Guide for the Administrators of NWDTC students at the University of Manchester

November 2013

Version 6.1

CONTENT

1. Introduction

What is the NWDTC?

Formally, the ESRC used to administer all their studentship competitions. Over time, the administration of studentships, including granting permissions and changes to students' circumstances has been devolved to HEIs. More recently the ESRC set up DTCs – Doctoral Training Centres which are allocated funding for five years and ask to recruit and administer (with guidance) the awards on behalf of the ESRC. Manchester joined with The University of Liverpool and Lancaster University to form the NWDTC (commenced September 2011), which holds the third highest allocation of ESRC studentships in the country (a minimum of 63 studentships per year). Whilst its size allows for many ESRC recognised pathways and programmes (Appendix 1), it also introduces complexity in terms of the administration process for allocation and studentship management.

The overall administration of the NWDTC resides in Liverpool. Professor Peter Batey is the current Director of the NWDTC and the main administrative contact is Hayley Meloy (H.L.Meloy@liverpool.ac.uk). Liverpool hosts the NWDTC website and is responsible for coordinating the relevant committees that support the NWDTC. Further, they produce the generic forms and guidance notes to ensure consistency and transparency across the NWDTC. For more information please see the NWDTC website:
http://www.nwdtc.ac.uk/

This website is managed by Hayley at Liverpool, but maintained at Manchester. If you have any questions or suggestions please forward them to the University ESRC contact Nichola Ellis (Nichola.Ellis@manchester.ac.uk).

These Notes of Guidance are intended for those who administer the NWDTC students registered with the University of Manchester and cover the processes and administrative tasks which need to be completed including making amendments to a student's record when there is a change in their studentship (e.g. an interruption, change of supervisor, fieldwork, withdrawal, completion, etc.)

All information on the ESRC's rules of studentship funding can be found in the ESRC Postgraduate Funding Guide for DTCs:

http://www.esrc.ac.uk/_images/ESRC-Postgraduate-Funding-Guide-DTCs_tcm8-14766.pdf

It is therefore crucial that you read these carefully before putting forward requests for change in the student's circumstances for formal approval. In some cases, you may need permission from the ESRC or the NWDTC before implementing the changes on the University systems.

Please note – there are differences between the administration of NWDTC and the pre-2011 ESRC students. Please consult the ESRC website as well as liaising with your Faculty contact should you be in doubt with how to proceed on any given action.

2. Pathways and Pathway Leaders

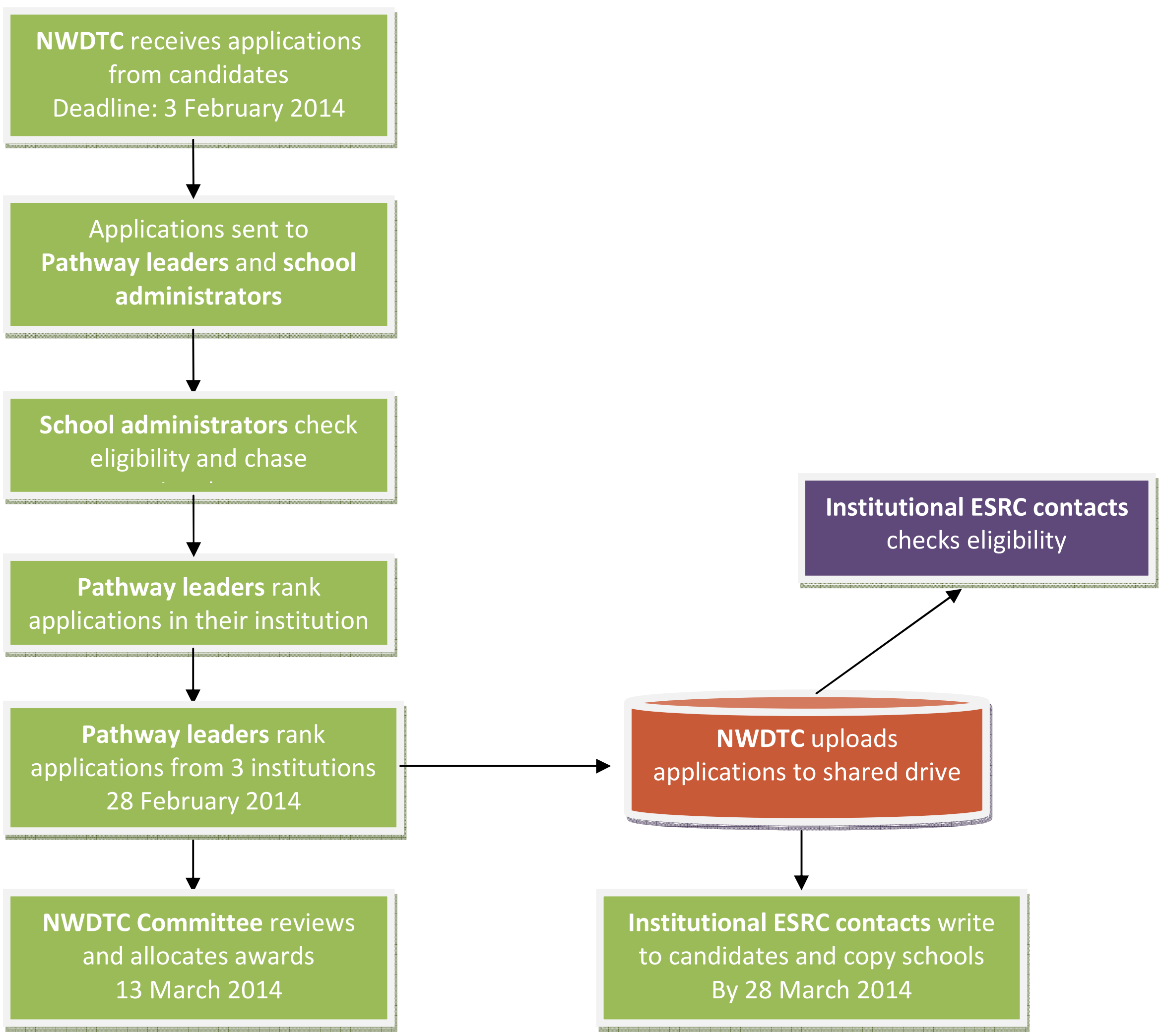
There are 19 pathways within the NWDTC (Appendix 1). Each pathway has three academic leaders – one from each institution within the NWDTC. One of them will also act as the overall Pathway Leader and represents and attends any NWDTC committee on behalf of their pathway.

The list of the Pathway Leaders, their contact details and information related to their role can be found at: http://www.nwdtc.ac.uk/documents/NWDTCPathwayLeads.pdf

3. Application Process

The NWDTC has approximately 63 awards to allocate each year which can be +3 (3 years PhD), +4 (4 years PhD), 1+3 (one year Masters+3 years PhD) or 2+2 (two years Masters+PhD) awards.

Open Competition Awards



Note:

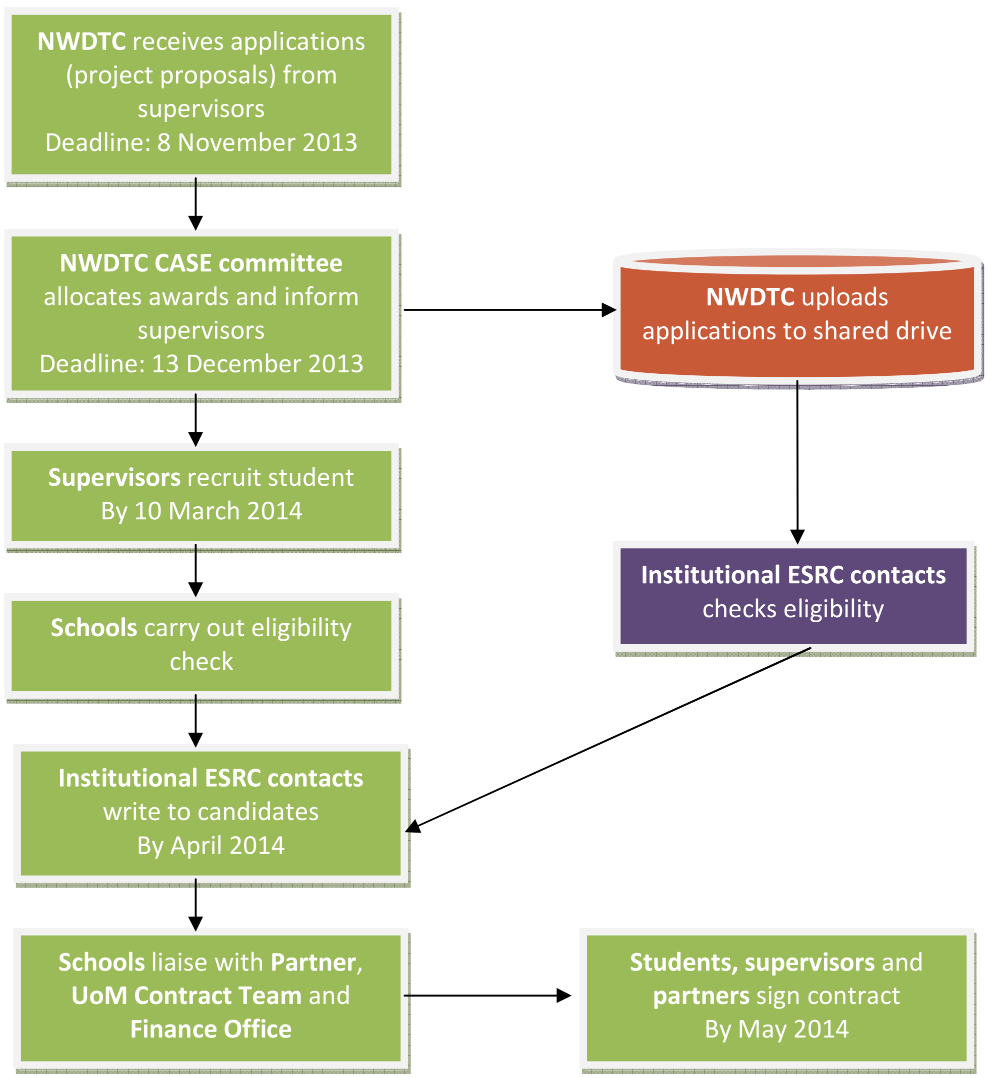
Applicants for NWTDTC must have an offer of a PhD place before being forwarded to the NWDTC allocation committee on 13th March 2014.

Schools should ensure the details of the applicants that were not forwarded to the NWDTC allocation committee are forwarded to Nichola Ellis to timely communicate to them of their unsuccessful application.

CASE Awards

A CASE NWDTC award is a collaborative studentship between the University and an external organisation. CASE awards are funded by the ESRC but has an annual contribution from the external partner to the University and to the student. The partner must be a non-academic organisation, with an operating base in the UK. Contributions from the organisation can be 'in kind', but on average are in the region of £2,000 p.a. each to the student and to the discipline.

The NWDTC is attempting to foster relations with strategic partners including ONS, Atlantic Gateway and Unilever. However, CASE studentships may be with any appropriate partner. The ESRC have set a target that a minimum of 20% of the total awards must be CASE. The NWDTC administers its CASE and open studentship awards consideration separately.



Note:

Applications with named student are also accepted.

Pathways can still submit CASE applications to the Open Competition round of studentships – however, the application in this case would be a proposal by the student.

NWDTC CASE Studentship Guidance and further information: http://www.nwdtc.ac.uk/documents/CASE%20Studentship%20Application%20Guidance.pdf

Project Linked Awards

Another type of NWDTC studentship is project linked awards. These are where an academic PI/supervisor submits a research grant bid to ESRC with a studentship attached. If successful, they then recruit the students in liaison with their school PGR Office. The school is responsible for ensuring the student meets the ESRC's residency and academic eligibility criteria and that the student has completed a NWDTC application form that is submitted to the University ESRC contact. It is important that the school informs the University ESRC contact when they are made aware of these students so that they can ensure the student is checked for AQM eligibility, write the NWDTC offer letter as well as set up the Je-S account.

AQM – what is it – how is it allocated?

Advanced Quantitative Methods (AQM) stipends are worth an additional £3,000 per annum and are given to selected NWDTC students whose proposed research meets the AQM criteria. A minimum of 10 such stipends are awarded each year. These are open to all pathways.

The prospective student marks on their application that they would like to apply for AQM. These applications are then reviewed by an AQM sub-committee. The AQM sub-committee use a number of criteria to select eligible applicants, but generally the research must use a methodology that can contribute to quantitative research methods development/research; has a supervisor that is an expert in advanced quantitative methods and the research, in theory, could be published in a journal that specialises in publishing articles using or researching advanced quantitative methods.

More information can be found at:
http://www.nwdtc.ac.uk/documents/What%20is%20AQM.pdf

Note: Successful AQM students are subject to an annual review of their AQM allocation. This involves the student completing a paper-based review outlining the continued relevance and contribution to date of their research to Advanced Quantitative Methods. This process is coordinated by the NWDTC office at Liverpool. Any change in a student's AQM entitlement will be communicated to schools via the University ESRC representative.

Matched Funding

Once a pathway knows it has been successful with an award, they may be in a position to split it into two ESRC awards and make them up to full awards with school funds. This is called the 50:50 rule or matched funding. The level of matched fund must be exactly 50% of tuition fees, stipend, RTSG, AQM, fieldwork, maternity/paternity/adoption leave and sick pay (where applicable). The additional award created by the matched fund must be allocated to an eligible candidate from the reserve list in that pathway. It is the pathway's responsibility to ensure quality, eligibility and that the additional award is allocated to appropriate candidate by the end of May.

PDS awards top-up

A number of £1,000 PDS top-up awards are earmarked for outstanding and eligible ESRC candidates. The PGR Committee will review and make recommendations on the ESRC-PDS Award selection process at the start of the award campaign at the beginning of the academic year and schools will be informed in due course.

Fieldwork and Difficult Language Training

Students should include in their application forms if they plan to undertake fieldwork or difficult language training (DLT) as this will have a bearing as to whether they will be eligible to apply for funding to support these activities during their programme.

Advertising

The ESRC awards are advertised by the Schools and pathways. No central publication exists except where they are linked to the PDS awards.

Ranking criteria

Applicants are ranked according to their academic track record and their research proposal. The panel take into consideration the stage of entrance of the candidate – i.e. that an UG applicant's research proposal and current track record will not be as mature as that of a PGT student applying to enter at the +3 stage of an award.

Recruitment practices (referrals of candidates between pathways)

Where there is subject overlap, it is the responsibility of the Pathway Leader to liaise with other pathways in order to ensure that the applications are routed to the appropriate area of research.

Award letters

Once a nomination has been confirmed, the University contact of the candidate's home institution writes an award letter. This is sent as a PDF to the candidate, copying in the school administrative contact, the Pathway Lead from Manchester and the supervisors. The candidate is given a window to accept or decline the award. If declined it is open for reallocation to the next candidate on the reserve list for that pathway.

Withdrawal and reallocation of awards

Should an applicant withdraw before the studentship commences, the studentship will be allocated to the next reserve candidate in the same pathway. Should the pathway run out of reserve candidates then the studentship will be allocated to a reserve candidate from a different pathway. The University contact of the home institution should be made aware of the withdrawal in the first instance and will liaise with Hayley to reallocate the studentship to the appropriate candidate. Pathway leaders and School administrators will then be informed.

Cross institutional supervision

The NWDTC encourages cross pathway and cross institutional supervision. Whilst funds can be reallocated with journal transfers within the University of Manchester (please liaise with your school accountant), to date there has been no cross institutional reallocation of fees. The NWDTC review cross institutional supervision annually and any discrepancy will be rectified.

Note: there are no funds within the NWDTC for supervisor's travel between institutions. Students are advised to apply for the RTSG.

eProg access for non-Manchester supervisors

Co-supervisors from either Liverpool or Lancaster can be granted access to eProg. They need to be added to CRM so that they appear in Campus Solutions. This relationship will then feed through to eProg so that the external supervisor appears on the student's profile in eProg and they will also be able to log on and access student's progression information within eProg, including completing forms.

Creating a CRM record

To access the CRM go to http://crmlive.integration.manchester.ac.uk/OA_HTML/AppsLocalLogin.jsp

If you are unable to access the relevant screens or edit the relevant data then please contact David Garth (david.garth@manchester.ac.uk) stating that you require access to CRM in order to set up external research associates for eProg.

a. Select 'New Record'. Enter all details (biographical data/addresses etc) – and press 'Save' (disc icon), making sure the DOB is entered

   NOTE - The matching uses the same criteria as the search screen; therefore address is not used to find duplicates. DQM functionality will perform further checks as a precaution against creating a duplicate person record. If it finds any possible matches it will display them in a Duplicate Prevention list for you to check.

b. Check the list to make sure you have not missed the relevant person in the initial search.

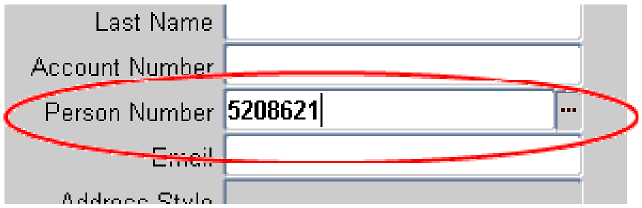
c. If you are satisfied that the person genuinely does not exist then choose the 'Use New Person' button.

d. Once the record has been saved, press the Refresh button on the Dashboard tab where you will then be able to see the 'Party Number' that has been created.

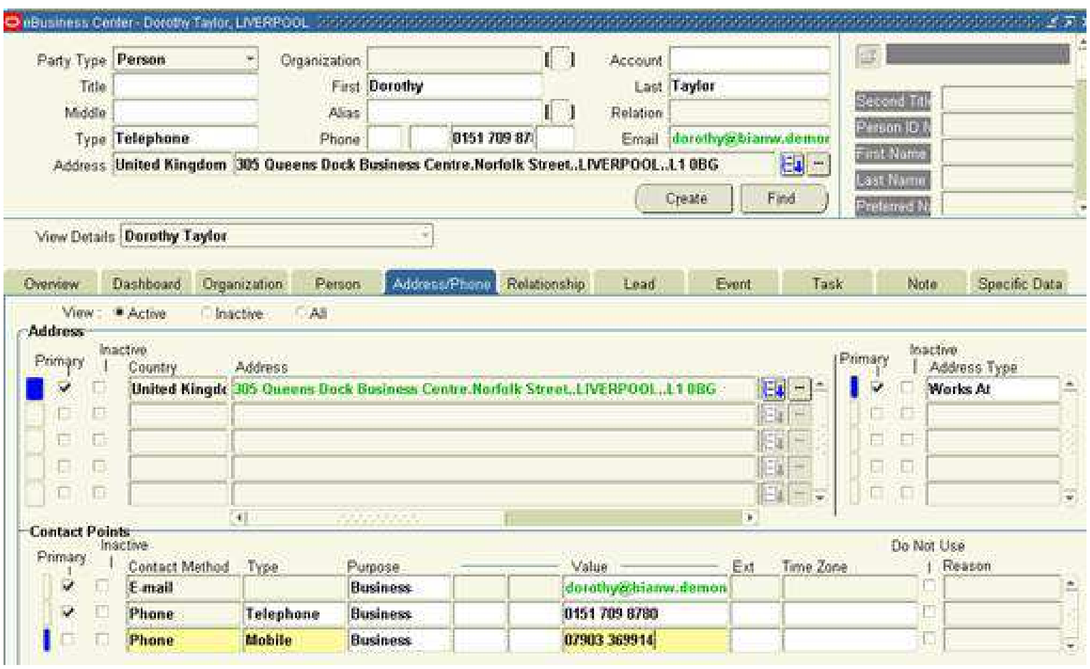
e. If the person you want is an Existing Person, then select the 'Use Existing Person' button and enter any further details required.

f. If you already know their ID number, click the Find Button in the top block of the eBusiness window

g. Make sure the ‘Person’ search criteria are selected and put the number in to the ‘Person Number’ field.

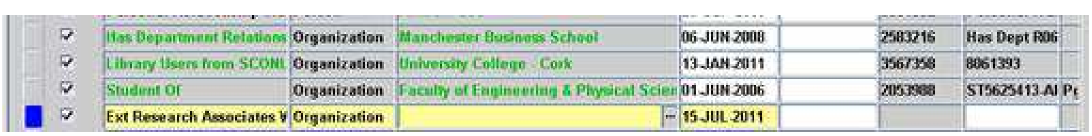


h. Once the person record is open in the eBusiness screen go to the Address/Phone tab and make sure all the details are set up correctly.



i. Go to the Relationships tab and make the relevant relationships have been recorded.

Attaching the Ext Research Associate with relationship in CRM



a. Go to the ‘Relationship’ Tab.

b. Create a new relationship by either moving to the next available empty line, or clicking on the green cross on the tool bar. .

c. In the Relationship field type the start of the relationship you wish to create, e.g. %Associate% for “External Research Associate”.

d. In the Object Type field type ‘O’ and tab and this will insert the word “Organisation”.

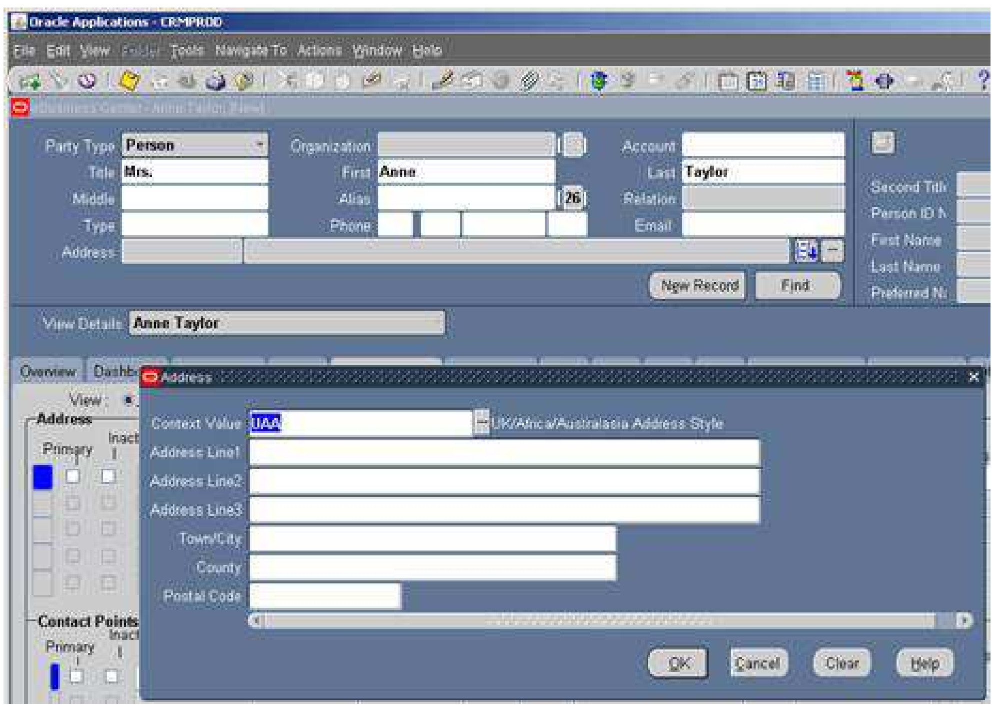
e. In the Object Name field type the Organisation name (This could be the Faulty/School) Like %EPS% . Use the % if you are unsure of how it is inserted in the system e.g. ‘%EPS%’.

f. Set the start and end date as required then tab along until the last field. This will display any additional information that needs filling out.

g. Click OK to shut the extra fields down.

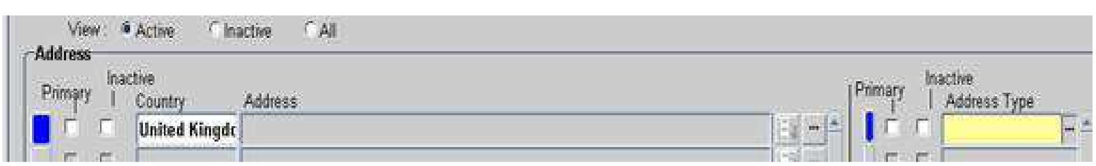
h. Save the records by clicking on the disk on the tool bar .

i. Then go to the Address tab, and enter the relevant details for that person.



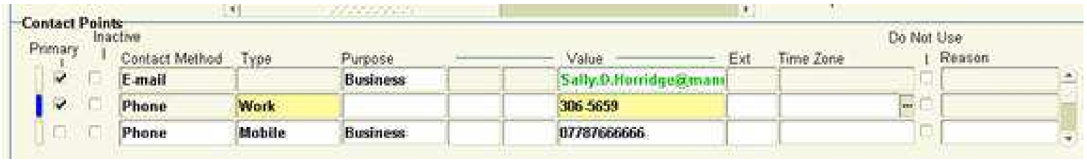
j. Select a country from the list of values. Ours is %united% for speed.

k. Flag what type of address it is by using the Address Type box.

l. 

m. Save the records by clicking on the disk on the tool bar .

n. If you have any email addresses or phone numbers for the contact you can insert them in the bottom section of the screen. Make sure the correct type on purpose is used for the numbers.


Contact Points

Primary	Inactive	Contact Method	Type	Purpose	Value	Ext	Time Zone	Do Not Use	Reason
✔		E-mail		Business	Sally.D.Horridge@mani				
✔		Phone	Work		306 5659				
		Phone	Mobile	Business	07787666666				

o. Save the records by clicking on the disk on the tool bar .

p. Make a note of the University ID number you are given for the person as you will require this again. The external supervisor will need this ID number in order to complete the IT account sign-up process.

q. When the user account has been created [usually this takes overnight] the person's university username can be viewed on the 'MORE' button against their record in the SPoT screen, by searching on their University ID number.

r. Any queries, please contact data.quality@manchester.ac.uk

Campus Solutions setup – attaching the external supervisor to the student

Once the external supervisor record has been successfully created within CRM, the details will feed through to Campus solutions (with 24-hour delay). The external supervisor then needs to be attached to the student advisor record as **'PGR Indust/External Supervisor'**.

This information will then feed through to eProg (within 24 - 72 hours) so that the external supervisor details appear on the student's profile page, and the external supervisor will be able to see that student when they log into eProg under the My eProg > My research students page (NB: The external supervisor will not be able to access eProg until they have completed the IT sign-up process.)

IT sign-up Once CRM set up is complete, the external supervisor will need to complete the standard IT sign up procedure in order to obtain a University of Manchester network account (username and password) at the IT Account Manager websitehttps://iam.manchester.ac.uk/welcome/menu **Faculty/school PGR administrators must provide the external supervisor with their University ID number.**

DTC Research Training Funds

The ESRC Advanced Training scheme is a new initiative whereby DTCs can open up their training and charge external attendees. This has been communicated to Pathway Leads who apply to Liverpool if it is applicable to their pathway. Attendees can be students from other DTCs or students from HEIs outside of the DTC network.

Where a pathway holds an event, they will need to complete the 'NWDTC Advanced Training Course Bursary Claim Form' (Appendix 2), attach it to the raised invoice quoting the reference XFG10090 NWDTC Advanced Training Bursary and send it to Debbie Henderson at:

The Graduate School
1st Floor Linear Wing
Foundation Building
University of Liverpool
765 Brownlow Hill
Liverpool. L69 7ZX

4. Student Data Reporting Through Je-S

The Joint Electronic Submission (Je-S) system is the route through which Higher Education Institutions now interact with the Research Councils (RCUK). Je-S acts as the mechanism for submission of funding applications, projects, investigators and studentships. All administrators managing ESRC students should have their own Je-S account. To register for a Je-S account, visit the website below and following the 'Create an Account' prompts:
https://je-s.rcuk.ac.uk

The University ESRC contact sets up Je-S accounts for new studentships in September. If a studentship commences at any other time of year (e.g. usually a project linked award) then the School needs to inform the University ESRC contact to ensure a Je-S account is created. Any delay beyond a month of the student's start of award could mean the research council withdrawing the funding.

A Je-S document includes information about the student's academic qualifications, project details, supervisors, studentship start and end dates and the amount of funding. The research councils use Je-S records to manage and monitor studentships' completion rate and to aid financial reconciliation. It is also useful for schools to ensure that crucial information – project title, supervisors, student programme completion date and thesis submission deadline that are recorded on Campus Solutions correspond with Je-S.

A guide for using Je-S for RCUK students is available at http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/staff/admin/funding/documents/Je-S%20ESRC%20Guidance.pdf.

5. Financial Management

For ESRC funded students, this involves updating internal University of Manchester records (Campus Solutions) and external research council records (via Je-S – joint electronic submission).

Funds allocation and financial reconciliation

The ESRC regularly checks how much ESRC grant we spend. It does this through a variety of methods – sometimes sending us spreadsheets to update but mainly through checking the information that we submit via Je-S.

The RCUK check the amounts of tuition fees and maintenance and other funding (overseas fieldwork/overseas institutional visit/language training) that we have allocated. This is under the 'Funding Details' section of Je-S. Further, it requests this information from the financial officers of our institution via the 'Maintain Grants' section on Je-S. Therefore, it is important that the figures the Finance Office submits on Je-S correspond to the student records section of Je-S, as well as what is on CS. Any discrepancy or omission will not be paid to the University retrospectively. Therefore, incorrect records of fieldwork payments can cost the school thousands of pounds.

Schools should update changes on Je-S and Campus Solutions as and when they are approved and effective including completion, withdrawal, interruption, change of mode of attendance, change of supervisors, fieldwork, change of project title, difficult language training, internships and programme transfer.

School accountants are expected to have an overview of and monitor the ESRC accounts in their school in liaison with the University ESRC Finance Officer, Wayne Ferris.

Because of the implication in relation to changes in the grant amount and end date, schools are asked to inform the University ESRC contact, who in turn will update the NWDTC and the University ESRC Finance

Officer, when approvals have been granted for interruption, maternity leave, change of mode of attendance, overseas fieldwork, and overseas institutional visit.

Tuition Fees

The University ESRC contact is responsible for liaising with the SSC to ensure they are aware of the ESRC students who are due to commence or re-register that academic year. This is done by liaising with the Senior Registration and Fees Officer in the SSC. It is important to inform SSC that ESRC tends to pay tuition fees out of synchrony with the University fee request system. If the SSC know that these are RCUK students, they can prevent invoices going out and stop negative service indicators being applied to the students' CS record.

Stipend/Maintenance

<u>Campus Solutions:</u>

The schools are responsible for annually setting up stipend payments. Once the student has been term activated, the school can set up the maintenance payments on Campus Solutions. Schools can start this process when the new Financial Aid Year has been activated around the beginning of August. All payments should be recorded on Campus Solutions by the beginning of September. The stipend payments are disbursed upon student registration completion.

Note: Students are required to have a PGDR record before payments can be processed. If a Manchester masters student is progressing to PhD, as their PGDT record will still be active alongside the PGDR record, the system will not allow payments to be made on PGDR record. The school should liaise with Patrick Ryan in Student Financials, SSC.

To set up the stipend payment on Campus Solutions, navigate to Menu > Financial Aid > Awards > Award Processing > Assign Awards to a Student

- Insert the student's ID and the current Aid year (NB: if the student commences in September 2013, the aid year is 2014.)
- Under Action insert 'B'
- Under Item Type – select the award from the drop down menu. For an ESRC award, your school should have one already set up e.g. ESRC SoSS. This will automatically populate the finance code
- Insert the full amount of the award for the academic year in the 'offered' field. This will also populate the 'accepted' field
- Keep 99 in the 'Disb Plan'
- In the 'Split code' 04 – monthly
- Validate, Post, Save

<u>Je-S:</u>

The tuition fee and stipend levels then need to be updated on Je-S – The University ESRC contact will do this for the first year – but this will need to be checked and maintained by the School. To update financial information on Je-S (https://je-s.rcuk.ac.uk/), navigate to Documents > Studentship Details Batch Update > List Studentships

- Go to 'Funding Details' menu
- Add Funding Details
- Choose relevant Academic Year, insert amounts and other details, save and submit
- Repeat the process if you are inputting more than one academic year's funding details

RTSG

The standard Research Training Support Grant (RTSG) allocation for pre 2013 students is £750 per annum. AQM students receive a £250 enhancement, totalling £1,000 per annum. From academic session 2012/13, the RTSG is provided to all students including those in 1+ period. This is specified in the studentshipoffer letter.

For student who commenced their ESRC award in 2011 and 2012, these funds were transferred to school accounts and managed at school level. To keep track of RTSG spending so that each student does not overspend and to allow unspent funds to be rolled over to subsequent years (within the life of the studentship), schools might want to keep spreadsheets of annual RTSG allowance and claims.

RTSG is normally provided to students through reimbursement of incurred expenses. In exceptional cases where a student wishes to make claims in advance of incurring expenses, it is schools' discretion whether to allow this. Such cases should have the support from the supervisors and approved by PGR Director.

For students who commence their ESRC award from 2013, the RTSG is held by the NWDTC. Students will need to apply to the NWDTC. Further guidance and application forms are available at: http://www.nwdtc.ac.uk/current.html

A guide on what RTSG can be used for is in the ESRC's Postgraduate Funding Guide:
http://www.esrc.ac.uk/_images/ESRC-Postgraduate-Funding-Guide-DTCs_tcm8-14766.pdf

6. Changes to Circumstances and Updating Records

This section applies to Faculty of Humanities schools. Please note that different changes in circumstances require different level of permissions:

School*	University ESRC contact/NWDTC Office
Interruptions during funded period	Interruptions during Submission Pending year
Thesis title change	Extensions to the submission deadline date
Maternity/Paternity/Adoption leave during funded period	Maternity/Paternity/Adoption leave during Submission Pending Year
Change of Supervisor	Fieldwork and Difficult Language Training
Change of Project Title	Training in Film Making
Sick Leave during funding period	Transfers between schools, pathways or institutions
RTSG expenditure (pre-2013)	Deferral of student start date
Transfer in mode of attendance in years 1 and 2	ESRC's Overseas Institutional Visits and Internships
	DSA
	Transfer in mode of attendance in year 3 or Submission Pending

***All changes approved at School level should be reported to the University ESRC contact so that the NWDTC and the University ESRC Finance Officer can be updated.**

Once approved, Campus Solutions and Je-S must be updated within one month of the approval. Please refer to the Je-S and Campus Solutions support documents – below is a quick guide. Please feel free to contact the University ESRC contact if you require support with any of these actions.

Campus Solutions Student Record Maintenance Guide http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226

In Je-S, navigate to Documents > Students Details Batch Update > Apply the filter to narrow the search (e.g. 2011 starters for ESRC) > Select your student's document.

NB: After changes are made to a Je-S record, both 'Save' and 'Submit Document' must be clicked (Top horizontal navigation menu). The system will ask you to validate the document automatically if it is required – this only happens if there is an incomplete action, or if the dates do not tally.

a. Change of Supervisor

Campus Solutions: In Records and Enrolment/Research Students/Student Supervisor, add a new row to the stack and amend the Effective Date as appropriate.

Je-S: Select 'Research Organisation' (left side), select 'edit' next to The University of Manchester, scroll down to the section entitled 'Add Supervisor'. Then click 'Add Supervisor'. Click 'Select Supervisor' to look for the academic – if they have a Je-S account, it will automatically fill in the rest of the fields once you click their name. If they do not have a Je-S account, then you will need to fill in the details for them under the 'Add New Person' option. Remember to tick if this person is to be the student's main Supervisor, and this Supervisor should be at the submitting RO. You should then save and submit the document.

b. Change of Project Title

Campus Solutions: Records and Enrolment > Research Students > Thesis Management, add a new row to the stack and amend the Effective Date as appropriate.

Je-S: Update the project title under the 'Project Details' section of Je-S. Save and submit the Document.

c. Interruptions, maternity and sick leave

i. Maternity Leave

ESRC students are allowed up to 6 months paid maternity leave and up to 6 months unpaid leave during the funded period of their award. The thesis submission deadline will be extended in accordance with the period of maternity leave. To qualify, students must apply for a period of interruption through the school using the relevant school interruption application form and provide MAT B1 as soon as they can.

If the student is in their submission pending year, they must apply to the ESRC for maternity leave entitlement. This is done via the University ESRC contact.

These extensions to funding periods should be reported to the University ESRC contact, who in turn will inform the NWDTC and the University ESRC Finance Officer.

Campus Solutions:

1. In the student program/plan screen, add a new row and enter the dates of the interruption, selecting the most appropriate program action reason for the interruption and save. Go to the registration details screen, add a new row and change the students expected end date to take into account the exact period of the interruption and save. You will need to click on the correct history button to process these changes. Changes made in Campus Solutions will be reflected in the student's eProg record after 24 hours and the system will automatically roll forward the milestone deadlines if the interruption information has been input correctly in Campus Solutions.
2. In order for the student to continue to receive the stipend during their maternity leave, the school should notify Patrick Ryan in SSC of the change so that Patrick can override the system to allow the payments to be disbursed whilst the student status is "Leave of Absence" for a up to 6 months. If the student plans to undertake some or all of the unpaid period of maternity leave (up to six months) then this must be indicated to Patrick so that the student does not get overpaid beyond the permitted 6 months paid period. We advise that payment plans are removed for this unpaid period to prevent overpayment.
3. You will need to set up an additional payment plan in the academic year following the original funding end date – to cover the paid period of the maternity leave. This is done in the usual way by navigating to Menu > Financial Aid > Awards > Award Processing > Assign Awards to a Student

- Search the record by student ID and Aid Year (NB: if the student commences in September 2013, the aid year is 2014)
- Type in Action B, change the offered amount to the total the student should have received up to the point of the interruption. Under disbursement, check that no payments are scheduled during the interruption.
- When the student returns within the same Aid Year, you need to repeat the above steps to update their maintenance payment plan accordingly.

Je-S:

1. In Researcher Training Dates section, select 'Edit' at the bottom of the page and update the Funding End Date, PhD End Date (should be one year ahead of submission deadline) and Expected Submission Date (and Course End Date where applicable for those doing a PGT course).
2. In Funding Details section, add an academic year and record the actual amount of stipend they received e.g. if the student takes 6 months maternity leave, 6-months of pro rata stipend will be added to the Annual stipend amount of the added academic year. If the student takes unpaid leave, remove this pro-rata.

   Ex 1: Student takes 6 months paid and 6 months unpaid - record just 6 months of fees and 6 months of maintenance.

   Ex2: Student takes 6 months paid and 3 months unpaid – record 9 months fees and 6 months maintenance (6 months of paid maternity leave plus 3 months of returned to programme).

3. In Research Organisation section, update the 'End Date at Organisation'
4. Edit 'End Date of Funding from Grant' (this will be under Research Organisation, under Liverpool as that is where the grant is held). This is under the 'Grants' section of the page (at the bottom).
5. Save and Submit the document.

ii. Sick leave of up to 13 weeks with medical evidence

This must be applied for during the funding period of the PhD. If the student requires any interruption/extension during the submission pending year, this has to be submitted to the ESRC via the University ESRC contact.

ESRC allows up to 13 weeks per year of continued stipend payment during a period of sick leave which is covered by medical evidence. The overall studentship period does not extend i.e. the ESRC does not pay the extra stipend for the sick leave period. The submission deadline does not change – unless a student applies for it. To apply for an extension, students should liaise with the University ESRC contact sending their case and medical evidence 2-3 months before their original submission deadline.

Note – there may be a difference in practice in schools with this action. Whilst a student is on sick pay, the ESRC still assumes the student is continuing and therefore there is no change to the student's end of funding date, or submission deadline. However, most schools record illness as an interruption on CS. If the School does record a period of ESRC sick pay as an interruption on CS, they need to make a note on the student's file that the ESRC's submission deadline remains the same, whilst the University's submission deadline will have accounted for the period of the interruption.

Campus Solutions:

Some schools may decide not to record the period of sick leave on CS as an interruption as this keeps the submission dates in synchrony. However, if they do, the process is:

1. In the student program/plan screen add a new row and enter the dates of the interruption, selecting the most appropriate program action reason for the interruption and save. Go to the registration details screen, add a new row and change the students expected end date to take into account the exact period of the interruption and save. You will need to click on the correct history

button to process these changes. The information inputted will be visible in the student's eProg record after 24 hours and the system will automatically roll forward the milestone deadlines if the interruption information has been inputted correctly in Campus Solutions.

2. The school should notify Patrick Ryan in SSC of the change so that Patrick can override the system to allow the payments to be disbursed whilst the student status is "Leave of Absence" for up to 13 weeks. If the approved CS interruption period exceeds 13 weeks, this must be indicated to Patrick so that the student does not get overpaid beyond the permitted 13 weeks. In these cases, please refer to the University ESRC contact – students are not permitted to have more than 13 weeks sick pay from the ESRC, therefore must be entered onto a formal interruption.

Je-S:

No changes required on Je-S as the funding end date and submission deadline are unchanged.

NOTE: The student will need to apply to the ESRC 2-3 months before their original submission deadline if they require an extension. Extension requests should be submitted to the ESRC via the University ESRC contact.

iii. Other types of interruption:

Campus Solutions:

1. In the student program/plan screen add a new row and enter the dates of the interruption, selecting the most appropriate program action reason for the interruption and save. Go to Registration Details screen, add a new row and change the students expected end date to take into account the exact period of the interruption and save. You will need to click on the correct history button to process these changes. The information input will be visible in the student's eProg record after 24 hours and the system will automatically roll forward the milestone deadlines if the interruption information has been input correctly in Campus Solutions.
2. Update the stipend payment plan for the current Aid Year by navigating to Menu > Financial Aid >Awards > Award Processing > Assign Awards to a Student

- Search the record by student ID and Aid Year (NB: if the student commences in September 2013, the aid year is 2014.)
- Type in Action B, change the offered amount to the total the student should have received up to the point of the interruption. Under disbursement – check that no payments are scheduled during the interruption.
- When the student returns within the same Aid Year, you need to repeat the above steps to update their maintenance payment plan accordingly.

3. You will need to set up an additional payment plan in the academic year following the original funding end date to pay for the period that the student interrupted and had their stipend payment suspended.

Je-S:

1. In Researcher Training Dates section, select 'edit' at the bottom of the page and update the PhD End date (one year ahead of submission date), Expected Submission Date, Funding End Date and Course End Date (if applicable).
2. In Funding Details section, choose the academic year in which the interruption takes place and amend the Annual stipend on a pro rata basis and Annual fees amounts to pro rata of the actual amount received (Ex: 3-month interruption would mean you record only 9 months' worth of fees and maintenance rather than the full year).
3. Add an academic year following the original studentship end date and record the amount of Annual stipend Annual fees. Submission Pending fee is not included as students registering for this period will pay for this themselves. (Ex: 3-month interruption would mean a 3-month funded period beyond the original funding end date).
4. In Research Organisation section, update the 'End Date at Organisation'

5. Edit ‘End Date of Funding from Grant’ (this will be under Research Organisation, under Liverpool as that is where the grant is held). This is under the ‘Grants’ section of the page (at the bottom).
6. Save and Submit the document.

Where schools require assistance calculating the award amount, please feel free to contact the University ESRC contact or refer to the Je-S support document.

NOTE: All interruptions in the submission pending year need to be approved first by the ESRC. Please liaise with the University ESRC contact.

d. Transfer of Awards

Campus Solutions: For incoming student, the transferred student will be asked by the School to submit an application online so that their Campus Solutions record is created. Once matriculated, the school should check and amend the completion date as appropriate to take into account the period they will be registered at Manchester. For outgoing student, their Campus Solutions record needs to be withdrawn. Please refer to the Je-S and Campus Solutions support document.

Je-S: For incoming students, the ESRC University contact will set up a Je-S document in the same way as a new student although care should be taken to the start and end dates. For outgoing students, the destination HEI will set up a Je-S document for this student. Our role is to terminate the student under the ‘Termination Details’ section. Please liaise with the University ESRC contact.

e. Difficult Language Training (DLT)

Students should have stated on their initial NWDTC application forms their intention to undertake DLT otherwise they will not be able to apply for funding to the NWDTC to support this activity. All applications for DLT should be submitted to the NWDTC office on the Overseas Fieldwork Allowance form. See the following link for the application and more details (under fieldwork guidance and application): http://www.nwdtc.ac.uk/current.html

Campus Solutions:
1. Update the Expected End Date of Programme and the Expected End Date of Student.
2. Update the payments in the Financial Aid section – type in Action B, update the overall fund in the ‘offered amount’, click on Disbursement and tick Custom Split box, add the extra funding to the appropriate month’s payment, validate, post and save.

Je-S:
1. Update the finance record section in Funding Details. For DLT, you will need to add another year of funding **and** record extra maintenance in the period of the award that they received the DLT. E.g. 6 months DLT means an extra 6 months of funding **plus** the additional money during the period of DLT. Save.
2. Under ‘Researcher Training Dates’, select ‘edit’ at the bottom of the page and update the PhD End Date (should be one year ahead of the submission date), the Funding End Date, and the Expected Submission Date. Save
3. In Research Organisation section – update the End Date at Organisation and End Date of Funding from Grant. You will amend the grant dates in the University of Liverpool section as that is where the grant is held.
4. Save and Submit the document.

f. Fieldwork

UK fieldwork - must be paid for using the student’s RTSG.

Overseas fieldwork
Overseas fieldwork must be formally approved by NWDTC. Students must have stated in their original application to the NWDTC for funding their intention to undertake fieldwork otherwise they will not be able to apply for funding to the NWDTC to support this activity. Only FT and students are eligible – so a PT student will need to change status during the fieldwork period to be eligible. Once on their programme, students should apply to Liverpool using the 'NWDTC Overseas Fieldwork Allowance' application form.
The approval takes into account the country, length of the fieldwork, nature of study and the supervisor's support. Once approved at School level, the application must be made to the NWDTC by submitting the application form to Hayley Meloy at H.L.Meloy@liverpool.ac.uk. The application form and guidance can be downloaded from http://www.nwdtc.ac.uk/current.html

Campus Solutions:
1. In Student Program/Plan, add a new row, Program Action – Data Change, Action Reason – Fieldwork to record the start of the fieldwork period. Add another row, Program Action – Data Change, Action Reason – Return from Fieldwork to record the end of the fieldwork period.
2. In Assign Awards to a Student, update the award amount, validate and post.

Je-S: In Funding Details section, amend the Annual stipend amount to include the overseas fieldwork allowance. Save and submit the document.

g. Extensions

Extensions to the submission date only (i.e. that are not the result of an interruption in the funding period of the award) must be approved by the ESRC in the first instance. Please liaise with the University ESRC contact. The process should be that this is approved provisionally at school level using school level forms, and then this documentation and any supporting documentation forwarded to the University ESRC contact to liaise with the ESRC for approval. This should be done 2-3 months before the original submission deadline. Please do not make changes to Je-S or Campus Solutions until a formal approval from the ESRC is received.

When the ESRC decision is received, the University ESRC contact will inform the school, who in turn will inform the student and update Je-S and Campus Solutions.

Campus Solutions:
In program/plan screen, add a new row and enter the start date of the extension as the effective date and update the program action as data change and action reason as extension to submission date and save. Go to the registration details screen and add a new row and change the expected student end date, taking into account the extension period and save. These changes should be reflected in the student's details page in eProg. Following completion of the submission pending period there will be no eProg milestones to complete and attendance milestones will not populate the eProg progression page.

Je-S:
Where an extension is permitted, 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) – should be one year ahead of submission deadline.
5. Reason for change: Adoption. Maternity. Status change, other (Researcher Training screen)
6. Funding Details screen (depending on whether this is a funded extension)
7. Research Organisation screen (End Date at Organisation and End Date of Funding from Grant)

h. Overseas Institutional Visits and ESRC Internships

Overseas Institutional Visit
All ESRC funded students are eligible. Students should submit the application to the University ESRC contact at least 3 months in advance. For the application form and guidance, please see http://www.esrc.ac.uk/_images/ESRC-Postgraduate-Funding-Guide-DTCs_tcm8-14766.pdf

ESRC Internships
The ESRC send out calls for internships which are distributed directly to the students and also via the University ESRC contact. All ESRC funded students are eligible. Students apply via the University ESRC contact. Successful candidates receive an extension to their funding period (up to six months) and a travel and accommodation allowance of up to £1000 per month during the internship. Fees only students receive the same accommodation and travel allowance, but only a fees only extension to their funding period of the award. Once approved, the University ESRC contact will liaise with the school – note that dates are variable (but not the length of the internship) so the school must liaise with the student for confirmation.

Things to note:
- The student will not be on an interruption during their OIV or Internship. The student is paid 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 OIV/internship (usually 3 months).

- Fees only students will receive an extension to their fees and RTSG.

- Expenses incurred on the internship should be claimed to the ESRC directly (up to £1000 per month for accommodation and travel)

Campus Solutions:
Three new action reasons have been created for use in recording students who take type 2 or type 3 internships (INTS or INTW) where the internship is an integral part of the programme:

- INTS Internship with Stipend – this is the one used for ESRC funded internships
- INTW Internship without Stipend
- INTR Return from Internship

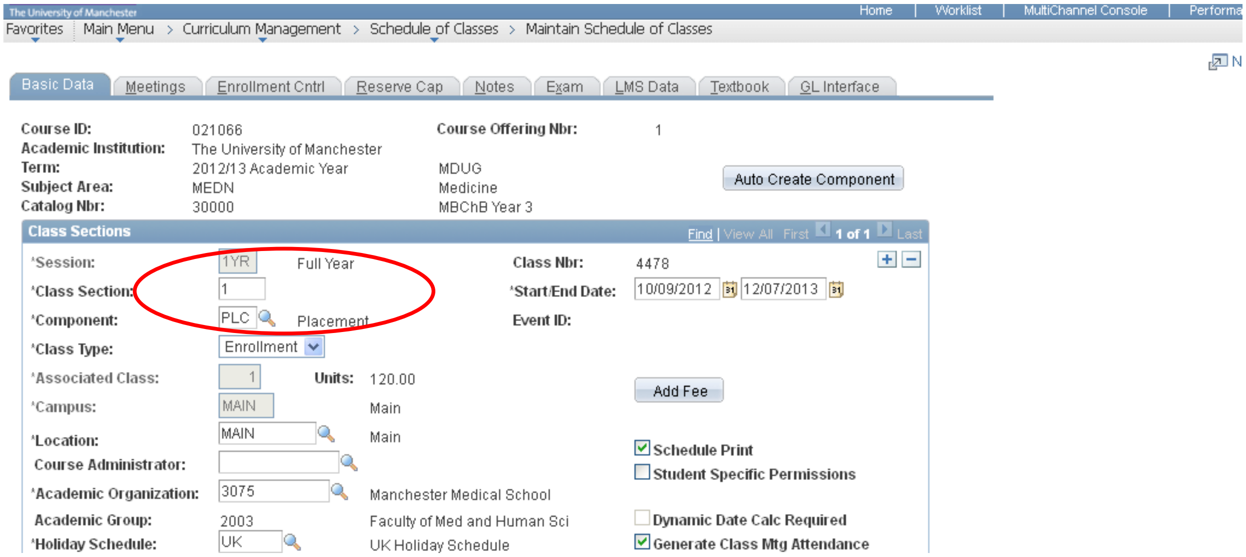
INTS & INTW should be applied when the student begins their internship.
INTR should be applied at the same time if possible with the correct return date used as the effective date, (this will help you track the student).In all cases, INTR should be applied and the return date must be entered by the time the student returns from their internship

For all INTS and INTW internships, the student is expected to undertake the internship as <u>part of their programme</u> and therefore the Expected End Date of Student should <u>NOT</u> normally be changed. These internships are not classed as interruptions. However, to ensure the ESRC students get a further 3 months funding you will need to use an extension action reason to record the extension for the length of the internship.

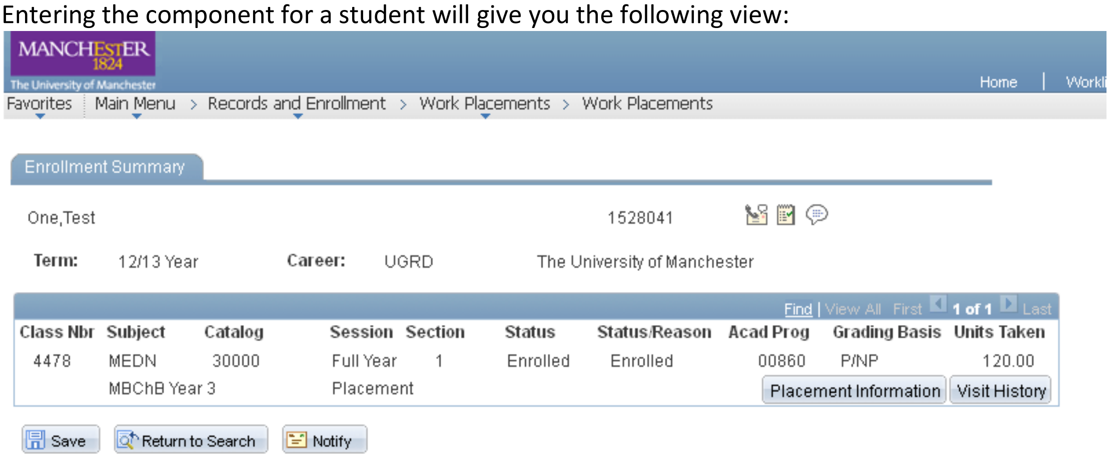
The Work Placement page component of Campus Solutions has been opened up for use in recording details of an internship. This page can be found as follows:
records and enrolment>work placements> work placements

A dummy course unit & class must be set up for the term in which the student begins the internship. The reason for this is that records on this page can only be attached to classes.

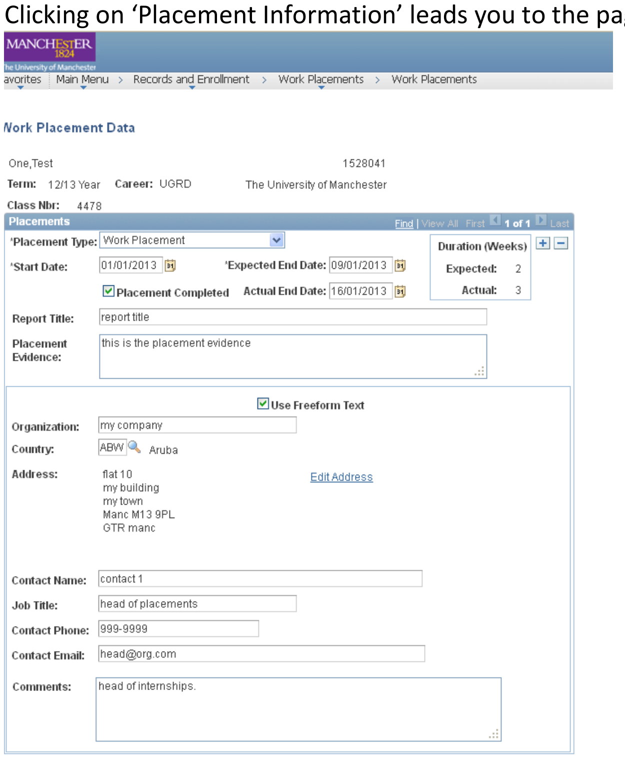
The class section chosen must be 'placement' as below:



Entering the component for a student will give you the following view:

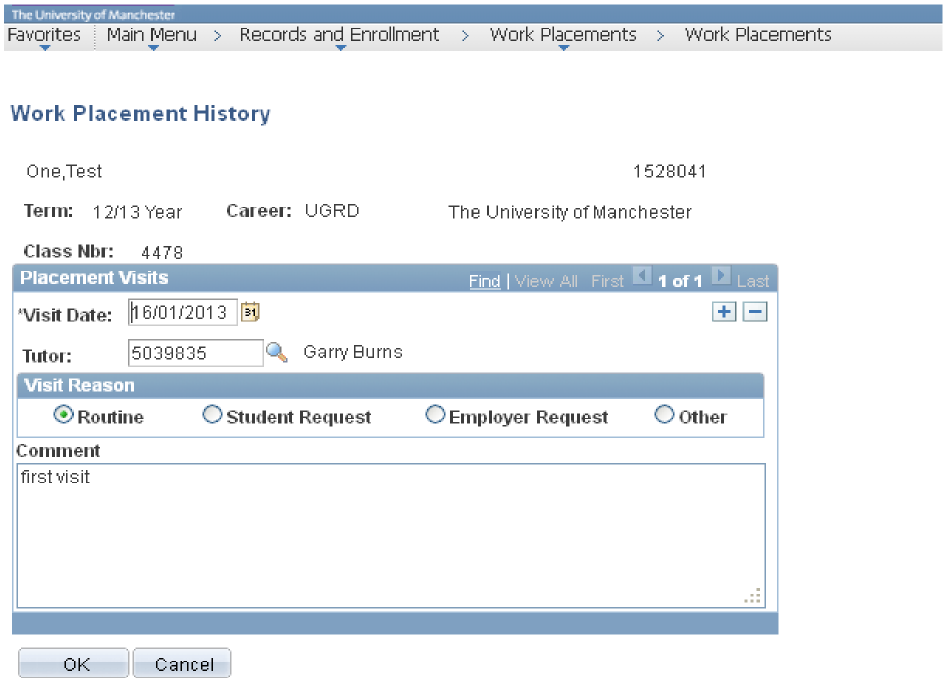


Clicking on 'Placement Information' leads you to the page where you can enter placement details:



Note: Ensure that the 'use freeform text' box is ticked to allow you to enter organisation details. Do not try to select orgs from the look up.

If you wish to record visits to the student while they are on their internship, this can be done by clicking the 'Visit History' button on the Work Placement page. The page appears as follows:



Je-S:

The only way to record OIVs and Internships is by amending the 'Research Training Dates', 'Funding details' and 'Research Organisation' sections to reflect the new end date for both the **student's funding and submission deadline**. Update the following:

1. Funding End Date (Researcher Training screen)
2. Expected Submission Date (Researcher Training screen)
3. Course End Date (if applicable) (Researcher Training screen) – should be one year ahead of submission deadline.
4. PhD End Date (Researcher Training screen)
5. Reason for change: Other (Researcher Training screen)
6. Funding Details screen
7. Research Organisation screen (End Date at Organisation and End Date of Funding from Grant)

i. Change of Mode of Attendance (part-time to full-time or vice versa)

Campus Solutions:

1. In Records and Enrolment > Career and Program Information > Student Program/Plan, add a row and Programme Action – Data, Action Reason – Program Change
2. Update Expected End Date of Programme and Student Expected End Date in Registration Details
3. In Records and Enrolment/Research Students/Student Supervisor, add a new row to the stack, amend the Effective Date as appropriate and fill in the required fields choosing the Academic Program and Academic Plan options corresponding to the new mode of attendance.

Je-S:

eProg

For programme changes which all relevant information cannot be included in the Program/Plan screen on Campus Solutions, additional notes should be recorded using **Comments Log** on eProg.

Examples of such information which should be recorded include:

- Additional information about interruption such as specific reason
- Stipend overpayment and/or repayment
- Description of special circumstances or special agreements which may need to be taken into account at reconciliation and to determine the thesis submission deadline
- Overseas institutional visit, difficult language training and the details of additional financial support
- Transfer of award between institutions or departments

Note: Award calculation and re-calculation

For changes to the study which result in award amount change, please contact the University ESRC contact.

j. Discontinuation of Studies

Campus Solutions:
If a student chooses to discontinue their studies go to student program/plan, add a new row and enter the effective date which should be the last date of the student's attendance. In the program action field enter DISC for discontinuation. In the action field select the most appropriate reason for the student's discontinuation and save.
To drop students from classes they have not yet been graded, go to Records & Enrolment > Student Term Information > Term History. Move across to term withdrawal tab and from the withdraw/cancel tab select withdrew. From the withdraw/cancel reason select student withdrawal. The withdraw/cancel date and the last date of attendance date will default to today's date and you should change these to reflect the students actual last date of attendance. Click on post term withdrawal button and save.

Je-S:
Under the 'Termination Details' screen, provide the date of termination, reason for termination and any further information relating to the decision.

k. Early Completion

Je-S:
If submitting before the studentship end date, change Funding End Date and End Date at Organisation to the last stipend payment period
Studentship Details Batch Update > Confirm End Date
Submission Date
Degree Award Date
Archive

7. NWDTC Committees

NWDTC is governed by committees at various levels including the Strategy Board, the Academic Management Committee, the DTC Directorate, the Studentship Allocation Panel, the AQM Sub-committee and the Training and Knowledge Transfer Panel.

The NWDTC Strategy Board meets twice a year and consists of PVC level for each of the three institutions, the Chair of the Academic Management Committee and Director of the DTC. The Strategy Board considers matters relating to national and international challenges and opportunities for the DTC, ensures policy implementation, agrees annual budget and overseas financial decision making and oversees periodic review to ensure the quality and standards of the Centre's output and to monitor progress against the strategic goals.

The DTC Academic Management Committee reports to the Strategy Board and has one Dean of Graduate Studies representative from each of the partners. The AMC determines a delivery plan for the DTC. The Committee meets at least once per term. Its remit is to receive, discuss and respond to reports from the NWDTC Directorate, subject pathway leaders; agrees a marketing strategy including development of any jointly owned materials; develops processes to disseminate good practice and agrees delegation for implementation.

The DTC Directorate is the primary liaison with the ESRC. Its main responsibilities are to administer financial arrangements including transfers of funds across institution, administer studentships, establish and manage progress monitoring, co-ordinate shared provision for transferable skills training, service and support the NWDTC standing panels and committees.

The Studentship Allocation Panel has the same membership as the Academic Management Committee and meets once per year in order to assess the distribution of awards.

8. Module Exchange

NWDTC Operational Guide and Module Exchange Guide

The Universities of Manchester, Liverpool and Lancaster University have created a DTC Operational Guide (http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/staff/admin/funding/esrc.html) to harmonise principles and practices for students accessing training and supervision provision in partner institutions.

The document covers the overall management of module exchange, course sharing and its approval process, as well as co-supervision arrangements amongst institutions. From this Operational Guide, there are important points for schools to take into consideration relating to our responsibilities for Manchester students undertaking partner's modules and for partner institution's students undertaking Manchester modules such as the provision of course outlines and the enrolment and assessment arrangement.

The key principles in the Module Exchange Guide are:

- The module exchange applies not only to DTC-funded students but to other students who may wish to undertake modules at the partner institutions
- The modules can be taken for credits or for audit purpose
- The modules can be part of PGR or PGT programme but will be subject to DTC approval
- The approval process requires the student submitting the application form to the Home Institution PGR Director/supervisors for approval and forward to Hayley Meloy at the beginning of the academic year. Hayley will then liaise with appropriate institutions regarding module enrolment.

The guide includes information about Pathway Leads' roles in facilitating the module exchange communication and approval and applications timescale. When exchange applications from students have been approved by the student's institution, the student will liaise directly with the module's host institution ESRC contact. The ESRC contact liaises with their own administrators to administer the student registration and module enrolment.

Manchester Students Undertaking Liverpool and/or Lancaster Modules

From liaising with pathway leads, the DTC will inform institutions of the details of students taking modules at partner institutions so that administrators can have a record of their students' module exchanges to ensure that they meet the research training requirements of the programme.

Liverpool/Lancaster Student Module Enrolment at Manchester

Because we will be reconciling the costs of modules exchange and supervision with Liverpool and Lancaster by counting the number of students and units that students from partner institution attend, from September 2012, the students need to register on a school DTC programme so that we can run reports directly from Campus Solutions.

The process will start from

1. In order for their record to be created, the student submits an online application for admission at http://www.manchester.ac.uk/postgraduate/howtoapply/. The school should specify which programme to choose e.g. PhD Economics. Supporting documents are not required
2. School changes Programme and Plan to one of the DTC Programme and Plan codes below and then matriculates the admission record into registration. In schools where PGR admissions and student admin are separated, admissions staff should be notified of the application as the applications are not considered through normal admissions procedures.

3. Using their 7-digit ID number, student completes the IT sign-up by following the instructions on My Manchester (https://my.manchester.ac.uk/). They will get a username (e.g. mbcxxxxx) in order to proceed to register online. Tuition fee for the Programmes and Plans below is set up as NIL. Once completed, they can access Blackboard and other facilities.
4. School enrols the student onto modules (subject to DTC's approval) in the same way as other PhD students
5. The attendance and assessment marks (if assessed) are recorded on Campus Solutions as normal. The DTC will collate the attendance and results for three partner institutions periodically to ensure that students who participate in module exchange complete the required number of credits.

The Academic Programme and Plan codes

School	Academic Programme	Academic Plan
ALC DTC Units	07356	09331
Education DTC Units	07274	09209
Law DTC Units		
MBS DTC Units	07401	09417
SED DTC Units	07340	09308
SoSS DTC Units	07224	09142
MHS DTC Units		
FLS DTC Units		

Appendix 1: NWDTC Pathways

- **Accounting and Finance**
- **Business and Management**
- **Development and Humanitarianism**
- **Economic and Social History**
- **Economics**
- **Geography and Environment**
- **Health and Wellbeing**
- **Language-Based Area Studies (LBAS)**
- **Educational Research: Policy and Practice**
- **Linguistics**
- **Planning and Environment**
- **Politics in a Global World**
- **Psychology**
- **Science, Technology, Innovation and Social Practices**
- **Security, Conflict and Justice**
- **Social Anthropology**
- **Social Statistics**
- **Social Work**
- **Sociology**

A list of pathway leaders is available on http://www.nwdtc.ac.uk/documents/NWDTCPathwayLeads.pdf

A list of the programmes within each pathway is available on http://www.nwdtc.ac.uk/home/pathways/accounting.html

Appendix 2: Advanced Training Course Bursary Claim Form

ESRC NORTH WEST DOCTORAL TRAINING CENTRE

NWDTC 2013/14 ADVANCED TRAINING COURSE BURSARY CLAIM FORM

This form should be completed by course organisers to reclaim funds from the NWDTC Advanced Training Course Bursary when students from outside HEIs attend advanced training at Lancaster, Liverpool or Manchester. Please complete one form per claim.

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1. Advanced Training Course Title:

2. Course Organiser (name and contact email/tel):

3. Name(s) of Student(s) and outside HEIs:

4. Training Course Start Date:

5. Duration of Training Course:

6. Venue:

7. Training Course Registration Costs (i.e. total cost of course):

8. Financial contribution from student (@ £30 per day):

9. Total amount reclaimed:

An invoice should be raised by the RO claiming the Bursary payment. The following reference must be quoted: **XFG10090 NWDTC Advanced Training Bursary**. Please attach this form to the invoice before forwarding to the University of Liverpool. PLEASE RETURN TO: DEBBIE HENDERSON, THE GRADUATE SCHOOL, 1ST FLOOR LINEAR WING, FOUNDATION BUILDING, UNIVERSITY OF LIVERPOOL, 765 BROWNLOW HILL, LIVERPOOL L69 7ZX. Tel: 54694, email: dhenders@liverpool.ac.uk

Appendix 3: List of Key Administrative Contacts

The University of Manchester

<u>University ESRC contact:</u>
Nichola Ellis (Nichola.Ellis@manchester.ac.uk) Tel: 0161 275 0284

<u>Faculty of Humanities</u>
Carole Arrowsmith Tel: 0161 306 1114
Anusarin Lowe Tel: 0161 275 3275
http://www.humanities.manchester.ac.uk/postgraduate/research/funding/

School of Arts, Languages and Cultures
Joanne Marsh Tel: 0161 275 2603
http://www.arts.manchester.ac.uk/postgraduatestudy/funding/

School of Social Sciences
Bernadette O'Connor Tel: 0161 275 4627
http://www.socialsciences.manchester.ac.uk/postgraduate/funding/

School of Law
Stephen Wadsworth Tel: 0161 275 7554
http://www.law.manchester.ac.uk/fees/postgraduate-research/http://www.law.manchester.ac.uk/fees/postgraduate-taught/

School of Environment, Education and Development
Monique Brown Tel: 0161 275 0817
Debbie Kubiena Tel: 0161 275 3466
http://www.seed.manchester.ac.uk/fees/postgraduate-research-funding/esrcnwc/

Manchester Business School
Helen McManamon Tel: 0161 306 3496
http://mbs.ac.uk/programmes/phd/programme-overview/funding.aspx

<u>Faculty of Life Sciences</u>

Anna Lawless Tel: 0161 275 5444
(Centre for the History of Science, Technology and Medicine, CHSTM)

<u>Faculty of Medical and Human Sciences</u>
James Power Tel: 0161 275 1436

Faculty of Engineering and Physical Sciences
Lee Wilkinson Tel: 0161 306 8990

University ESRC Finance Officer
Wayne Ferris Tel: 0161 306 6876

Economic and Social Research Council (ESRC)
Tel: 01793 41 6000
http://www.esrc.ac.uk/funding-and-guidance/postgraduates/esrc-students/index.aspx