students

### EXISTING COHORTS - FUNDING DETAILS

At the beginning of each academic year, Schools must enter details of funding (tuition fee and stipend) for the new academic year to the Je-S record for all continuing studentships. This can be done by either using **Edit Funding** tool to batch update a group of records or by updating each record individually.

To batch update using Edit Funding, go to Documents and choose **Studentship Details Batch Update**. Choose **Edit funding**, select relevant filters and click **Apply Filter** button.

**Je-S Studentship Details Batch Update**

**Batch Update**  
**Menu**  
**Filters**  
**Preferences**

**Tasks**  
[List](#)  
[Funding](#)  
[HUSID/NUMHUS](#)  
[Resubmit](#)  
[Archive](#)  
[Confirm](#)  
[Delete](#)

**Help**  
[Contact Us](#)  
[Terms and Conditions](#)  
[System Help](#)

**Home: Documents: Batch Update**  
**Studentship Details Batch Update Menu**  
Welcome to the Studentship Details Batch Update Tool.  
This Tool facilitates updates to previously submitted studentship details documents.  
Please select from the task you would like to complete.  
☐ List Studentships  
☒ **Edit funding**  
☐ Edit HUSID/NUMHUS  
☐ Resubmit studentship details  
☐ Archive studentship details  
☐ Confirm end dates  
☐ Delete studentship details documents  
[Continue](#)

**Je-S Filters**

**Batch Update**  
**Menu**  
**Filters**  
**Preferences**

**Tasks**  
[List](#)  
[Funding](#)  
[HUSID/NUMHUS](#)  
[Resubmit](#)  
[Archive](#)  
[Confirm](#)  
[Delete](#)

**Help**  
[Contact Us](#)  
[Terms and Conditions](#)  
[System Help](#)

**Home: Documents: Batch Update: Filters**  
**Studentship Details Selection**  
Please specify the criteria you would like to apply.  
Academic Year:  
2013  
Start Year:  
-- All --  
Funding Data Status:  
-- All --  
Relation to RO:  
-- All --  
Council:  
-- All --  
Scheme:  
-- All --  
Department:  
Education:  
Additional Filter:  
-- All -- begins with  
☐ Include Archived Students  
[Cancel](#) [Apply Filter](#)

You need to fill in the FTE%, Stipend, Fees and Funding% fields. Funding% refers to the percentage of funding provided by the research council. Once updated, click on the Save changes button.

**Je-S Edit Funding** High Contrast Help Report Problem Log Automatic logout in 1:59:59

**Home: Documents: Batch Update: Filters: Funding**

☐ Auto-submit   Academic year: 2013 (8 students)

Student Name	Department	FTE%	Stipend	Fees	Funding%	Your Reference	Student Reference	Start Year	Council	Scheme	RO Where Registered	Start Date	End Date	Last Submitted
[Redacted]	Education	50	10294.50	2925.00	100.00	[Redacted]	[Redacted]	2009	ESRC	ESRC Standard Research Studentship (Quota) (Trans)	The University of Manchester	01-Oct-2009	31-Dec-2014	03/12/2013 16:25:11
[Redacted]	Education	100	6863.00	650.00	50.00	[Redacted]	[Redacted]	2011	ESRC	ESRC Standard Research Studentship (Quota) (New)	The University of Manchester	01-Oct-2011	30-Sep-2015	15/08/2013 15:16:35
[Redacted]	Education					[Redacted]	[Redacted]	2011	ESRC	ESRC Standard Research Studentship (Quota) (New)	The University of Manchester	01-Oct-2011	30-Sep-2015	22/02/2013 16:32:40
[Redacted]	Education					[Redacted]	[Redacted]	2011	ESRC	ESRC Standard Research Studentship (Quota) (New)	The University of Manchester	01-Oct-2011	30-Sep-2014	02/11/2013 11:23:28
[Redacted]	Education					[Redacted]	[Redacted]	2012	ESRC	ESRC Standard Research Studentship (Quota) (New)	The University of Manchester	01-Oct-2012	30-Sep-2016	08/11/2012 10:09:19

Document ID: 1090177

### COMPLETED STUDENTS - CONFIRM END DATE

We use the **Confirm end dates** tool to update the students' completion/continuation status regularly to keep the Je-S records up-to-date.

Additionally, under UKRI's [Gateway to Research](#) initiative, all UKRI-funded projects are made available to the public. Therefore, we are obligated to keep studentship research titles and summaries up-to-date. When a student completes, we need to update the final project title and summary on Je-S using data provided separately by the student or using the eThesis metadata.

- To update project title and project summary, go to individual Je-S document's **Project Details** screen, input data and click Save. Data input here must be checked for sensitive and/or confidential information. See <http://www.itservices.manchester.ac.uk/cybersecurity/data-handling/> for guideline about sensitive data.
- To confirm end date, go to Documents and choose **Studentship Details Batch Update**. Choose **Confirm end date**, select relevant filters and click **Apply Filter** button. The records presented are those active in the chosen Academic Year.

**Je-S Studentship Details Batch Update**

**Batch Update** **Home: Documents: Batch Update**

**Menu** **Studentship Details Batch Update Menu**

**Filters** **Welcome to the Studentship Details Batch Update Tool.**

**Preferences** **This Tool facilitates updates to previously submitted studentship details documents.**

**Tasks** **Please select from the task you would like to complete.**

☐ List Studentships

☐ Edit funding

☐ Edit HUSID/NUMHUS

☐ Resubmit studentship

☐ Archive studentship details

☒ Confirm end dates

☐ Delete studentship details documents

**Help**

**Contact Us**

**Terms and Conditions**

**System Help**

You can sort the records in ascending or descending order by clicking on any of the column headers. Student Name is sorted by surname.

Students who have completed the degree should be confirmed as **Finished** or leave the Confirm Status blank if they have not completed. The **End Date** on this screen refers to the Funding End Date in the Researcher Training Dates screen.

Once updated, click Save changes button.

<b>Batch Update</b> <a href="#">Menu</a> <a href="#">Filters</a> <a href="#">Preferences</a>		<b>Home: Documents: Batch Update: Filters: Confirm</b> <input type="checkbox"/> Auto-submit <a href="#">Save changes</a> <a href="#">Reset</a> Academic year: 2007 (18 students)									
Student Name	Department	Confirm Status	Your Reference	Student Reference	Start Year	Council	Scheme	RO Where Registered	Start Date	End Date	Last Submitted
Mr [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">31-Mar-2012</a>	[redacted]	[redacted]	2006	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2006	31-Mar-2012	02/10/2011 11:02:38
Ms [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">30-Sep-2012</a>	[redacted]	[redacted]	2007	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2007	30-Sep-2012	02/10/2011 11:03:06
Ms [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">31-Oct-2012</a>	[redacted]	[redacted]	2007	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2007	31-Oct-2012	02/10/2011 11:03:20
Ms [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">31-Mar-2012</a>	[redacted]	[redacted]	2007	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2007	31-Mar-2012	02/10/2011 11:30:22
Ms [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">30-Sep-2011</a>	[redacted]	[redacted]	2007	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2007	30-Sep-2011	02/10/2011 11:03:38
Mr [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">31-Dec-2012</a>	[redacted]	[redacted]	2007	AHRC	AHRC Doctoral	The University of Manchester	01-Oct-2007	31-Dec-2012	02/10/2011 11:30:52
Miss [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">30-Jun-2011</a>	[redacted]	[redacted]	2007	AHRC	AHRC Project Students	The University of Manchester	01-Jul-2008	30-Jun-2011	02/10/2011 11:30:52
Mr [redacted]	Arts Languages and Cultures	<input checked="" type="checkbox"/> Finished <input type="checkbox"/> Continuing + new End Date: <a href="#">31-Dec-2011</a>	[redacted]	[redacted]	2009	AHRC	AHRC Doctoral	The University of Manchester	01-Jan-2008	31-Dec-2011	02/10/2011 11:09:38

**Note:**

- Where there are interruptions/extensions, please record these in the individual studentship records (see Interruptions/Extensions section).
- For students who have withdrawn or been discontinued, please record this in the individual studentship records (see Termination section)

## UPDATING STUDENTSHIP DETAILS

Please make sure to regularly update research council-funded student details to reflect any changes to the project or student details. Essentially, should any of the information originally submitted change during the course of their programme, Je-S must be updated.

The most typical changes relate to student interruptions, extensions, mode of attendance, project title or supervisor changes. Such changes should be submitted on Je-S as soon as they are approved and become effective. Please liaise with Carole Arrowsmith for any queries.

Summary of changes:

Changes which affects funding element	Changes which do not affect funding element
Interruption	Supervisor change
Extension to prescribed programme	Project title change
Overseas fieldwork, internship, OIV, DLT (except where extension to award is granted)	Classification (subject area) change
Termination or withdrawal during studentship period	Transfer between departments
Mode of attendance change	Transfer between institutions
Downgrade to MPhil during studentship period	Extension to SPP
Early thesis submission	Termination or withdrawal after studentship end date

To access a studentship document, select the **Documents** link from the Je-S homepage.

**Je-S Home** High Contrast [Help](#) [Report Problem](#) [Log Out](#)  
Automatic logout in 1:56:12

**Logged In**  
Welcome to Je-S,  
Miss Douguedroit  
(logged in as  
caroledouguedroit)  
[Log Out](#)

**Account**  
[Home](#)  
[Documents](#)  
[News](#)  
[Login Details](#)  
[Account Summary](#)  
[Forum](#)  
[Feedback](#)

**Personal Details**  
[Personal Information](#)  
[Contact Details](#)  
[Post / Sector / Function](#)  
[Qualifications](#)  
[Unavailability](#)

**Research Expertise**  
[Classification](#)  
[Expertise](#)

**Help**

**New / Recently Accessed Documents**

- [RES-062-23-2561](#) Studentship Details for the ESRC ESRC Project Linked Studentships (New) scheme
- [No reference available](#) Studentship Details for the AHRC AHRC Doctoral scheme
- [No reference available](#) Studentship Details for the AHRC AHRC Doctoral scheme
- [No reference available](#) Standard Proposal for the ESRC Research Grants scheme
- [No reference available](#) Studentship Proposal for the ESRC CASE (+3) scheme

**Changes to requests for Equipment from 1st May 2011**  
From the 1st May 2011, changes in Equipment requests on Research Council grants came into effect, for further information see the following [http://www.rcuk.ac.uk/documents/publications/Equipment\\_Guidance.pdf](http://www.rcuk.ac.uk/documents/publications/Equipment_Guidance.pdf)

**Upcoming Closing Dates (cut off 06 August 2011)**

**E-Health Outline Jul 2011**  
MRC (ends 06 July 2011)

**DPFS Full Jul 2011**  
MRC (ends 06 July 2011)

**Collaborating Across Digital Industries CR&D 2**  
TSB (ends 06 July 2011)

**Knowledge Exchange Hubs 7 July 2011**  
AHRC (ends 07 July 2011)

**Curriculum Innovation: Quantitative Methods**  
ESRC (ends 12 July 2011)

**Researcher Development Initiative: Quantitative Methods**  
ESRC (ends 12 July 2011)

**Knowledge Exchange July 2011**  
STFC (ends 12 July 2011)

**Sustainable Protein Production**

Click on **Studentship Details Batch Update**.

**Je-S Documents** High Contrast Help Report Problem Log Out Automatic logout in 1:59:56

**Logged In**  
Welcome to Je-S,  
Miss Douguedroit  
(logged in as  
caroledouguedroit)  
[Log Out](#)

**Account**  
[Home](#)  
**Documents**  
[News](#)  
[Login Details](#)  
[Account Summary](#)  
[Forum](#)  
[Feedback](#)

**Personal Details**  
[Personal Information](#)  
[Contact Details](#)  
[Post / Sector / Function](#)  
[Qualifications](#)  
[Unavailability](#)

**Research Expertise**  
[Classification](#)  
[Expertise](#)

**Functions**

Create

- [New Document](#)
- [Maintain Grants](#)

View

- [View Historical Documents](#)

**Documents**

Proposals

- [Outline Proposal \(1 assigned, 0 in pool\)](#)
- [Standard Proposal \(2 assigned, 0 in pool\)](#)

Students

- [Student Nomination \(11 assigned, 0 in pool\)](#)
- [Studentship Details \(7 assigned, 0 in pool\)](#)
- [Studentship Proposal \(7 assigned, 0 in pool\)](#)
- [Studentship Details Batch Update](#)
- [PhD/Masters Submissions](#)

Choose filters to search for the student record (s) you wish to update.

**Je-S Filters** High Contrast Help Report Problem Log Out Automatic logout in 1:58:18

**Batch Update**  
[Menu](#)  
**Filters**  
[Preferences](#)

**Tasks**  
[List](#)  
[Funding](#)  
[HUSID/NUMHUS](#)  
[Resubmit](#)  
[Archive](#)  
[Confirm](#)  
[Delete](#)

**Help**  
[Contact Us](#)  
[Terms and Conditions](#)  
[System Help](#)

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**Home: Documents: Batch Update: Filters**

**Studentship Details Selection**  
Please specify the criteria you would like to apply.

Academic Year:  
-- All --

Start Year:  
-- All --

Funding Data Status:  
-- All --

Relation to RO:  
-- All --

Council:  
**ESRC**

Scheme:  
-- All --

Department:  
-- All --

Additional Filter:  
Student Surname contains

☐ Include Archived Students

**Home: Documents: Batch Update: Filters**

Click **Apply Filter**.

If you do not have access to relevant records please contact [researchoperation@manchester.ac.uk](mailto:researchoperation@manchester.ac.uk).



**Je-S List Studentships** High Contrast [Help](#) [Report Problem](#) [Log Out](#)  
Automatic logout in 1:59:55

**Batch Update** [Home](#) [Documents](#) [Batch Update](#) [Filters](#) [List](#)

[Menu](#) [Save list as spreadsheet](#) All academic years (1 student)

[Filters](#)

[Preferences](#)

**Tasks**

[List](#)

[Funding](#)

[HUSID/NUMHUS](#)

[Resubmit](#)

[Archive](#)

[Confirm](#)

[Delete](#)

**Help**

[Contact Us](#)

[Terms and Conditions](#)

[System Help](#)

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<a href="#">Student Name</a>	<a href="#">Department</a>	<a href="#">Student Reference</a>	<a href="#">Start Year</a>	<a href="#">Council</a>	<a href="#">Scheme</a>	<a href="#">Grant Reference(s)</a>
<a href="#">Open</a> Ms	Social Sciences		2011	ESRC	ESRC Standard Research Studentship (Quota) (New)	ES/J500094/1

[Home](#) [Documents](#) [Batch Update](#) [Filters](#) [List](#)

Once you have found the student record, click Open. This will take you to the student record screen for this student. You will find the menu on the left hand side of the screen.

**E·S·R·C**  
ECONOMIC  
& SOCIAL  
RESEARCH  
COUNCIL

**Instructions** High Contrast [Help](#) [Report Problem](#) [Log Out](#)  
Automatic logout in 1:59:55

**Document Menu (Hide)** [Home](#) [Documents](#) [Batch Update](#) [Updatable](#)

[Instructions](#) [Document Actions](#) [Cancel](#) [Prev](#) [Save](#) [Next](#) [Submit Document](#)

[Person Details](#) [Degrees / Relevant Experience](#) [Researcher Training Dates](#) [Termination Details](#) [Funding Details](#) [Project Details](#) [Research Organisation](#) [Project Partner](#) [Organisation Details](#) [Document Header](#) [Proposal Classifications](#)

**Name:** [Person ID:](#) A69672F **Category:** ESRC Standard Research Studentship (Quota) (Trans)

**Registration Date:** 01 Oct 2007 **Funding End Date:** 30 Sep 2010 **Your Reference:** ES/F022646/1

**Instructions**

Please use the Document Menu (sidebar) on the left to navigate through the document. (Alternatively, use either the Prev or Next button at the top of the page).

**Document Menu (Sidebar):**

The  icon indicates that either the section has not been completed or fails validation. Hover over the red button for further information.

The  icon indicates that the section has been successfully completed and passes validation.

The  icon indicates that a section has not been completed - but it may not be applicable so will not fail validation.

The  icon links to the relevant section of the Help text.

Select the Document Actions at the top of the page to view the range of options available: previewing or

After any changes you make – remember to save the transaction and click **Submit Document** which will automatically trigger document validation. If any crucial fields are missing, they will be displayed during validation.

## CHANGE OF SUPERVISOR

Changes to a supervisory team can be made on **Research Organisation** screen.

Document Menu (Hide)

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Organisation**
- Project Partner
- Organisation Details
- Document Header
- Proposal Classifications

Home: Documents: Batch Update: Updatable

Document Actions Cancel Prev Save Next Submit Document

(note: searches will appear in a new window)

Organisation: The University of Manchester [Select Organisation](#)

Department: Manchester Business School [Select Department](#)

Start Date at Organisation: 01/10/2007

End Date at Organisation: 30/09/2010

☒ Is this the degree awarding organisation?

☒ Is this the submitting RO ? (Tick this box if this is the RO that will process this student through its DTA submission pool)

Supervisors: [Add Supervisor](#)

Name	Start Date	End Date	Main ?
<a href="#">edit</a> Professor Sue Llewellyn	01-10-2007	30-09-2010	Y <a href="#">delete</a>

Alternative contacts: [Add Contact](#)

If there is a change in main supervisor, make sure the original main supervisor box is unticked and the tick is applied to the new main supervisor.

Document Menu (Hide)

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Organisation**
- Project Partner
- Organisation Details
- Document Header
- Proposal Classifications

Home: Documents: Batch Update: Updatable

Document Actions Cancel Prev Save Next Submit Document

(note: searches will appear in a new window)

Organisation: The University of Manchester [Select Organisation](#)

Department: Manchester Business School [Select Department](#)

Start Date at Organisation: 01/10/2007

End Date at Organisation: 30/09/2010

☒ Is this the degree awarding organisation?

☒ Is this the submitting RO ? (Tick this box if this is the RO that will process this student through its DTA submission pool)

Supervisors: [Add Supervisor](#)

Name	Start Date	End Date	Main ?
<a href="#">edit</a> Professor Sue Llewellyn	01-10-2007	30-09-2010	Y <a href="#">delete</a>

Alternative contacts: [Add Contact](#)

No Contacts found

Grants: [Add Grant](#)

Council	Category	Grant Ref	Start Date	End Date
<a href="#">edit</a> ESRC	ESRC Standard Research Studentship (Quota) (Trans)	ES/I903445/1	01 Apr 2011	30 Sep 2014


Then add a new supervisor.

Document Menu (Hide) | Home: Documents: Batch Update: Updatable

Document Actions | Cancel | Prev | Save | Next | Submit Document


Name: [ ] Person ID: A69672F Category: ESRC Standard Research Studentship (Quota) (Trans)

Registration Date: 01 Oct 2007 Funding End Date: 30 Sep 2010 Your Reference: ES/F022646/1

Supervisor: [ ] **Select Supervisor** 

Organisation: [ ]

Department: [ ]

☐ Is this person the student/researcher's main supervisor?: 

Select the new supervisor by searching in Je-S database or by adding a new person to the system. Once completed, click Save and Submit Document.

### CHANGE OF PROJECT TITLE AND/OR SUMMARY


Select **Project Details** from the menu and amend the title/abstract as appropriate. Once completed, click Save and Submit Document.

Document Menu (Hide) | Home: Documents: Batch Update: Updatable

Document Actions | Cancel | Prev | Save | Next | Submit Document

Name: [ ] Person ID: A69672F Category: ESRC Standard Research Studentship (Quota) (Trans)

Registration Date: 01 Oct 2007 Funding End Date: 30 Sep 2010 Your Reference: ES/F022646/1

Course/project title: [The Looks' as 'Modes of Accountability': An exploration of 'Cultural Controls' in HIV-AIDS education developmental work project] 

Summary: [THE LOOKS' AS 'MODES OF ACCOUNTABILITY' THE MAIN GOAL OF THE RESEARCH The proposed research will focus on accountability and cultural controls in organisational studies. As the title suggests, this research project will focus on accountability by conceptualising an original lens for analysis: 'the looks' as 'modes of accountability' (this I developed during my MPhil dissertation). Thematically, I will focus on so-called 'cultural controls' in developmental work organisations conducting HIV-AIDS education projects in Thailand. The well established literature on 'cultural controls' has drawn heavily on post-structuralism and uncovered the importance of the subject's identity and their identification with organisational values, meanings and expectations. I plan to explore literature from various disciplines (for example philosophy, ...]

71 character(s) remaining (maximum 4000), including spaces and returns

To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)

### Note:

- If the project moves into a different research area, the Research Area field also needs updating in the Classification/Proposal Classifications screen.

### CHANGE OF MODE OF STUDY (PART-TIME/ FULL-TIME)

A student can change mode of study subject to the funding body's approval. Please liaise with the Faculty to check eligibility.

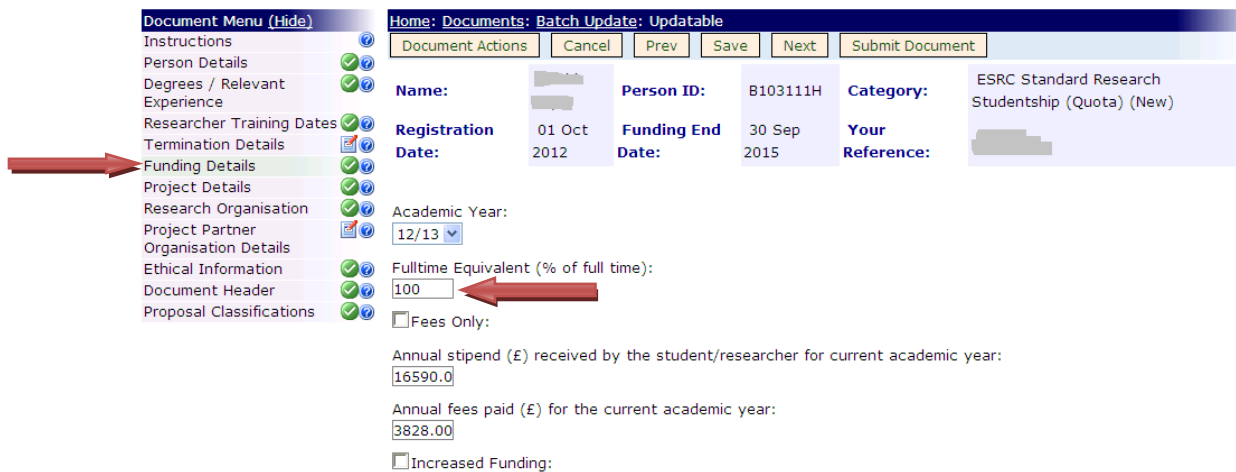
### Note:

- For ESRC students, any change to part-time in the final year of full-time PhD must be approved by the DTC/DTP first

- Change to the mode of attendance in the final six months of a studentship or during submission pending year is not allowed.
- Please also refer to research council specific stipulation on the Expected Submission Date on the [Je-S online handbook](#)

You need to update:

1. **Funding End Date** (Researcher Training screen)
2. **Expected Submission Date** (Researcher Training screen)
3. **Course End Date** (for masters if applicable) (Researcher Training screen)
4. **PhD End Date** (Researcher Training screen)
5. **Reason for change:** Status change (Researcher Training screen)
6. **% of full-time, Annual stipend, Annual fees** (Funding Details screen)
7. **End Date at Organisation and End Date of Funding from Grant** (Research Organisation screen)



Document Menu (Hide)

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details**
- Project Details
- Research Organisation
- Project Partner
- Organisation Details
- Ethical Information
- Document Header
- Proposal Classifications

Home: Documents: Batch Update: Updatable

Document Actions Cancel Prev Save Next Submit Document

Name: [Redacted] Person ID: B103111H Category: ESRC Standard Research Studentship (Quota) (New)

Registration Date: 01 Oct 2012 Funding End Date: 30 Sep 2015 Your Reference: [Redacted]

Academic Year: 12/13

Fulltime Equivalent (% of full time): 100

☐ Fees Only:

Annual stipend (£) received by the student/researcher for current academic year: 16590.0

Annual fees paid (£) for the current academic year: 3828.00

☐ Increased Funding:

Save and submit.

## INTERRUPTIONS

Interruptions and extensions are recorded on Je-S by amending the **Research Training Dates** section to reflect the new date for student's funding (where applicable) and expected submission deadline and inserting the reason on the drop down menu.

Please remember to check the relevant research council funding guide and the Faculty Special Permissions Guidelines to ensure the change has been through the appropriate approval channels before updating Je-S.

### *MATERNITY/SHARED PARENTAL LEAVE/SICK LEAVE*

1. In the **Researcher Training Dates** section, select **Edit** at the bottom of the page and update **Funding End Date**, **PhD End Date** and **Expected Submission Date**, adding the commensurate time to the end of the studentship. Choose **Reason for change** from the drop down menu and Save.
2. In the **Funding Details** section, record the correct amount of funding that the student is entitled to and Save
3. In the **Research Organisation** section, update the **End Date at Organisation** and **End Date of Funding from Grant** and Save. For NWDTC and NWSSDTP students, **End Date of Funding from Grant** will be under Liverpool section. For CDT students, this will be under the lead institution's section (eg UCL, Leeds).
4. Save and submit the document.

#### **Note:**

- **Students are not entitled to any additional funding (RTSG, overseas fieldwork, OIV, DLT) during the leave period**
- **Where supported by medical evidence, UKRI-funded students are entitled to up to 13 weeks paid sick leave in a given academic year. This excludes SPP year.**
- **If the student receives additional or match funding from other sources other than through DTP match-funding mechanism, please check with the other funding bodies for their entitlement/eligibility. Top-up awards are usually not provided during maternity/shared parental leave/sick leave.**
- **Where schools require assistance calculating the award amount, please contact the Faculty**

## EXTENSIONS

### *EXTENSION TO PROGRAMME END DATE*

Where an extension has been granted, the Je-S record needs to be updated in the following sections:

1. **Funding End Date** (Researcher Training screen)
2. **Expected Submission Date** (Researcher Training screen)
3. **Course End Date** (if applicable) (Researcher Training screen)
4. **PhD End Date** (Researcher Training screen)
5. **Reason for change** (Researcher Training screen)
6. **Annual stipend** and **Annual fees** (Funding Details screen) depending on whether this is a funded extension
7. **End Date at Organisation** and **End Date of Funding from Grant** (Research Organisation screen)

### *EXTENSION TO THESIS SUBMISSION DEADLINE*

When an extension has been granted, the Je-S record needs to be updated in the following sections:

1. **Expected Submission Date** and **Reason for change** (Researcher Training screen)
2. **End Date at Organisation** (Research Organisation screen)

#### **Note:**

- AHRC students who have been granted extensions to programme for DLT/internship/placement/OIV must normally submit the thesis by the original deadline. In this case, only the PhD End Date and Funding End Date and End Date of Funding from Grant should be amended. The Expected Submission Date remains unchanged.
- ESRC students who have been granted extensions to programme for DLT/internship/placement/OIV are currently allowed corresponding extension to their Expected Submission Date. Therefore, the Expected Submission Date must also be amended.

## Researcher Training Dates screen

Change the **Funding End Date** and **Expected Submission Date**, select **Reason for change** and record additional information in the free text box.

The screenshot shows the 'Researcher Training Dates' section of a web application. On the left is a 'Document Menu (Hide)' with various options like 'Instructions', 'Person Details', 'Degrees / Relevant Experience', 'Researcher Training Dates', 'Termination Details', 'Funding Details', 'Project Details', 'Research Organisation', 'Project Partner', 'Organisation Details', 'Document Header', and 'Proposal Classifications'. The 'Researcher Training Dates' option is highlighted with a red arrow. The main content area has a header 'Home: Documents: Batch Update: Updatable' and buttons for 'Document Actions', 'Cancel', 'Prev', 'Save', 'Next', and 'Submit Document'. Below the header are several date fields: 'Registration/Appointment Date' (01/10/2007), 'Funding Start Date' (01/10/2007), 'Funding End Date' (30/09/2010), 'Expected Submission Date' (30/09/2011), 'Course Start Date', 'Course End Date', 'PhD Start Date' (01/10/2007), and 'PhD End Date' (30/09/2010). Red arrows point to the 'Funding End Date' and 'Expected Submission Date' fields, indicating they need to be changed.

This screenshot shows the same 'Researcher Training Dates' screen, but with the 'Reason for change' dropdown menu open. The dropdown menu lists several options: 'Adoption', 'Maternity', 'Status change', 'Suspension', and 'Other'. A red arrow points to the dropdown menu, and another red arrow points to the 'Status change' option. Below the dropdown menu is a large text area for additional information, with a red arrow pointing to it. The text area is currently empty, and a message at the bottom indicates '0 character(s), including spaces and returns'.


## Funding Details screen

**Document Menu (Hide)**

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Organisation
- Project Partner
- Organisation Details
- Document Header
- Proposal Classifications

**Home: Documents: Batch Update: Updatable**


**Document Actions** **Cancel** **Prev** **Save** **Next** **Submit Document**

**Name:**  **Person ID:** A69672F **Category:** ESRC Standard Research Studentship (Quota) (Trans)

**Registration Date:** 01 Oct 2007 **Funding End Date:** 30 Sep 2010 **Your Reference:** ES/F022646/1

**Add Funding Details**

	Year	Fulltime Equivalent	Stipend/Salary	Council	
<a href="#">edit</a>	09/10	100	13,290.00	100.00	<a href="#">delete</a>



**Document Menu (Hide)**

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Organisation
- Project Partner
- Organisation Details
- Document Header
- Proposal Classifications

**Home: Documents: Batch Update: Updatable**

**Document Actions** **Cancel** **Prev** **Save** **Next** **Submit Document**

**Academic Year:** 10/11

**Fulltime Equivalent (% of full time):** 100

☐ **Fees Only:**

**Annual stipend (£) received by the student/researcher for current academic year:** 13590.00


**Annual fees paid (£) for the current academic year:** 3466.00

☐ **Enhanced Funding:**

Research Council funding for current academic year

% of total funding from ESRC: 100.00

% of total funding from AHRC:



**Home: Documents: Batch Update: Updatable**

You will need to amend the level of stipend as appropriate and adjust the tuition fees applicable in that particular year. The **Annual stipend** amount should be the total funding that the student receives, regardless of the funding split where match-funded.



## Research Organisation Screen

Click on **Edit** and change the **End Date at Organisation** to reflect the interruption/extension. **End Date at Organisation** is normally the same as **Expected Submission Date** except when a student submits early.

For NWDTC and NWSSDTP students, you need to change the **End Date at Organisation** in both Manchester and Liverpool sections. For CEELBAS students, the UCL section also needs updating.

Document Menu (Hide) | Home: Documents: Batch Update: Updatable

Instructions | Document Actions | Cancel | Prev | Save | Next | Submit Document

Person Details | Name: | Person ID: A69672F | Category: ESRC Standard Research Studentship (Quota) (Trans)

Degrees / Relevant Experience | Registration Date: 01 Oct 2007 | Funding End Date: 30 Sep 2010 | Your Reference: ES/F022646/1

Researcher Training Dates | Termination Details | Funding Details | Project Details | Research Organisation | Project Partner | Organisation Details | Document Header | Proposal Classifications

**Add New Organisation**

Name	Is this the degree awarding organisation?	Submitting RO?	Supervisor
<a href="#">edit</a> The University of Manchester	Y	Y	Professor Sue Llewellyn <a href="#">delete</a>

Document Menu (Hide) | Home: Documents: Batch Update: Updatable

Instructions | Document Actions | Cancel | Prev | Save | Next | Submit Document

Person Details | Name: | Person ID: C81002X | Category: ESRC Standard Research Studentship (Quota) (Trans)

Degrees / Relevant Experience | Registration Date: 01 Oct 2009 | Funding End Date: 31 Mar 2014 | Your Reference:

Researcher Training Dates | Termination Details | Funding Details | Project Details | Research Organisation | Project Partner | Organisation Details | Document Header | Proposal Classifications

(note: searches will appear in a new window)

Organisation: The University of Manchester [Select Organisation](#)

Department: Manchester Business School [Select Department](#)

Start Date at Organisation: 01/10/2009

End Date at Organisation: 31/03/2015

☒ Is this the degree awarding organisation?

☒ Is this the submitting RO ? (Tick this box if this is the RO that will process this student through its DTA submission pool)

Supervisors: [Add Supervisor](#)

Name	Start Date	End Date	Main ?
<a href="#">edit</a> Dr Paul Irwing	01-10-2009	30-09-2013	Y <a href="#">delete</a>
<a href="#">edit</a> Dr Mark Daniel Batey	01-10-2009	30-09-2013	<a href="#">delete</a>

Alternative contacts: [Add Contact](#)

No Contacts found

Grants: [Add Grant](#)

Council	Category	Grant Ref	Start Date	End Date
<a href="#">edit</a> ESRC	ESRC Standard Research Studentship (Quota) (Trans)	ES/I903445/1	01 Apr 2011	31 Mar 2014 <a href="#">delete</a>

Then scroll down until you can see the details of the Grant to which the student is attached. Change the end date on the grant by clicking on edit and change the **End Date of Funding from Grant** to reflect the change. The **End Date of Funding from Grant** is normally the same as Funding End Date in the Researcher Training Dates screen.

For NWDTC and NWSSDTP students, the grant is recorded in the Liverpool section. For CEELBAS students, the grant is recorded in the UCL section.

Document Menu (Hide)

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Organisation
- Project Partner Organisation Details
- Document Header
- Proposal Classifications

Home: Documents: Batch Update: Updatable

Document Actions Cancel Prev Save Next Submit Document

Name:  Person ID: A69672F Category: ESRC Standard Research Studentship (Quota) (Trans)

Registration Date: 01 Oct 2007 Funding End Date: 30 Sep 2010 Your Reference: ES/F022646/1

Research Council: ESRC

Category: ESRC Standard Research Studentship (Quota) (Trans)

Training Grant: ES/1903445/1 [Select Grant](#)

Start Date of Funding from Grant: 01/04/2011

End Date of Funding from Grant: 30/09/2014

Don't forget to save the change by clicking save on the top and then submit the document.

## DIFFICULT LANGUAGE TRAINING/FIELDWORK

### *DIFFICULT LANGUAGE TRAINING (DLT)/OVERSEAS INSTITUTIONAL VISITS (OIV)/INTERNSHIPS/PLACEMENTS*

There are different arrangements for AHRC and ESRC-funded studentships. Below is a summary:

	AHRC	ESRC	EPSRC
<b>Approval by</b>	NWCDTP	NWDTC/NWSSDTP	Faculty, subject to eligibility
<b>Je-S update</b>	Record change of end dates	Record change of end dates and funding	Record change of end dates

For ESRC, DLT, OIV, Internship and Overseas fieldwork funding must first be approved by the NWDTC/NWSSDTP as appropriate. If approved, the Faculty will liaise with schools regarding payments and CS and Je-S record amendments.

NWDTC/NWSSDTP-approved DLT/OIVs/Internships attract additional funding and an extension to the studentship, the programme and thesis submission deadline. Please amend the dates in the **Researcher Training Dates** screen and record the additional funding in the **Funding Details** as follow.

1. **Funding End Date** (Researcher Training screen)
2. **Expected Submission Date** (Researcher Training screen)
3. **Course End Date** (for masters if applicable) (Researcher Training screen)
4. **PhD End Date** (Researcher Training screen)
5. **Reason for change:** Other (Researcher Training screen). Record in the free text section that this is for Difficult Language Training
6. **End Date at Organisation** and **End Date of Funding from Grant** (Research Organisation screen)
7. **Annual stipend** (Funding Details screen)

For AHRC, consideration and approval are made by the NWCDTP. Once approved, schools need to amend the above Dates fields (1-6).

For EPSRC, please liaise with the Faculty to check eligibility on individual basis.

### *OVERSEAS FIELDWORK FUNDING*

For NWDTC/NWSSDTP-approved overseas fieldwork funding, please update the **Annual stipend** (Funding Details screen) for the academic year only. If this spans over two academic years, record the change on both funding years on Je-S.

No extra time is added. All the Dates on Je-S remain the same.

**Example:** Student receives £3,000 for a NWSSDTP- approved fieldwork in Mexico from 1 August 2019 to 31 October 2019

2018/19 maintenance = Normal maintenance + £2,000

2019/20 maintenance = Normal maintenance + £1,000

For AHRC student, funded fieldwork doesn't need to be recorded on Je-S as it will be reconciled separately through the University Finance.

**Note:**

- The student will not be on an interruption during their DLT/OIV/placement. They are paid the stipend as normal during their time away. A paid extension is added to the original funding end date of the award for the time period on the DLT/OIV/placement. This excludes placement periods that don't attract a programme extension.
- For UKRI-funded internship, students can apply for an interruption. If approved, the stipend can continue to be paid during the interruption period.
- If a programme extension is approved by the DTC/DTP, fees only students will receive an extension to their fees (which needs to be recorded on Je-S) and RTSG.
- For NWSSDTP-approved internship, expenses incurred on the internship should be claimed from the NWSSDTP directly.

**AHRC International Placement and other internship schemes**

If you have research council-funded students wishing to go on an AHRC IP or an internship under other schemes, please liaise with the Faculty.

## GRANT END DATE

If the student's End Date of Funding from Grant changes following an interruption/maternity leave/internship/DLT/change to part-time and exceeds the official end date of the grant their studentship is attached to, you will get an error message at document validation stage. If this happens, arrangements need to be made to amend the grant end date through Grant Maintenance Request in the [Maintain Grants](#) function.

The screenshot displays the Je-S system interface. On the left is a vertical navigation menu with sections: 'Logged In' (Welcome to Je-S, Mrs Lowe, logged in as anusarin, Log Out), 'Account' (Home, Documents, News, Login Details, Account Summary, Forum, Feedback), 'Personal Details' (Personal Information, Contact Details, Post / Sector / Function, Qualifications, Unavailability), and 'Research Expertise' (Classification, Expertise). The main content area is divided into two columns. The left column has 'Functions' (Create: New Document, Maintain Grants; View: View Historical Documents) and 'Documents' (Students: Student Nomination (17 assigned, 0 in pool), Studentship Details (50 assigned, 3 in pool), Studentship Proposal (7 assigned, 0 in pool), Studentship Details Batch Update, PhD/Masters Submissions; Maintenance: Grant Maintenance Request (6 assigned, 0 in pool)). A red arrow points to the 'Maintain Grants' link in the Functions section.

Please liaise with Carole Arrowsmith for AHRC, ESRC and EPSRC-funded students.

After the grant has been extended, you can then revalidate and resubmit the Je-S studentship document that you have amended.

### Note:

- If the grant end date is not updated as a result of the change, the University will not be able to claim from this grant beyond the official end date even though the studentships attached to it are still live. The remaining cost of the studentship must then be borne by the School.

## TRANSFER OF AWARD

For students transferring between institutions, if approved by the School PGR Committee in line with the University policy, an arrangement has to be made for the finance of the award which may be by grant transfer or by us invoicing the originating institution or vice versa. Where a grant needs to be transferred, please liaise with the Faculty.

### RECEIVING A STUDENT

The School needs to request for the Je-S studentship document to be transferred to the University of Manchester. The originating institution has to edit the studentship document. In the **Research Organisation** section:

1. Change the **End Date at Organisation** and untick degree awarding organisation and submitting RO boxes in the original research organisation section
2. **Add New Organisation**, select University of Manchester from organisation search, select **Department**, add **Start Date at Organisation**, **End Date at Organisation**, **Supervisor** and tick degree awarding organisation and submitting RO boxes

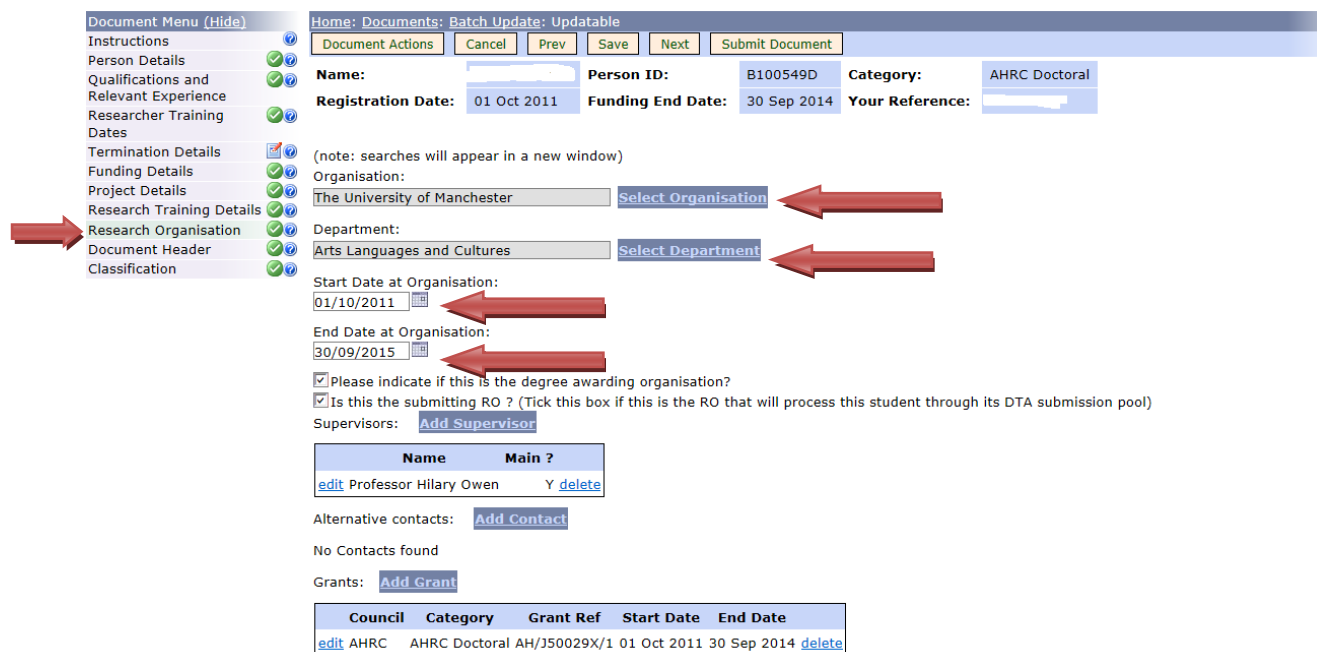
Save and submit. We will then be able to view and edit this Je-S document.

### RELEASING A STUDENT

To transfer the Je-S studentship document from Manchester to another institution, we need to update the **Research Organisation** section:

1. Change the **End Date at Organisation** and untick degree awarding organisation and submitting RO boxes in the Manchester section
2. **Add New Organisation** by choosing the receiving institution from the search, select **Department**, **Start Date at Organisation**, **End Date at Organisation**, **Supervisor** (if known) and tick degree awarding organisation and submitting RO boxes

Save and submit. The receiving institution will then be able to view and edit this Je-S document.



Document Menu (Hide)

- Instructions
- Person Details
- Qualifications and Relevant Experience
- Researcher Training Dates
- Termination Details
- Funding Details
- Project Details
- Research Training Details
- Research Organisation**
- Document Header
- Classification

Home: Documents: Batch Update: Updatable

Document Actions: Cancel Prev Save Next Submit Document

Name: Person ID: B100549D Category: AHRC Doctoral

Registration Date: 01 Oct 2011 Funding End Date: 30 Sep 2014 Your Reference:

(note: searches will appear in a new window)

Organisation: The University of Manchester [Select Organisation](#)

Department: Arts Languages and Cultures [Select Department](#)

Start Date at Organisation: 01/10/2011

End Date at Organisation: 30/09/2015

☒ Please indicate if this is the degree awarding organisation?

☒ Is this the submitting RO ? (Tick this box if this is the RO that will process this student through its DTA submission pool)

Supervisors: [Add Supervisor](#)

Name	Main ?
<a href="#">edit</a> Professor Hilary Owen	Y <a href="#">delete</a>

Alternative contacts: [Add Contact](#)

No Contacts found

Grants: [Add Grant](#)

Council	Category	Grant Ref	Start Date	End Date
<a href="#">edit</a> AHRC	AHRC Doctoral	AH/150029X/1	01 Oct 2011	30 Sep 2014 <a href="#">delete</a>

## TERMINATION OF STUDY/EARLY SUBMISSION

### TERMINATION

Should a student withdraw or is terminated by the University, you need to update:

1. **Termination Date, Termination Reason** and any further information in the free text box (Termination Details screen)

Document Menu (Hide)

- Instructions
- Person Details
- Degrees / Relevant Experience
- Researcher Training Dates
- Termination Details**
- Funding Details
- Project Details
- Research Organisation
- Project Partner Organisation Details
- Document Header
- Proposal Classifications

Home: Documents: Batch Update: Updatable

Document Actions Cancel Prev Save Next Submit Document

Name: [Redacted] Person ID: A69672F Category: ESRC Standard Research Studentship (Quota) (Trans)

Registration Date: 01 Oct 2007 Funding End Date: 30 Sep 2010 Your Reference: ES/F022646/1

Termination Date: [Date Picker]

Termination Reason:

- Gone to employment
- Personal including illness
- Student/Researcher deceased
- Suitability (termination by university)
- Further studies/education
- Other

2. **Funding End Date** and **Course/PhD End Date** (Researcher Training Dates screen)
3. **Annual stipend** and **Annual fee** reflecting the stipend that has been paid to the student so far and the pro rata tuition fee in that academic year (Funding details screen)
4. **End Date at Organisation** and **End Date of Funding from Grant** (Research Organisation)

Make sure to save the changes on each screen and then submit the document.

Note: If a student withdraws or is terminated after the Funding End Date ie during the Submission Pending Period, please use the **Funding End Date** as the **Termination Date** in Termination Details screen.

### EARLY SUBMISSION

1. Update **Project Details** as per the guideline in the [Confirm End Date](#) section above
2. Update items 2-4 above

#### Note:

- For AHRC, if a student submits the thesis early ie before the end of their studentship period, the studentship must be terminated from the end of the quarter in which they submit the thesis (refer to AHRC Guide).
- For ESRC and EPSRC, the thesis submission date becomes the funding end date unless they have ESRC's approval for continuation of funding.

Once you are happy with your updates, you need to validate and submit the document. You should only need to go through the validation and submission process once. The document will be submitted to the council directly and will not go through an approver pool. Once the document has been submitted to the council you will receive an automated email confirming the submission.

## UKRI SUBMISSION RATE SURVEYS

UKRI runs an annual submission rate survey which takes place around the end of October – beginning of December. Each survey includes studentships with expected thesis submission date on Je-S between 1 October and 30 September. The survey must be completed online via Je-S. Schools are required to input the actual date of the student's thesis submission using the **PhD/Masters Submissions** screen:

Schools will receive advanced notification in order to ensure records accuracy before the survey opens and will receive another notification with instruction on the survey completion and deadline.

ESRC stipulates that:

*The current sanctions policy requires institutions to achieve an overall four-year submission rate of 60% for Doctoral Training Centre (DTC) students and 70% for Doctoral Training Partnership (DTP) students. Institutions that return a lower rate are ineligible to receive new ESRC research studentships for up to two years.*

AHRC submission rate statistics can be found at [www.ahrc.ac.uk/about/statistics/competitionstatistics/](http://www.ahrc.ac.uk/about/statistics/competitionstatistics/)

To complete the survey:

1. Choose your **Department** from the drop-down menu
2. Click **Edit** against studentship records and add date(s) and relevant option from the drop-down as appropriate and then click Save. Please only use the first submission date in the Date of PhD Submitted field. The survey does not concern resubmissions.
3. If there are records of students that are not in your School, please let the Faculty know
4. When all the records in your department are completed, you do not need to do anything else.

Please DO NOT click “**Sign off this department's updates**” button. This will be carried out for all departments by the central Research Degrees and Researcher Development team on behalf of the University in order that they can check for completion before submitting.

The screenshot shows the Je-S system interface. It has a green header bar with the text 'Functions'. Below this is a light green box containing a 'Create' section with two links: 'New Document' and 'Maintain Grants'. Below that is a 'View' section with one link: 'View Historical Documents'. The next section is 'Documents', which has a light green box containing a 'Students' section. This section lists five links: 'Student Nomination (17 assigned, 0 in pool)', 'Studentship Details (232 assigned, 16 in pool)', 'Studentship Proposal (7 assigned, 0 in pool)', 'Studentship Details Batch Update', and 'PhD/Masters Submissions'. A red arrow points to the 'PhD/Masters Submissions' link. Below the 'Students' section is a 'Maintenance' section with one link: 'Grant Maintenance Request (11 assigned, 0 in pool)'.

**Functions**

Create

- [New Document](#)
- [Maintain Grants](#)

View

- [View Historical Documents](#)

**Documents**

Students

- [Student Nomination \(17 assigned, 0 in pool\)](#)
- [Studentship Details \(232 assigned, 16 in pool\)](#)
- [Studentship Proposal \(7 assigned, 0 in pool\)](#)
- [Studentship Details Batch Update](#)
- [PhD/Masters Submissions](#)

Maintenance

- [Grant Maintenance Request \(11 assigned, 0 in pool\)](#)



Select a department:  
Alliance Manchester Business School

Name	Date PhD Submitted	Qualification Awarded?	Date Masters Submitted	Date Awarded	Reason Not Awarded	Intended Submission Date
<a href="#">Edit</a>	23/09/2019				Decision not made	30/09/2019
<a href="#">Edit</a>	11/11/2018	Doctorate		21/01/2019		11/11/2018
<a href="#">Edit</a>	14/02/2019	Doctorate		01/07/2019		30/09/2019
<a href="#">Edit</a>	30/09/2018	Doctorate		05/03/2019		30/09/2018
<a href="#">Edit</a>						30/09/2019
<a href="#">Edit</a>	27/09/2018	Doctorate		14/01/2019		30/09/2018
<a href="#">Edit</a>	07/09/2018	Doctorate		08/02/2019		30/09/2018
<a href="#">Edit</a>	30/09/2019				Decision not made	30/09/2019
<a href="#">Edit</a>	30/09/2019				Decision not made	30/09/2019
<a href="#">Edit</a>	28/09/2018	Doctorate		14/01/2019		30/09/2018

Last survey sign off:

[Sign off this department's updates](#)

[Document Summary](#)

#### Note:

- Je-S guide on Submission Rate Survey can be found on <https://je-s.rcuk.ac.uk/Handbook/Index.htm#873>

## RESEARCHFISH

The UKRI requires all UKRI-funded students to submit information about their research output online via Researchfish: [www.researchfish.net](http://www.researchfish.net). This exercise aims to capture the impact of research funding and is conducted annually around February – March each year. Students and recent graduates included in each data collection round will be sent communication from Researchfish by email. It is therefore crucial that their email address held on the Je-S record is correct and up-to-date.

## FURTHER INFORMATION

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