



ESRC Postgraduate Funding Guide
Guidance for Accredited Doctoral Training Centres

Version 3

Updated: June 2011

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Summary of key changes in version 3:

This document has been updated following discussion at the ESRC Nominated Contact Workshop held in May 2011.

Section 2: Key conditions and types of awards

6. Opening up International Eligibility

If the DTC opts to open up eligibility for students in Economics and Advanced Quantitative Methods, ROs will be required to waive the higher international fee rate for these students ie fees can only be paid at the same rate as home students.

Please note, training grant funds cannot be used to cover the difference between home and overseas fee rates.

12. Academic qualification needed to apply for a studentship - eligibility for a +3 award

The framework allows DTCs to determine which of their accredited funding structures is most appropriate for individual students based on their skills and prior research training. ESRC expects that applicants embarking on a +3 programme would have achieved a level of research training that would allow them proceed directly to PhD this is usually through the attainment of a previous masters qualification.

Section 3: Financial conditions and allowances

9. Research Training Support Grant (RTSG)

Where a DTC is unable to fully fund a student's overseas fieldwork trip, students may use their RTSG to supplement the costs associated with overseas fieldwork however this is entirely at the student's discretion.

12. Enhanced Stipends

Economics

Where a DTC has received a specific allocation for studentships economics their DTG has been supplemented by £3000 for each of the allocation to economics to reflect this.

16. Overseas Fieldwork - calculating the cost of overseas fieldwork

The notional cost includes an amount per student however it is unlikely that all students will undertake overseas fieldwork. The actual allocation of funds towards fieldwork is at the DTC's discretion and ESRC will not normally supplement the grant for additional fieldwork costs.

The following is a guide that DTCs can use to calculate the value of their contribution to fieldwork expenses but the *actual* contribution will depend on the funds available from within DTC's training grant. As such, it may not be possible for a DTC to fully fund a student's overseas fieldwork in all cases. Where only partial funding is available, the student will have the discretion to use their RTSG to supplement the amount available through the DTC overseas fieldwork allocation.

Section 4: Managing the Studentship

11. Permanent transfer between part-time and full-time registration

The rules governing permanent transfers are:

- a case cannot be considered if it is made in the final year of the award or which will apply only to the final year of the award except in very exceptional circumstances ie illness or students returning from maternity leave (any such exceptions must have prior approval from ESRC).

18. Illness

If a student has a condition that can lead to prolonged periods of sick leave then a suspension should be considered. If it is a case of short but regular absences, ESRC would encourage the institution to consider transferring the studentship to part time or to ensure that, through the monitoring and review processes already in place, their PhD programme is adapted to ensure it remains achievable within the funded period.

23. Publication of results/thesis abstracts

Students are advised to refer to the [ESRC Research Data Policy](#) that is available on the ESRC Website. ESRC-funded students are strongly encouraged to offer copies of any machine-readable data created or repurposed during the lifetime of the award for the deposit in the Economic and Social Data Service (ESDS). Further guidance on data deposit with the ESDS is available at <http://www.esds.ac.uk/aandp/create/offering.asp>.

Section 1: Introduction and overview of Studentship administration

1. Purpose of the Postgraduate Funding Guide

This guide is intended to support supervisors and nominated contacts in the administration of studentships and the introduction of Doctoral Training Grants in respect of financial payments, monitoring and evaluation, and rules, regulations and procedures. This version of the *Guide* relates to accredited Doctoral Training Centres (DTCs) and studentships starting under the new postgraduate training framework from October 2011. For guidance on rules surrounding studentships commencing prior to October 2011 please refer to the 'Guidance for Studentships Commencing Prior to October 2011' version of the *Guide*.

This guide is valid from June 2011 and supersedes all previous versions.

As part of fulfilling its mission, the Economic and Social Research Council (ESRC) provides studentships for the support of full-time or part-time postgraduate study. The Council takes seriously its role to support high quality training opportunities for postgraduate students. As such, the [Postgraduate Training and Development Guidelines \(2009\)](#) set out the Council's expectations in relation to the training content expected to be in place or in development within accredited ROs indicating the core requirements across training in research methods and transferable skills.

Studentships can only be held in Research Organisations (ROs) that have been given ESRC accreditation as Doctoral Training Centres (DTCs) as described in the Postgraduate Training and Development Guidelines (2009) and the ROs subsequent application for accreditation.

2. The Role of the ESRC

The Economic and Social Research Council is an independent, government funded body set up by Royal Charter.

The mission of the Economic and Social Research Council (ESRC) is:

- To promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the Social Sciences.
- To advance knowledge and provide trained social scientists which meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life.
- To provide advice on, and disseminate knowledge and promote public understanding of, the Social Sciences.

3. Doctoral Training Grants (DTGs)

The studentships allocated to DTCs will be administered through Doctoral Training Grants (DTGs). A DTG is a grant providing funds for the training of research students leading to the award of a recognised qualification, usually a PhD.

The DTG award holder will normally be the principal applicant on the application for accreditation or an alternative member of the RO nominated by the principal applicant.

4. Submitting student details on the Je-S Student Data Portal SDP

The Je-S Student Data Portal (SDP) is the mechanism through which ROs inform ESRC of all students funded through the DTG. The portal is an electronic database that RO administrators will need to maintain with their student's details. The ESRC reserves the right to withdraw funding if student details are not maintained.

Student details should be submitted within a month after the student has started through the SDP. Details of the project and, if relevant, any project partner (for any collaborative studentship awards set up by a DTC that involve co-funding) should be submitted along with the student details, through the SDP. Detailed information on how to submit student details can be found on the [ESRC website](#). Je-S Helptext is also available in the top right hand corner of each screen.

5. Payment of studentships allocated to Doctoral Training Centres

The value of the DTG is calculated based on the number of students allocated to a DTC, a notional cost of a studentship and an estimate of the average length of the studentships, adjusted for applicable enhancements. Payments will be profiled over the duration of the grant and will be made on a quarterly basis in line with the profile. More detailed information on the DTG can be found in Section 3.

Section 2: Key conditions and types of awards

1. Key conditions for ESRC Studentships

Those receiving ESRC studentships and those responsible for supervising and organising their postgraduate studies are expected to abide by the ESRC terms and conditions as set out in this document.

The ESRC accepts no liability for the manner in which the work in connection with the studentship is undertaken. The student and the RO in which the studentship is held are responsible in all respects for the work and its consequences.

Awards are given to pathways within ROs which the ESRC has accredited for the quality and relevance of their training provision. Awards are therefore made on the assumption that the RO has adequate facilities for the research or training proposed in accordance with the requirements of the [Postgraduate Training and Development Guidelines \(2009\)](#), and that the policies, procedures and facilities specified in the RO's submission to the ESRC for the purposes of accreditation will be applied in relation to each award holder. It is the responsibility of accredited ROs to nominate students for awards who can meet the academic and residential guidelines outlined in Annex 1.

Where the ESRC is the lead Council, these rules must be abided by.

The ESRC is concerned with maintaining a high standard of training and supervision, and for this the Council relies on the co-operation of administrators, heads of departments and others who support students. The ESRC takes seriously its role to support high quality training opportunities for postgraduate students and believes in the consistent application of policies and practices to promote equality of opportunity and to eliminate unlawful discrimination. The ESRC expects that ROs are fair and transparent in the recruitment of students; students must be selected and treated on the basis of their merits, abilities and potential, regardless of their sex, transexuality, race, nationality, religion, religious beliefs, sexual orientation or age. ROs are expected to comply with all equal opportunities legislation in force and where an organisation is shown to be in breach of these, ESRC is prepared to invoke sanctions.

The ESRC relies on the ROs administrative authorities to ensure that they make full use of all other sources of financial assistance open to students, and that the authorities' own expenditure on postgraduate awards in the social sciences is not reduced on account of the ESRC studentships awarded to their students. However, if an ESRC award holder who is subsequently granted an additional award or an equivalent form of support which is sufficient to maintain the student, eg from employers to employees on secondment on full pay, will not be entitled to ESRC support from the date on which the new award/form of support starts.

All study undertaken as part of the ESRC award must be carried out within the UK, except as part of an accreditation, overseas fieldwork which is an integral part of the study, conferences, or training such as an Overseas Institutional Visit. Students may not, for example, write up their thesis whilst resident outside the UK during the period of their ESRC award. In such a case fees and/or maintenance grant will not be payable in respect of the student award. Students will also be expected to be resident close to the RO at which they are registered and we would expect there to be direct contact between the student and supervisor. This applies to full-time and part-time students.

2. Where Studentships may be held

Studentships can only be held in ROs that have been awarded ESRC accreditation as a Doctoral Training Centre (DTC). The list of accredited Doctoral Training Centres, including pathways and structures, can be found on our website at: <http://www.esrc.ac.uk/funding-and-guidance/guidance/postgraduates/doctoral-training-centres.aspx>

3. Types of Studentships

DTCs can determine the type of studentship to fund. This may be a standard studentship or a collaborative studentship funded with another Research Council or non academic partner.

ESRC does not fund studentships for standalone Masters Degrees, Diploma studies, international study, summer schools or conferences/seminar attendance (unless as part of an award).

4. Structure of Awards

When applying for accreditation, ROs specified the structure funding it would support across its range of pathways. Further details can be found on the accreditation list available on the [ESRC's website](#).

As part of the new postgraduate training framework, the ESRC has increased its flexibility in the delivery of research training and does not prescribe that research training must be frontloaded. It can now be spread across the PhD programme. Where DTCs have favoured the introduction of a four (or possibly a five) year programme, it is expected that ROs have robust progression procedures in place to assess formally individual students within the first two years of the programme. The ESRC [Postgraduate Training and Development Guidelines 2009](#) places an importance on core training in research methods to enable all social scientists to understand and use essential qualitative and quantitative techniques. The Guidelines indicate the core skills and proficiency in the application of research methods that all students in the social sciences are expected to acquire during their studies. These are set out in Annex 1 of the [Postgraduate Training and Development Guidelines 2009](#). Accredited pathways have been given the flexibility to develop the structure and provision of their programmes to fit their own situation and strengths.

It is the RO's responsibility to determine which training package is appropriate based on the particular requirements of specific disciplines or cross-disciplinary research areas and to satisfy the individual needs of students.

Typical course structures include:

- +3 programme: funding for a 3 year PhD (assumes that a student has already met the majority of the core training requirements or the PhD focus is largely on more advanced training)
- 1+3 programme: an integrated masters programme supersedes the 3 year PhD which will deliver the majority of the core training requirements
- 2+2 programme: a longer masters programme followed by a shorter PhD programme
- +4 programme: up to 4 years funding for a PhD which assumes that core and advanced training requirements can be met during the course of the programme
- 2+3 programme: an extended masters for specialist training followed by a standard 3 year PhD programme.

5. Residential Eligibility

There are two main types of studentship:

- Full awards: these cover the cost of approved tuition fees and provide a maintenance grant.
- Fees-only awards: these cover the cost of approved tuition fees, but no maintenance grant is provided.

In order to be eligible for one of these awards, a student must meet certain conditions relating to residence. Please note that the status of the award (eg full or fees-only) is determined at the start of the award and cannot be changed once an award is made. For example a student cannot upgrade from a fees-only to a full award once their award has been made. Please refer to Annex 1 for the full rules governing residential eligibility.

Important Note: It is essential that students funded via the DTC receive the type of award they are entitled to. ROs must not allocate a fees only studentship to an applicant who is eligible for a full award.

6. Opening up international eligibility

The Research Councils have agreed a number of underlying principles in relation to the recruitment of non-UK domiciled candidates to Research Council funded studentships. In light of this, ESRC has agreed to relax the rules around international eligibility in strategic areas, allowing fees and stipends to be paid for students from outside the UK. DTCs will be able to recruit overseas and EU students for full awards in Economics or Advanced Quantitative Methods without adhering to the current residential eligibility rules laid out in Annex 1. ROs will be required to waive the higher international fee rate for these students ie fees can only be paid at the same rate as home students.

DTCs can decide whether to apply these relaxed eligibility rules. However, the decision must apply across all pathways and (where relevant) all institutions within the DTC.

Please note, training grant funds cannot be used to cover the difference between home and overseas fee rates.

7. Institutional role in checking of residential eligibility

ESRC places full reliance on residential eligibility approval checks undertaken by the RO. Decisions made on this are fundamental to the validity of ESRC funding. In the event that any funded student was subsequently found to be ineligible, under Treasury rules this would require cancellation of the grant and recovery of sums paid, for which ESRC would hold the RO liable. The ESRC will undertake a sample check on an annual basis.

If the circumstances around establishing eligibility are complex, the case may be referred to the ESRC for advice or a ruling. Where there is doubt about an individual's eligibility, the RO will be held responsible for an incorrect decision if the ESRC was not consulted. The advice is obtainable from tdbpolicy@esrc.ac.uk

When submitting student details to the SDP, ROs are confirming that they have checked the eligibility of the student. ESRC reserves the right to stop payments to nominated students whom it considers to be ineligible and the final decision on a student's eligibility rests with ESRC.

8. The finances and length of time ESRC studentships may cover

ESRC studentships can cover tuition fees, maintenance allowance and other expenses, depending on the student's situation, circumstances and type of award.

The ESRC will not normally support any full-time student for more than four years, nor any part-time student for more than seven years except where ROs have obtained accreditation for a 2+3 award structure. Students who transfer between full and part-time during their award will have their awards adjusted on a pro-rata basis.

9. Part time and full time Studentships

The ESRC continues to be supportive of part time students. For studentships awarded through a DTC, the ESRC has not awarded separate accreditation for part-time provision. Unless otherwise stated, all DTCs are eligible to host part-time studentships on all pathways.

Students are not eligible, however, to apply for a part-time studentship if their employer is a degree awarding body. In exceptional circumstances it may be acceptable if the student works at a degree awarding organisation providing it is not the same RO as that where the student will be undertaking the PhD. It is possible for students to apply to their RO for a fixed period of full time study where the demands of the work are such that studentship would benefit from full time working.

ROs must ensure that part time students compete on an equal footing with full time students.

10. Information for students who are in receipt of other funding

If a student already holds an award from, or is otherwise financially supported by, another organisation and the ESRC considers that award, or other form of support, to be sufficient to cover maintenance and/or tuition fees, the student will not be eligible for an award from the ESRC.

Students who receive scholarships or grants from sources where the income is clearly inadequate or not in excess of an ESRC award may apply for an ESRC studentship.

New studentships cannot be used to extend existing studentships. The RO should not make or continue a studentship if applicants have already had three years of full-time or, if funded by the ESRC, five years of part-time postgraduate training in a RO; or have been engaged on work which, in the opinion of the ESRC, is equivalent to such training.

For the purpose of assessing length of funding, the RO should not take into account previous part-time study not funded by the Research Councils (unless the conditions in paragraph above apply) or up to one year's privately financed study. This applies to students who have undertaken postgraduate study at their own expense or with support from funds other than UK central government funds.

Students who have already received government funding for Masters Level or PhD level training may apply for further funding from an accredited RO but the total length of funding available plus previous government funding will not normally exceed four years for full time study (or seven years for part time study).

Students who receive other governmental studentship support are not eligible for an ESRC award.

11. Information for students who are currently undertaking postgraduate training

The ESRC does not expect its funding to be used for students who have already completed a substantial proportion of a PhD, for example funds should not be used to support a student entering year 3 of a 3 year programme.

Studentships should not normally be awarded to students who have already had a period of full time postgraduate training at the same or higher level, or employment that is the equivalent of such training,

unless support for them would clearly represent a good investment of public funds. The RO are responsible for deciding whether further support for an individual would represent good investment of public funds, taking into account the individual circumstances and the other applicants for the limited number of ESRC awards.

12. Academic qualifications needed to apply for a studentship

For all studentships, students must have qualifications of the standard of a good honours degree at first or upper second class level, from a UK academic RO. In the majority of cases, students will have undertaken an undergraduate course at a recognised UK RO. The ESRC reserves the right to deal as it sees fit with applications of an unusual character.

The ESRC reserves the right to refuse the application of any previous ESRC studentship holder whose studies, while supported by that studentship, were not completed satisfactorily. It is the responsibility of the RO to verify that students possess the relevant qualifications.

Equivalence

Degree qualifications gained from outside the UK, or a combination of qualifications and/or experience that is equivalent to a relevant UK degree may be accepted. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level. We advise that ROs use the National Academic Recognition Information Centre (NARIC) database to ensure that qualifications are of the appropriate level. Students should be aware that whilst a RO may accept a non-UK qualification for entry to the degree course, the RO will be required to assess whether the qualification is of sufficient standard for an ESRC award. Where a student with non-British qualifications is applying for a doctoral award (+3 only awards), institutions will need evidence that they have acquired the necessary research training at postgraduate level.

Enhancement

A less than sufficient first degree may be enhanced to meet the requirements by the acquisition of at least one satisfactorily completed academic year of full time study or its part-time equivalent (ie two years) towards a UK higher degree.

If applying for an award without an undergraduate degree, the candidates may be accepted for Doctoral Study if they have achieved a Masters degree.

Eligibility for +3 studentships

The framework allows DTCs to determine which of their accredited funding structures is most appropriate for individual students based on their skills and prior research training. ESRC expects that applicants embarking on a +3 programme would have achieved a level of research training that would allow them proceed directly to PhD this is usually through the attainment of a previous masters qualification.

13. Professional qualifications

Membership of professional bodies or learned societies usually requires students to have achieved, through formal training or work experience, a level of expertise which can be equated to that achieved by an honours degree student. The ESRC will accept such a professional qualification providing the candidate has also undertaken three years' subsequent full-time relevant professional work experience. The work experience would be calculated from the 1st October (ie to be eligible for a studentship from

October 2011, the work experience will be calculated from 1 October 2008). However, applicants should note the additional requirements doctoral only awards (see above).

14. What subjects ESRC studentships cover

There are seven Research Councils that provide support for postgraduate studies in Great Britain. Each of these bodies is primarily responsible for providing postgraduate studentships for its own range of subject areas. There are instances where co-funding is available between one or more Research Councils. However, for any ESRC award, the discipline must be primarily Social Science in nature. The seven award-making bodies are:

- [The Arts and Humanities Research Council](#) (AHRC)
- [Biotechnology and Biological Sciences Research Council](#) (BBSRC)
- [Economic and Social Research Council](#) (ESRC)
- [Engineering and Physical Sciences Research Council](#) (EPSRC)
- [Medical Research Council](#) (MRC)
- [Natural Environment Research Council](#) (NERC)
- [Science and Technology Facilities Council](#) (STFC)

The main disciplines and subjects covered by ESRC studentships are listed below. Some subjects may or may not be the responsibility of the ESRC.

The main disciplines and subject areas covered by the ESRC for studentships are within these broad headings: (Short Code in brackets):

- Area and Development Studies (AS)
- Economics (ECON)
- Demography (DEM)
- Economic and Social History (ESH)
- Education (EDUC)
- Human geography (GEOG)
- Linguistics (LING)
- Management and Business Studies (MBS)
- Environmental Planning (PLAN)
- Political Science and International Studies (POL)
- Psychology (PSY)
- Science and Technology Studies (STS)
- Social Anthropology (ANTH)
- Social Policy (SOP)
- Social Work (SW)
- Socio-Legal Studies (SLS)
- Sociology (SOC)
- Statistics, Methods and Computing (SMC)

Some of these discipline areas fall between the ESRC and other award making bodies' funding responsibilities depending on the exact nature of the proposed research. This will be particularly, but not exclusively relevant to those seeking doctoral awards.

15. Seeking advice on remit queries

If the proposed field of study falls on the borderline between the Humanities and the Social Sciences, the applicant should, as early as possible, consult the body that seems to be most appropriate. To help the AHRC and the ESRC with this process they should submit to either ESRC or the AHRC a brief synopsis of the thesis topic and the proposed method. The applicant will be informed of the decision reached.

The distinction between some of the fields of study covered particularly across the AHRC and the ESRC is in some cases a fine one.

A joint AHRC/ESRC statement on this matter is at: [AHRC/ESRC Statement on Subject Coverage](#)

In the first instance, all enquiries should be emailed to the [ESRC](#).

16. Student submission procedures

Applicants with a qualification from any subject or discipline may apply, so long as they meet the ESRC's requirements for academic and residential eligibility.

All studentship funding has been allocated DTCs and studentships can only be held on accredited pathways within a DTC. Please refer to our website for the [accredited Doctoral Training Centres and list of pathways](#).

Students must apply to one of the DTCs listed in order to secure an ESRC studentship. The ESRC cannot offer students advice on where it is best to study. Each RO has a nominated ESRC contact and we encourage all potential applicants to speak to the relevant nominated contact in the first instance.

DTC's will decide which students they wish to put forward for an ESRC studentship. Most ROs have strict internal processes for selecting students and students should follow the procedures outlined by their prospective RO.

Students should approach the relevant Research Council for their research discipline although ROs can use the funds available through the DTG to co-fund studentships with other Research Councils. In these instances, the primary funder should be the Research Council most relevant to the discipline. ESRC encourages ROs to seek out ways to co-fund some of their studentships.

Once the RO has identified the students to receive ESRC funding, the student's details should be input on the Je-S SDP. These details should be submitted within a month of starting. Details of the project and, if relevant, any project partners (any collaborative studentship awards set up by a DTC that involves non-Research Council co-funding) should be submitted along with the student details. It is the responsibility of the RO to ensure all records relating to students are maintained on the SDP throughout the life time of the award.

The RO will complete the SDP on behalf of the student, please see the ESRC website for [guidance on how to input details on the SDP](#).

Section 3: Financial conditions and allowances

1. Financial details

Each DTC has received a five year allocation of studentships which represents the minimum number of students that must be funded through the grant. A DTG will be issued for each cohort of students and will last for five years.

ESRC studentships can be held on a full-time basis, part-time or 'fees only' basis in the case of award holders from EU countries other than the UK. For the purpose of calculating the value of the DTG, each studentship allocated to the DTC has been calculated as if it was a full award although the RO can also allocate part time and fees only studentships as appropriate. The ESRC stipulate that students must be given the full value of an award they are entitled to ie if a student is eligible for a full award the RO cannot fund them on a fees only basis.

The ESRC expects that RO's meet the full costs of supporting their students from within the cash-limit of their training grant. As outlined in the [Postgraduate Training and Development Guidelines \(2009\)](#) the DTC can allocate funds flexibly and may, for example, part fund students with other Research Councils or with partners in the public, private or third sectors. They may also offer increased stipend levels (outside of the ESRC steers explained below) above the minimum level to help recruit/retain students in areas of shortage.

Only in unforeseen or exceptional circumstances will the ESRC agree to adding additional funds to a training grant and such a request will only be met if there are no other contingency funds or training grants to draw on. If, at the end of the DTG there are funds that remain unallocated, these can be transferred to other grants unless it is the final grant of the five year allocation. In this case, ESRC may seek reimbursements of any unspent funds.

At least 50 per cent of the total cost of the studentship should be drawn from the ESRC DTG, but the remaining funding could be drawn from other sources. For example, ROs could provide 50:50 funding from two different Research Council DTGs (AHRC, BBSRC, EPSRC, MRC, NERC or STFC) in order to support an interdisciplinary area. In such cases the RO must indicate, via the SDP, which is the lead council which should be based on the primary disciplinary orientation of the proposal.

Students can be funded from more than one DTG and if an RO receives overlapping DTGs they can use the funds flexibly to ensure maximum benefit to the ESRC funded students.

The terms and conditions for ESRC DTGs can be found in Annex 8. ESRC has adopted the same DTG terms and conditions as the other Research Councils however there are some ESRC specific requirements.

2. Notional cost

The value of a DTG for Doctoral Training Centres (DTC) has been calculated using a notional cost and an estimate of the average length (3.5 years) of a studentship (based a 50:50 split of 1+3 and +3 awards) adjusted for applicable enhancements. Payments will be profiled over the duration of the Grant and will be made on a quarterly basis in line with the profile.

The notional cost has been calculated as follows:

- Standard Maintenance £13,590
- Fees including Roberts Funding (£200) £3,732

• RTSG	£750
• Overseas Fieldwork	£253
Total	£18,325

Roberts Funding is money allocated to each student for the purpose of transferable skills training.

The Research Training Support Grant (RTSG) is only payable during the doctoral period of an award (ie not during the masters element).

The notional cost includes an amount, per student, for overseas fieldwork. Not all students will undertake overseas fieldwork therefore these funds can be used flexibly within the grant.

The ESRC expects that RO's meet the full costs of supporting their students from within the cash-limit of their training grant. Only in unforeseen or exceptional circumstances will the ESRC agree to adding additional funds to a training grant (via an additional funding stream on the grant) and such a request will only be met if there are no other contingency funds or training grants to draw on.

Indexation will be applied as appropriate at the date of issue.

3. Enhancements

In addition to the notional costs, the grants for DTCs may include additional enhancements for the following:

- London weighting: an additional £2000 per student is included for DTCs that involve ROs in London.
- Enhanced stipends in Economics and Advanced Quantitative Methods (AQM): where the ESRC has specified the number of Economics and AQM students a DTC should recruit, the DTG will be supplemented by £3000 per annum per student. Outside of this, where a DTC has recruitment problems, the flexibility of the Doctoral Training Grant allows it to offer enhanced stipends. ESRC will monitor which research areas attract higher stipends using the data collected as part of the annual monitoring report.
- Enhanced RTSG for AQM Students: where the ESRC has specified the number of AQM students a DTC will recruit, the RTSG will be supplemented by £250 per annum per student. RTSG amounts are only paid to students in the +3 part of their award. AQM enhancement is only available during the Doctoral +3 programme and will therefore not be paid during Masters training.

4. Managing funds in a Doctoral Training Grant

The ESRC expects that RO's meet the full cost of supporting their students from within the cash-limit of their DTG. Only in unforeseen or exceptional circumstances will the ESRC agree to adding additional funds to a DTG and such a request will only be met if there are no other contingency funds or training grants to draw on.

The ESRC will provide additional funding for the costs for successful applications to the ESRC's own Internship Scheme or for an ESRC Overseas University Visit and for Disabled Student's Allowance.

Where there are insufficient funds in the DTG to meet the costs of maternity leave, the Research Council will consider reimbursing any additional costs providing the RO can demonstrate that it lacks

the flexibility to meet the costs of maternity support and that it has no other contingency funding of concurrent training grants on which it could draw. Funds will be added to the end of the grant.

5. Basic levels

The following is the minimum requirements for each award type.

A full-time studentship awards consist of four parts:

1. Payment of approved fees (as set and agreed by the Research Councils)
2. Research Training Support Grant (RTSG) for students in the +3 stage of awards, which includes UK fieldwork and attendance at conferences
3. Maintenance grant for the student
4. Contribution towards overseas fieldwork costs.

A part-time studentship consists of:

- payment of approved pro-rata part-time fees
- a pro-rata maintenance grant
- a pro-rata Research Training Support Grant (RTSG) for students in the +3 stage of awards which includes UK fieldwork and attendance at conferences.

A fees only studentship consists of:

- payment of approved fees (as set and agreed by the Research Councils)
- Research Training Support Grant (RTSG) for +3 award holders, which includes UK fieldwork and attendance at conferences.

6. Basic maintenance grant

The maintenance grant is intended to cover all normal living expenses. A higher rate is paid to students registered at a RO in London. Part time students receive a pro-rata maintenance grant.

Students who have received a 'fees only' award are not eligible for maintenance payments.

ROs will need to make arrangements direct with students for the payment of the maintenance grant and additional allowances. Frequency of payments to students may vary between ROs.

When a student withdraws or suspends their studies the RO must update the SDP with the revised end date or termination date together with the reason for the withdrawal or suspension. Any advance payment made to a student who has withdrawn or suspended must be repaid by the student to the RO.

7. Tuition fee payments

ROs are responsible for the payment of tuition fees from the ESRC funding. Tuition fee payments cover tuition, registration, validation/examination fees up to an annual maximum. This is the fee set by the Research Councils. Any difference between the Research Council fee payment level and what a RO charges should **not** be met by the student.

8. Approved fees

Approved fees for full time students do not include:

- payment for residence in college, this is paid out of the student's maintenance grant
- any examination which is taken for the second time
- any deposit which is ultimately repayable to the student (for example, caution money)
- charges for typing and binding a thesis or dissertation
- payment for any expense incurred either before the award starts, or after it is formally ended.

The ESRC is not responsible for the fees of students who interrupt their studies before their ESRC award expires. If these fees have been paid in advance, the RO must ensure they are reclaimed and return them to the training grant.

Students who wish to move from a part-time status to full-time or vice versa will have their fees adjusted accordingly by the, provided the ESRC terms and conditions are observed.

9. Research Training Support Grant (RTSG), incorporating UK fieldwork

Once the doctoral element of a studentship has started, all students will be eligible for a Research Training Support Grant (RTSG) including a UK Fieldwork Allowance. This includes part-time and fees only award holders.

The RTSG is not payable for students undertaking the Masters element of a studentship.

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

- UK Fieldwork Expenses
- UK, EU and overseas conferences and summer schools
- language training courses usually undertaken in the UK prior to an overseas fieldwork trip
- reimbursement of interpreters, guides, assistants
- survey costs, eg printing, stationery, telephone calls
- purchase of small items of equipment eg cameras, tape recorders, films, cassettes, and
- gifts for local informants.

This allowance is personal to the student who is fully entitled to use this grant for the purposes outlined above. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award. This allowance must not be top-sliced or 'pooled' by the department/RO. Department costs that need to be met, including the use of facilities, should be charged to the student on a 'pay for use' basis not as a flat fee.

Where a DTC is unable to fully fund a student's overseas fieldwork trip, students may use their RTSG to supplement the costs associated with overseas fieldwork however this is entirely at the student's discretion.

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

Both the RO and the student have the responsibility to ensure that they are familiar with the procedures for making a claim.

10. Income Tax

Payment under an ESRC studentship is not regarded as income for tax purposes. Students should note, however, that earnings received during the final year from sources such as teaching and demonstrating should be aggregated with income from post-award employment when assessing income tax liability for the tax year in which the award ends.

11. National Insurance

The ESRC will not make any payment for a student's National Insurance (NI) contributions. It is for the student to decide if they wish to pay contributions as a non-employed person. They should be referred to their local Department for Work and Pensions about their position to determine the effect of non-payment of contributions on any further claims for benefit including longer term pension entitlement. Students may become liable for NI contributions in connection with any paid teaching or demonstrating they undertake.

12. Enhanced stipends

The ESRC has identified two disciplines/fields that experience specific challenges in attracting and retaining high quality students. These are Economics and Advanced Quantitative Methods.

Economics

Where a DTC has received a specific allocation for studentships economics their DTG has been supplemented by £3000 for each of the allocation to economics to reflect this.

Advanced Quantitative Methods (AQM)

The Advanced Quantitative Methods (AQM) enhanced stipend of £3,000 is intended to encourage students to undertake training in advanced quantitative methods and to apply this in their PhD research and beyond. This is expected to be at a level over and above the basic generic and subject specific methods requirements. The enhanced AQM stipend is only available during the Doctoral (+3) programme and therefore will not be paid during any Masters training.

The ESRC has included an extra £3,000 maintenance grant for each studentship the ESRC has steered to Advanced Quantitative Methods to the relevant training grants. The Research Training Support Grant (RTSG) for AQM award holders is £1,000 per annum and the DTG has also been supplemented to reflect this.

However, at the RO's discretion any student undertaking research in Economics and AQM at a high level can be awarded an enhanced stipend although this enhancement must be found from within the training grant funds.

ROs will be asked to report on the progress of any student offered the AQM stipend within their DTC annual report.

Linked Studentships

No enhancement can be claimed for Economics or AQM unless the cost has been included on the original research grant.

Scheme based enhanced stipends

DTCs can also decide whether to fund an enhanced stipend for students undertaking a collaborative studentship (such as CASE). Previously ESRC funded CASE students receive an enhanced stipend from the ESRC of £2,000 above the standard stipend.

Collaborative students might also receive an allowance each year from the non-academic partner in addition to their maintenance grant. This will be subject to local agreement on conditions between the RO and the organisation but is likely to be dependent on satisfactory progress and the production of specified written work. The non-academic partner will also pay an allowance each year to the RO as a contribution to their costs. Other terms and conditions of collaborative awards are the same as for standard full-time research awards.

13. Part-time Studentship awards

Studentships can be held on a part-time basis subject to a minimum time commitment of 50 per cent. All allowances should be calculated on a pro-rata basis and any costs remaining out of the notional value of the studentship can be utilised by the RO to fund other students or training activities.

If a student wishes to move from a part-time to a full-time studentship or vice-versa, the ESRC will continue to pay their fees provided the ESRC terms and conditions are observed.

Overseas fieldwork expenses

Part-time students are not eligible to claim overseas fieldwork expenses (unless the student has been approved for a change of status for a fixed period by the RO).

Disabled student's allowance

Part-time students may apply for Disabled Student's Allowance on the same basis as full time students.

14. 'Fees only' awards

'Fees-only' student fees are paid on the same basis as a full or part-time studentship. 'Fees only' students receive RTSG on the same basis as a full or part-time studentship but are not eligible for any other allowances (ie maintenance grant, DSA, etc).

Where studentships have been allocated on a 'fees only' basis, any costs remaining out of the notional value of the studentship can be utilised by the RO to fund other students or training activities.

15. Disabled Student's Allowance (DSA)

Any disabled student who, because of disability, is obliged to incur additional expenditure in connection with their studies, may be eligible for an allowance. However, any requests for DSA must be made and agreed in advance of the student committing any expenditure for which ESRC funding is sought. No awards can be made for retrospective purchase of any equipment, facilities or personal assistance in connection with a student's disability.

DSA can be claimed from the RO in respect of non medical helpers, daily expenses and equipment. Non-medical helper's covers support workers, specialist tutors, library assistance, note takers, etc. The daily expenses allowance includes items such as travel costs, internet connections, insurance, etc, (please note that photocopying and consumable costs can be claimed by Masters students only, doctoral students should claim these expenses from their RTSG). Meanwhile equipment covers items such as PCs, laptops, printers, software, desks, chairs, mini-disc recorders, etc. The amount of each allowance is not fixed: the actual amount of entitlement is determined according to individual needs.

Students who have received a 'fees only' award are not eligible for the DSA. Part-time students may however apply.

How students should apply

A student should apply for DSA via their nominated contact/disability office. The student would need to demonstrate, in writing, that they are incurring additional expenditure in connection with their studies, because of their disability. As much detail as possible will need to be given by the student about their disability and the effect it is having on their studies. Any request for DSA must also be accompanied by a letter from the student's doctor, or some other medical authority, in support of their case. No case can be considered without a medical letter of support. On receipt of these documents the student can be referred for a needs assessment. ESRC will reimburse the costs for the needs assessment but would not expect this to exceed £600.

Where capital equipment or non-medical helper's are required, at least two quotes and costing should be provided and the cheapest quote and costing always supplied. For capital equipment, the ESRC would expect one of these quotes to be from the RO because in many instances ROs have contracts with suppliers and can therefore obtain discounts. Non-medical helpers and daily expenses have to be applied for annually at the start of the academic year.

DSA rates

Research Councils do not have set rates for DSA. However, ROs Disability Support Advisors and others may find it useful to refer to the Department of Business, Innovation and Skills (BIS) rates for undergraduate DSA as an indicator of the likely levels of funds a disabled student may require: <http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/index.htm>

How DSA payments should be managed

Claims and decisions regarding DSA entitlement will be dealt with by each individual RO with no need for referral to the ESRC.

The only exceptions to this would be where be on individual student claims for an allowance which would incur commitments above £25k over the lifetime of the studentship or where the annual amounts exceed those on the website above. These cases would need to be referred to esrcfamresearchteam@esrc.ac.uk at the time of institutional review.

Payments in association with DSA would be made by the RO direct to students/suppliers. Claims for DSA under £25,000 should be claimed annually through a grant maintenance request available on Je-S. Please see Annex 2 for more information.

Students may find the DirectGov website useful; this can be found on the following website: http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034900 . They also have a free information helpline on 0800 731 9133.

The Quality Assurance Agency for Higher Education has also published a Code of Practice (Section 3: Students with disabilities) which covers provisions for disabled students:

<http://www.qaa.ac.uk/academicinfrastructure/codeofpractice/>

The website at SKILL: National Bureau for Students with Disabilities can be viewed at

<http://www.skill.org.uk/>

16. Overseas fieldwork

Who is eligible?

Full-time students undertaking the doctoral element of their award are eligible to apply to their RO for overseas fieldwork expenses. 'Fees only' or Masters students are not eligible to claim this allowance.

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

Full-time ESRC studentship award holders undertaking the doctoral element of their award may be able to make one claim for overseas fieldwork expenses in the life of the award. Their proposed overseas fieldwork should have been outlined in the project summary section of the SDP. However, if the decision to claim overseas fieldwork is made later on, the SDP should be updated to show this.

Students must obtain approval from their Finance Office prior to undertaking any fieldwork.

If the Foreign and Commonwealth Office advises against visiting the country concerned, the Finance Office must not authorise payment of any contribution towards the fieldwork costs.

Any subsequent changes to fieldwork plans set out in the original application, such as length of stay or location, must be agreed by their supervisor beforehand.

Students will need to speak to their supervisors with regard to how they claim this allowance.

What the allowance covers

A student's overseas fieldwork visit will normally last for up to twelve months. However, if a student can demonstrate a strong case for a visit longer than twelve months, fieldwork of up to a maximum of 18 months may be granted. Students who remain in the field for periods longer than have been formally agreed with their supervisor and the ROs Finance Office will not be able to make retrospective claims for expenses or for extensions to the period of award/thesis submission date.

Overseas fieldwork must be an integral part of the PhD and take place during the life of the award. Studentships will not be extended to reflect periods in the field.

If approval is given for overseas fieldwork lasting more than nine months, it may be appropriate to advise that either one return visit to the UK by the student, or one visit to the field by the supervisor, should take place. This visit should occur half way through the period of fieldwork research and must be financed within the allowance given. No further funding may be given.

If the student returns to the UK to consult their supervisor, it is recommended the visit last for a maximum of 10 days. No extension to the fieldwork period can be given to compensate for time spent on a return visit to the UK by the student.

The overseas allowance does not cover reimbursement to the RO for any loss of the supervisor's teaching time.

The overseas allowance does not cover the expenses of any family member accompanying the student.

The overseas allowance will not be increased to cover expenses incurred by the student whilst abroad.

Calculating the value of overseas fieldwork expenses

The notional cost includes an amount per student however it is unlikely that all students will undertake overseas fieldwork. The actual allocation of funds towards fieldwork is at the DTC's discretion and ESRC will not normally supplement the grant for additional fieldwork costs.

The following is a guide that DTCs can use to calculate the value of their contribution to fieldwork expenses but the *actual* contribution will depend on the funds available from within DTC's training grant. As such, it may not be possible for a DTC to fully fund a student's overseas fieldwork in all cases. Where only partial funding is available, the student will have the discretion to use their RTSG to supplement the amount available through the DTC overseas fieldwork allocation.

The amount of funds awarded to contribute to overseas fieldwork expenses can be calculated using the Research Councils banding system (Annex 4). This is based on the country being visited and the length of time the student will be abroad (the banded rate includes an element for insurance purposes as it is strongly recommended that students take out insurance to cover their period of fieldwork). The calculation to be used is front end element + (weekly rate x number of weeks). For example, 39 weeks in India is $£500 + (£50 \times 39) = £2,450$.

Once the allowance has been calculated, it is the student's responsibility to manage the funds allocated.

If for any reason the fieldwork is abandoned or is unsuccessful and the student returns to the UK early, the RO should recover the fieldwork allowance less any reasonable expenditure already incurred.

It is the student's responsibility to apply directly to their supervisor for any period of overseas fieldwork.

17. Payments

The DTG will be paid quarterly, in advance. Payments will still include maintenance grant payments for students, tuition fees, Research Training Support Grant (RTSG), and, where applicable, stipend enhancements.

ROs will be responsible for the awards. They will be required to inform new students on the payment arrangements within their RO.

Grants are cash-limited from the outset and ESRC will not accept any request for additional funding, except within the provisions of the terms and conditions with respect to Disabled Student's allowance and ESRC's Internship Scheme and ESRC sponsored Overseas Institutional Visits.

18. Grant announcement and schedule of payments

An announcement letter and payment schedule will usually be issued at least two months prior to the scheduled first payment of the grant. The RO must confirm acceptance and this notification will be taken as acceptance of the grant on the terms and conditions stated, and will activate profiled payments.

A DTG will be issued for each cohort of students and will last for five years.

19. Final expenditure statement

ESRC requires that a Final Expenditure Statement (FES) is received at the end of the award. Failure to submit such documentation may result in sanctions being imposed on the RO, including cessation of any further studentship support.

Any request for an extension must be submitted prior to the current end date. Once an expenditure statement has been received and the expenditure incurred has been reconciled against payments made, it will be considered as final. A breakdown of any costs arising should accompany the FES showing any expenditure under the following headings: Stipend, Fees, RTSG, DSA and Other. Where costs are submitted under the 'other' heading, ESRC reserves the right to request additional information.

ESRC reserves the right to require the RO to complete and submit a statement of expenditure at any time during the course of the DTG, or to provide supplementary information in support of an interim or final expenditure statement. The ESRC may also request access to all student records on an institutional RCUK Funding Assurance Programme (FAP) Visit.

20. Contacting the ESRC about award payments/amendments

The Research Councils have established a Shared Services Centre (SSC), known as RCUK SSC Ltd, to support the administration of grants. Should a RO need to enquire about a training grant, they should contact the SSC on esrcfamresearchteam@esrc.ac.uk.

Section 4: Managing the Studentship

1. Managing an award

ESRC accepts that there will be circumstances within the period of an award where it may be appropriate for the award to be extended, be converted to part-time status (or vice versa) or to be suspended or terminated. The RO should manage the funds available through the DTG such that any variations to the awards should be funded via the grant in the first instance except for ESRC's Overseas Institutional Visit and Internship Schemes and DSA.

2. Extensions

The ESRC will not provide more than five years funding to any full-time student or more than the equivalent funding for any part-time student under any circumstances. Any initial funding requests of less than five years for full time or four years for part time can be extended for any of the following reasons. Please note that for all extensions granted, it is the responsibility of the RO to amend student funding end dates on the SDP accordingly.

The ESRC expects that RO's meet the full costs of supporting their students from within the cash-limit of their training grant. Only in unforeseen or exceptional circumstances will the ESRC agree to adding additional funds to a training grant (via an additional funding stream on the grant) and such a request will only be met if there are no other contingency funds or training grants to draw on.

Please see Annex 3 for more information.

3. Difficult language training including language training for UK fieldwork

Up to one extra year's extra support may be considered if a student needs to acquire or develop a working ability with a difficult language (including UK fieldwork) in order to carry out fieldwork or other parts of their research (this is over and above the funded length of the studentship). Students following a pre-described master's course are not eligible to apply during this training. Any anticipated difficult language training should be mentioned in the student's project summary within the student record on the SDP. Extensions beyond 6 months should only be allowed if the student needs to spend an extended period of time overseas in order to obtain these language skills. If the student has already undertaken a pre-described master's course, it is expected that some progress with language acquisition will have been made and therefore it is not expected that extensions beyond 6 months should be made. Please see Annex 4 for guidance on the 'groupings' of languages.

Students will need to apply to their supervisor regarding any request for difficult language training. The ESRC should be informed on the SDP of any extension granted within a month of the change being formally agreed by the RO. It is the responsibility of the RO to amend studentship end date on the SDP accordingly.

4. Training in film making

Where film or video recordings are an integral part of the evidence submitted and used in defence of a thesis, an extension of up to six months may be granted by the RO to enable training in film making. The ESRC expects, however, that students interested in film as research data will have already undertaken training prior to the start of their PhD studies, for example, through a Masters degree course in Visual Anthropology. Where an extension is also being requested for a difficult language, the overall length extension cannot exceed 12 months.

Students will need to apply to their supervisor regarding any request for training in film making. The ESRC should be informed on the SDP of any extension granted within a month of the change being formally agreed by the RO. It is the responsibility of the RO to amend studentship end date on the SDP accordingly.

5. ESRC overseas institutional visits

All ESRC funded research award holders are eligible to apply to the ESRC's own Overseas Institutional Visit Scheme for a paid extension of up to three months to their PhD studentship in order to visit overseas institutions. Students following a pre-described master's course are not eligible to apply during this training.

For full-time research students this allowance will provide financial support and time for students to:

- provide opportunities for establish research networks
- disseminate early research findings
- participate in seminars and other academic activities that are directly relevant to their research
- to undertake specialist research training not available within the UK.

Fees only students will be entitled to a fees only extension.

Students can apply for up to three separate trips as part of their overseas institutional visit but the total period spent overseas during the period of the studentship must not exceed three months in total. All trips must be included in a single application.

Students and their supervisors should give consideration to the timing of institutional visits. Visits are intended to be an integral part of the PhD research and, as such, any visit taking place in the final year of the studentship must be completed at least three months before the end of the studentship period.

Students who wish to undertake overseas institutional visits must apply directly to ESRC; application forms will be available on the ESRC website: <http://www.esrc.ac.uk/funding-and-guidance/guidance/postgraduates/overseas-visits.aspx>

Applicants must demonstrate that there is a planned programme of work and applications must be supported by both the supervisor and proposed host RO. In the application students and their supervisors must make a strong case for how the proposed visit adds value to their PhD programme.

Completed applications are sent to the ESRC in batches by 16.00 on the last working day of the month. Applications can be made at any time of year, but applicants must allow at least three months between the batch deadline for the month in which they apply and commencing the visit. For example, if the ESRC receives applications on 30 January, the earliest start date for a visit would be 1 May.

The ESRC's contribution to the visit will be calculated using the published banded rates (Annex 3). Where multiple trips are planned, students can apply for up to three front end elements (for upfront costs such as flights) in addition to the weekly subsistence rate for the country they intend to visit. The calculation to be used is: front end element + (weekly rate x number of weeks).

Students must submit an [end of award report](#) between 1000 and 2000 words within two weeks of completion of the visit. The report should detail the outcomes of the visit and how participation has enhanced their PhD. This report should be countersigned by the student's academic supervisor. If students fail to submit a satisfactory end of visit report within two weeks of completion the ESRC will withhold payment of visit expenses to their institution.

ESRC will inform the RO of any successful applications to this scheme and will add funds to the training grant accordingly. The RO would need to update the SDP with the revised end date when instructed by the ESRC to do so.

The DTC may choose to fund other overseas visits out of their training grant funds, in those instances additional funds will not be provided by ESRC.

6. ESRC Internship Scheme

The ESRC Internship Scheme is a joint initiative offered by the ESRC and a number of government/public bodies and other organisations. This scheme is open to all ESRC funded PhD students who are currently in full time or part time equivalent when taking part in an internship award. An Internship must be an integrated part of the student's PhD, and therefore must start at least 3 months prior to the end date of their award, and not within the first 3 months of the PhD.

Award holders offered an internship will receive a 3 month extension to their PhD award and have access to an allowance of up to £3,000 for accommodation and travel. Fees only students will receive the same accommodation and travel allowance but the three month extension will only include payment of fees. All expenses must be incurred during the internship period. It is the applicants' responsibility to secure accommodation.

Whilst applicants may apply for more than one internship, if successful they can only accept one. Only one internship will normally be permitted per award. Internships must take place within the period of the award and not take place at the end of the funding period.

How to apply

Students must apply to the ESRC, via their central institutional authorities, in response to internship calls: http://www.esrc.ac.uk/funding-and-guidance/funding-opportunities/2364/Student_Internship_Scheme.aspx

These calls will be posted on the ESRC website. The ESRC will then notify the RO of the outcome of the student's application.

ESRC will inform the RO of any successful applications to this scheme and will add funds to the training grant accordingly. The RO would need to update the SDP with the revised end date when instructed by the ESRC to do so.

In the case of internships or placements set up by the DTC, extensions should be given to all students to cover the length of time the student was undertaking the activity and absent from their studies. Funds to cover these extensions should be found from within the institution's own training grant.

7. Maternity leave

If a student becomes pregnant such that the expected date of confinement will occur during the period of their award, the ESRC will allow up to six months paid maternity leave without the level of their award being reduced. Financial support for any time beyond six months should be sought from the institution's Access Fund in the first instance. Should the circumstances of an award be changed following a period of maternity leave, students should notify their supervisor and Nominated Contact immediately and efforts will be made to take account of these circumstances in flexible ways. The total period of financial support available to students will not be extended beyond the usual thirty-six months plus the period of up to six months maternity leave.

Students may also apply for up to a further six months' suspension of their award (unpaid) because of the pregnancy, providing a total period of paid and unpaid maternity leave of up to twelve months. Please note that such paid and unpaid periods of leave must be taken consecutively. If a student chooses not to take the full twelve months at the time of their pregnancy they will not be able to take the remaining period at a later date.

Due to the structured nature of most taught research training programmes, students who take maternity leave during any research training programme are expected to rejoin their course in the subsequent year at the stage at which they left it. This is to ensure that all elements of the training are successfully completed in advance of their doctoral study. This would normally require the six months paid maternity leave to be automatically followed by a six month period of unpaid leave.

It is the student's responsibility to apply directly to their Nominated Contact and supervisor. This application must be supported by a copy of their MAT B1 form. The ESRC should be informed on the SDP of any extension granted within a month of the change being formally agreed by the ESRC. It is the responsibility of the RO to amend student's end dates on the SDP accordingly.

Where there are insufficient funds in the training grant to meet the costs of maternity leave, the Research Council will consider reimbursing any additional costs arising from maternity leave providing the RO can demonstrate that it lacks the flexibility to meet the costs of maternity support and that it has no other contingency funding of concurrent training grants on which it could draw. Where departments are in receipt of larger and successive DTGs, funding should be found from within the DTGs. Where approved, these extra costs should be claimed on the Final Expenditure Statement.

8. Paternity leave

A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

It is the student's responsibility to apply directly to their supervisor. The ESRC will need to be advised of any suspension period within the SDP.

9. Adoption leave

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

It is the student's responsibility to apply directly to their supervisor. This application must be supported by official documentation. The ESRC will need to be advised of any adoption leave in the SDP. This must include the new end date.

10. Transfers

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

The DTG will not be amended to take account of the transfer of a student from one RO to another or from one department to another within the RO. Transfers may be arranged where they are essential to the student's training eg when a supervisor is moving, and should be by agreement between the ROs

concerned. Research Council expects that the arrangements for such a transfer would include the relevant funds. The SDP should be updated following a student transfer. The ESRC reserves the right to withdraw funding if student details are not maintained. Any agreed transfers should be reported in the DTC annual report.

11. Permanent transfer between part-time and full-time registration

A student may apply to transfer from a full-time to part-time studentship award or vice-versa. Each case must be considered by the RO on its own merits. The ESRC recommends that, where possible, changes of mode of study should take effect from the beginning of a quarter (ie 1 October, 1 January, 1 April, or 1 July) as this makes the calculation, payment and reconciliation of students' funding more straightforward.

The rules governing permanent transfers are:

- a case cannot be considered if it is made in the final year of the award or which will apply only to the final year of the award except in very exceptional circumstances ie illness or student's returning from maternity leave (any such exceptions must have prior approval from ESRC)
- holders of collaborative awards will require the agreement of the collaborating partner before any request can be considered
- a transfer will not normally be allowed for acute health problems where suspension of an award is the appropriate course of action. However, where a health problem might prevent a student from permanently studying on a full-time basis, a case for a transfer to part-time can be considered
- a transfer from part-time to full-time cannot involve employment that would prevent the student from working on the PhD on a full-time basis
- a transfer from full-time to part-time will be considered where a change in domestic circumstances means that a dependant requires more of the award holders time, or where the award holder has taken up full-time employment (provided that the employer is not the diploma-awarding or degree-awarding body at which you are undertaking your PhD)
- fixed period transfers are unable to be considered within a pre-described master's programme reserved for the research training element of the studentship
- a transfer can only be approved if the RO has the necessary ESRC accreditation.

ROs should calculate the remaining length of the studentship on the basis of funding already received; 12 months' full-time study should be treated as equivalent to 20 months' part-time study, and vice-versa. This assumes the student satisfies the usual length of funding criteria set out in the Postgraduate Funding Guide. If the student does not meet the usual length of funding criteria then they may not be eligible to apply for a transfer.

If the case for an award to be transferred from part-time to full-time status is approved by the RO, the maintenance grant, RO fees and other allowances as appropriate would be offered on a full time equivalent, depending on the period remaining on the award. Other terms and conditions will be the same as for full-time students, particularly those relating to part-time working. If a student transfers from full-time to part-time registration, they will be eligible for the normal allowances paid to part-time students.

Where a student has changed from part-time to full-time status, the student's submission due date should be set to be 24 months after the end of the studentship. ROs will need to input this information into the SDP. Where an overpayment occurs as a result of a change of the mode of study the funds should be reclaimed and returned to the training grant.

The SDP should be updated following a student transfer. The ESRC reserves the right to withdraw funding if student details are not maintained. Any agreed transfers should be reported in the DTC annual report.

12. Change of status for part-time students for fixed periods

Few part-time students wish or are able to convert to full-time, but there are often benefits to be gained by the student undertaking a fixed period of full-time study, for example: to carry out fieldwork; or to carry out detailed data analysis work, where there is a very large dataset. There might be other cases that would be appropriate: each request must be treated by the RO on its own merits and on the strength of the case put forward.

In the case of a change of status to conduct fieldwork, the RO should see evidence that extensive fieldwork is being proposed. This might not specify firm dates or a fixed plan, but the intention should be clearly stated.

As such, part-time students will be permitted to apply for fixed periods of full-time study of between 3 months and one year. This would have to be taken as a single block, rather than at intervals. A student may make more than one such request, although no one can be awarded more than one year in total over the whole period of the award.

In any request from a part-time student to their RO for a fixed period transfer of status they must detail:

- what work will be done
- the benefits to them and their thesis
- an explanation of why the work cannot be done part-time
- the period of the transfer
- other relevant details, eg training required, supervisory arrangements etc
- a clear statement confirming that they have been released from their job for the period and that they will be working full-time on their PhD.

It is extremely important to note that the ESRC cannot pay maintenance grant if a student is undertaking paid work in excess of that already permitted for full-time students. For any block of full-time study therefore, the student must take unpaid leave from their place of work.

For any approved change of status period a student would have the same terms and conditions as a full-time student and, in particular, they will need to stay within the restrictions which apply to 'other work' for the period. A maintenance grant and full-time fees would be paid to the student on a pro rata basis.

The length of the studentship should also be re-calculated to account for any change in status.

A transfer is unable to be considered within a pre-described master's programme reserved for the research training element of the studentship.

A part-time student's request for a change of status for a fixed period needs to be submitted to their supervisor for a decision. Where a student has changed from part-time to full-time status, the student's submission due date should be set to be 24 months after the end of the studentship. ROs will need to input this information into the SDP. Where an overpayment occurs as a result of a change of the mode of study, the funds should be reclaimed and returned to the training grant.

The SDP should be updated following a student transfer. The ESRC reserves the right to withdraw funding if student details are not maintained. Any agreed transfers should be reported in the DTC annual report.

13. Regular monitoring of academic performance

It is the responsibility of the RO to ensure that student progress is monitored and it is their responsibility to withdraw funds where necessary. In their applications for accreditation, ROs had to demonstrate effective processes in place to monitor and formally assess students' progress.

The ESRC do not require supervisors to report student progress to the ESRC. It does however expect the RO to follow departmental Codes of Practice and internal quality control mechanisms. All the research councils subscribe to the Quality Assurance Agency's (QAA) Code of Practice on Postgraduate Research Programmes and therefore require ROs in receipt of research council funding to adhere to the QAA code. The ESRC would normally expect supervisory arrangements to be put in place at the outset to facilitate the transition from Masters training to the PhD itself. There should be frequent contact between student and supervisor to review progress during the Masters as well as through the period of doctoral research.

Students in receipt of funding for masters training (of any length) should not be permitted to continue to receive funding for the PhD if the masters degree is not awarded. Likewise if at any point during the masters or PhD studies the student is not considered of the required standard to complete the PhD funding should be withdrawn.

ROs have a responsibility to withdraw funding in such circumstances and for reclaiming any overpaid maintenance grant or allowances to the student. ROs do not have to confirm satisfactory progress to the ESRC on a regular basis but will report on student terminations within the SDP and within the DTC annual report.

14. Deferral of student start date

An ESRC studentship will normally start on 1 October. A later starting date may be possible in exceptional circumstances though, for example in the case of illness, or if a student needs to give notice to a current employer.

However as each DTC has been allocated a minimum number of studentships to be funded annually no studentships should be held open to allow a student to defer for 12 months. If a student wishes to defer for 12 months the funding for the award should be come from the following year's allocation.

15. Termination

ROs must only consider termination of a studentship as a last resort and, when a student is identified as experiencing difficulty, every effort must be made by their supervisor and institutional authority to work with the student, to enable successful completion of their studies. The termination date and reason should be submitted to ESRC via the Je-S SDP.

If a student completes their studies and submits a doctoral thesis before the end of the studentship the student's funding should be terminated. It is reasonable, assuming the agreement of the supervisor in consultation with the student that up to four weeks notice may be allowed to complete domestic arrangements together with up to two weeks leave. This period should not extend beyond the next date for payment of the maintenance grant.

If a student submits their thesis before the end of their award, continuation of funding can be considered if the student has an agreed programme of work related to the publication of their research which they propose to pursue up until the next quarter payment.

If a full-time student takes up paid full-time employment, before the expiry date of their award, the award will terminate on the date of appointment unless a prior arrangement has been made with the ESRC to transfer to a part-time award.

If an award is prematurely terminated for any reason, the student must repay to the RO any monies including maintenance grant, fieldwork contribution, etc overpaid to them. All debts that arise as a result of over payments, for whatever reason, must be actively pursued by the RO. All reclaimed monies must be returned to the training grant.

A studentship may be terminated, or its conditions varied, at any time, at the absolute discretion of the ESRC.

16. Recycling of awards allocated to Doctoral Training Centres

When a student leaves early or fails to progress during the course of their studies, that funding can be used to recruit a new student or to fund other training activities rather than being returned to the ESRC. Recycling will apply to all types of awards including project linked and CASE. In the case of project linked studentships, the ESRC expects that the majority of the studentship would still overlap with the grant it is linked to.

The replacement student must be able to achieve an appropriate qualification by the end of their ESRC funding (and writing up period, where applicable). Replacement students do not need to be studying in the same department as the student they replace unless this affects the discipline conditions of the accreditation. In all cases ROs will be expected to meet the balance of the full cost of the studentship.

17. Suspensions

Studentships are intended to be held on a continuous basis. Sometimes though a student may need to interrupt studies, for example as a result of their own persistent health problems or those of dependants, or to take up the opportunity of a temporary, short term post which can be justified as being highly relevant to their thesis or research training. It is responsibility of the RO to consider suspension requests and to update the SDP accordingly. The RO must enter the details of any approved suspensions in the SDP within one month of the suspension being approved.

Suspensions can be approved provided that:

- The period of suspension does not exceed one calendar year in any one instance. Total periods of suspension must not exceed one calendar year during the lifetime of the award.
- The student's supervisor has given their permission for the student to suspend their studies. For CASE awards the collaborative partner must also indicate their approval of any requested suspension period.
- The student's supervisor certifies that the suspension of studies will not delay the submission of the final thesis by more than the length of the suspension.
- The request is made in advance: retrospective requests must not be accepted.

Suspension of studies requests must not be considered on the grounds of financial hardship.

Due to the nature of training received in the Masters year of a 1+3 award (and equivalent structures), suspensions should be for 12 months to allow the student to rejoin the course at the same point at which they left it.

Periods of suspension are usually added to the standard calculation of the thesis submission date and thus taken into account when the ESRC thesis submission rates are calculated.

If an award is suspended for any reason, the student must repay to the RO any monies including maintenance grant, fieldwork contribution, etc overpaid to them. All debts that arise as a result of over payments, for whatever reason, must be actively pursued by the RO.

Where there is any doubt about a student's continuation of studies, then a temporary 'hold' should be placed on maintenance grant payments to students until issues have been resolved.

18. Illness

If a student is prevented from working by illness for a continuous period of more than two weeks they must inform their supervisor immediately and send in a medical certificate (regardless as to whether or not the student is suspending studies).

They should also inform their supervisor if they suffer frequent short absences for medical or other reasons that are likely to lead to considerable delay in their programme of study. This is particularly important if they are a research student, as periods of leave notified in this way can be taken into account when calculating their thesis submission date.

If a student has a condition that can lead to prolonged periods of sick leave then a suspension should be considered. If it is a case of short but regular absences, ESRC would encourage the institution to consider transferring the studentship to part time or to ensure that, through the monitoring and review processes already in place, their PhD programme is adapted to ensure it remains achievable within the funded period.

Doctoral Students - Payments of the award can continue for absences covered by medical certificates for up to 13 weeks, within any twelve month period. However, the total paid period of an award, including payment whilst ill, must not exceed the original offer of length of funding.

If the illness lasts, or is expected to last, for more than thirteen weeks, the student and RO should make arrangements to suspend the studentship following the guidance above.

Abeyances on account of illness must not normally be approved for periods in excess of twelve months. However, in cases where a student is confidently expected to resume study within the current academic term a degree of discretion can be exercised.

1+3 Students (and equivalent structures) - please note that the 13 weeks paid sick leave rule would not normally apply to students in their research training year (masters). Students who are taken ill in their Masters year for more than a few weeks would normally be expected to request a suspension of their award.

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

Where an overpayment occurs as a result of a student being unable to resume their studies after a period of illness, monies should be reclaimed by the RO and returned to the training grant.

19. Change to project details

Students must be made aware that it is a condition of award that significant changes to the title and/or focus of their research need to be approved **in advance** by their RO. Such approval should not be given unless a clear justification is provided.

Only in the most exceptional circumstances should a radical change of topic or direction be approved for the research (and consequently a complete change of title) where a student has a +3 studentship or has commenced the +3 of a 1+3 studentship.

It is the responsibility of the RO to ensure that any changes to a student's project are amended on the SDP within one month of the agreed change.

20. Change to supervision

The Head of Department, School or Faculty will have appointed an appropriate member or members of staff of the RO to act as supervisor(s) or advisor(s) to the student and be responsible for student progress. The principal supervisor must be from within the student's pathway and from a RO within the DTC.

Any requested changes in supervision will need to be approved by the student's Head of Department, School or Faculty. The Head of Department, School or Faculty has the right to turn down a supervisor if they consider he/she is not suitable/appropriate or has insufficient experience. ROs should consider any impact that a change of department or supervisor may have on the submission date before approving such a change.

Any new supervisors should be aware of their responsibilities towards their students as laid down in the [Postgraduate Training and Development Guidelines \(2009\)](#) and this document.

It is the responsibility of the RO to ensure that any changes to a student's supervision are amended on the SDP within one month of the agreed change.

21. Thesis submission date

ESRC will not inform students of any changes to their submission date resulting from suspensions or extensions, as this will be the responsibility of ROs. When the RO alters a submission date on the SDP, they will have to add a reason for the change which will be monitored as part of the submission rate survey.

ROs cannot approve extensions to submission dates that are not associated with changes to the funding end date. All requests for submission date extensions not associated with changes to the funding end date must be referred to ESRC.

All full time students funded through the DTC must submit no later than one year after their funding end date and part time students must submit within two years of their funding end date.

All students should aim to submit by the end of their funded period. Students will find it much more difficult to finish writing their thesis whilst also undertaking full-time employment.

Where a student submits their thesis within the period of the award the date of submission normally becomes the funding end date. All debts that arise as a result of over payments, for whatever reason, must be actively pursued by the RO.

Extensions to the submission date cannot be considered in retrospect. Where a student becomes pregnant or experiences problems relating to accident, illness, or exceptional personal circumstances during the course of their study, the ESRC will consider a case for extending their submission deadline. Any request for an extension to the submission date due to illness/pregnancy cannot be considered unless evidence of illness/pregnancy has been provided to the ESRC. Nor can extension to submission dates be granted for periods of employment (no matter how relevant they may be to the writing up of a thesis or to career opportunities) after the award has finished.

How students apply for a submission date extension

Students must apply to their nominated contact at their RO 2-3 months before the submission deadline date who will then contact the ESRC for approval. Any request must be supported in writing by their supervisor and be fully supported by medical evidence if the request is based on an illness. If approved, ESRC will instruct the RO to update the SDP accordingly.

22. First destination data

ESRC also requires ROs to provide data on the first employment destinations of all ESRC-funded students. The Higher Education Statistics Agency (HESA) collects destination data on behalf of all the research councils and ROs should ensure that they complete the research council funding fields accurately. Please note that all DTCs will be also required to provide some first destinations data for their students as part of the DTC annual report.

23. Publication of results/thesis abstracts

Decisions on whether the results of a student's work are published are at the discretion of the student and supervisor.

However, if a decision is made to publish any of a student's work, as an ESRC-funded postgraduate student, it must include an acknowledgement of ESRC financial support. Following discussions between the Research Information Network, Research Councils, other funders and journal publishers, a standard format has been agreed for acknowledging funders in journal articles. This is to enable improved tracking of the publications generated by funded research projects.

For articles published in journals, or deposited in institutional or subject-based repositories, the acknowledgement of funding should take the form of a sentence as in the following example, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Economic and Social Research Council [grant number xxxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. For example:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Engineering and Physical Sciences Research Council [grant number aaaa].

Students are advised to refer to the [ESRC Research Data Policy](#) that is available on the ESRC Website. ESRC-funded students are strongly encouraged to offer copies of any machine-readable data created or repurposed during the lifetime of the award for the deposit in the Economic and Social Data Service

(ESDS). Further guidance on data deposit with the ESDS is available at <http://www.esds.ac.uk/aandp/create/offering.asp>.

ESRC-funded students who are likely to produce a data of any kind as a result of their grant are recommended to read the ESDS data management guides at <http://www.esds.ac.uk/support/datamanguides.asp>

The ESDS will be also pleased to offer any further advice, if required.

Any enquiry should be addressed to: acquisitions@esds.ac.uk or Economic and Social Data Service, UK Data Archive, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ.

As an important source of public funding for postgraduate training in the social sciences, the ESRC has an obligation towards the general public and academic community to try to ensure that such training is conducted in a professional manner and will not give rise to distress or annoyance to individuals. It therefore attaches considerable importance to the maintenance of high ethical standards in the training it supports as well as in the development, conduct and reporting of the research undertaken.

24. Ethics

It is the responsibility of ROs to ensure that the appropriate ethical mechanisms are in place. The ESRC has its own [Framework for Research Ethics](#) which should be consulted by ROs. ROs should ensure that proper consideration has been given to any ethical issues that the research project may raise.

Should any ethical considerations arise in the design or conduct of any proposed postgraduate study, a student and their supervisor(s) should address these explicitly. Full consideration should be given to such ethical implications drawing on any ethical standards which are appropriate to their discipline. In particular, students should ensure that:

- they are aware of any published material on research ethics relevant to their discipline or field of study, such as guidelines published by Learned Societies
- potential ethical issues are identified and built in to the design of the research at an early stage
- they are open and honest about the aims, methods and intended use of results from your postgraduate studies
- that confidentiality of data on individuals is maintained within the limits of the law.

It is the ESRC's policy that potentially valuable results or products arising from ESRC funded research and postgraduate training should, where practicable, be exploited for the benefit of the UK economy, the quality of life of the nation, the institution, the award holder and the UK social science community. This policy applies to all forms of results or products, regardless of the nature of the intellectual property rights involved.

Whilst the ESRC does not retain any rights for itself from the exploitation of the results or products of the work of the students it supports, it is concerned that students and ROs are able to benefit from the exploitation of such results or products. In particular, award holders should not enter into any agreement, whether implicitly or explicitly, giving any other person or organisation the right to suppress results or products of work which has been funded by the ESRC. Supervisors and students involved in collaborative arrangements with organisations, for example through CASE studentships, need to be fully aware of their position; unwary students have sometimes been prevented from publishing their thesis. University Registrars or Industrial Liaison Officers should be able to offer advice to students.

If any postgraduate training is likely to produce results or products that might be commercially exploited, it is important to ensure that any potential benefits can be realised. ROs should have an established procedure for dealing with Intellectual Property Rights. Further information on commercial exploitation can be found in the ESRC publication, [Research Funding Guide](#), which is available from university Registrars or Finance Officers, or from the ESRC website.

It is a requirement of the student to ensure that the information they provide is accurate.

The ESRC may, from time to time, provide information on ESRC funded students to third parties on a discretionary basis. This will be primarily for the purpose of providing students with information relating to research training, research funding or employment opportunities.

Students and researchers who believe that they may have a product that might be commercially exploited are invited to take part in the Research Councils Business Plan Competition. The competition is open to researchers from across the whole breadth of activity supported by the Research Councils. The competition presents the opportunity to win up to £25,000 of start-up funding. Further details on the competition are published at <http://www.rcuk.ac.uk/innovation/bpc>.

25. Scholarships and research work

Students must inform their RO immediately if they receive or are applying for a grant or an award from another body to support their postgraduate work, especially in the form of payment of fees or a maintenance grant. A student must not hold two awards for the same purpose concurrently.

The ESRC would encourage research students to take up other scholarships whilst undertaking their ESRC studentship. In particular, the ESRC would encourage students to participate in schemes such as ERASMUS/SOCRATES. In addition, there may be times when the offer of a particular piece of research work will greatly add to the quality of a student's PhD study being undertaken although such work would not be considered appropriate within the Masters training year. However, it is important to note that there may be implications for financial entitlement made under the ESRC studentship award in these circumstances.

If a student takes up a scholarship, research work or additional research training during the course of an ESRC full-time studentship, then the following rules must be applied:

- a suspension of the studentship will apply, if the study, research or training undertaken during the period is relevant but not integral or essential to the ESRC studies
- an honorary studentship should be counted against the three-year limit if assistance given by the scholarship or research work is used for the same purposes for which the ESRC studentship was awarded: thus, the thesis submission date will not be amended
- the ERASMUS/SOCRATES scheme is normally counted as an honorary studentship.

If a scholarship award is paid by a foreign government on a non-reciprocal basis, the ESRC will supplement the award to the level of an ESRC studentship in accordance with the rules on residency and length of funding. This supplement is not though available in the case of contract research work.

Students wishing to undertake any scholarship or research work, whether suspended or honorary, are required to put their case in writing to their supervisor. This must detail the relevance of the work proposed to the student's PhD study and also the type of supervision and any training that will be received whilst on the scheme.

26. Employment

ESRC Studentship Award holders are encouraged to undertake a certain amount of paid teaching or other research work during their studentship provided that they spend a minimum of 1800 hours each academic year on their doctoral research and research training. Their programme of postgraduate training must be compatible with such work and their supervisor must approve.

Please note that the figure of 1800 is based on recommendations about the difference between full and part-time. It equates to a 37.5 hour week for 48 weeks. You should note that ESRC allows for 8 weeks holiday per year and when this is taken into account, reduces the 1800 hours figure to 1,650.

The ESRC is supportive of their students undertaking demonstration, teaching and other duties in their department, where these do not interfere with the progress of their research degrees. However, Research Council stipends are training awards and do not cover remuneration for duties which would reasonably be considered to constitute employment. Where Research Council students undertake demonstration or teaching, or other types of employment in a RO, they should be paid for this in addition to receiving the minimum ESRC stipend.

Further to this, demonstrating, teaching, or other types of employment, should not be a compulsory element of research training, and ROs should seek to provide a range of development opportunities for their students.

In coming to this decision, the Council considered the following:

- a stipend is a tax-free award for the purposes of undertaking a period of education and training. Income earned from employment duties is taxable in the normal way
- the Council would expect to see the contribution of research students to demonstration or teaching work formally recognised and recorded as employment by an RO, with appropriate contractual obligations and training
- research students should be given information about their entitlements and responsibilities in undertaking a postgraduate research programme at the outset of their studies.

Students may undertake a small amount of other paid work either in term time or vacation. The ESRC does not, however, encourage such work especially during the times when they are expected to be engaged fully in research training and thesis preparation.

Full-time ESRC studentship award holders cannot also hold either a full-time job, or a permanent part-time job, during the period of their award.

A part-time student cannot be permitted to change employment during the course of their award, so that their new employer is the same degree awarding body at which they taking their PhD.

If a part-time student wishes to suspend their award for a period because of a temporary employment opportunity which is relevant to their area of research, the maximum period of suspension will be based on whether the employment is full or part-time. Therefore the normal maximum suspension of 12 months will apply if the employment is full-time but may be calculated on a pro-rata basis if the employment is part-time. Please see the section on change in status for part time students.

27. Holidays

Full-time students are allowed up to eight weeks holidays (including public holidays) each academic year as approved by their supervisor.

If a studentship covers a period of less than 12 months in any academic year, a student's holiday entitlement will be reduced on a pro rata basis.

28. Student grievance procedure

In the event of a student experiencing serious problems with supervision or any other academic matter that cannot be resolved at the department level they should follow the RO own grievance procedures in the first instance.

29. Complaints and appeals

The ESRC is committed to high standards of service in all its operations, explained in our [Service First Statement](#).

Despite this we recognise that things can sometimes go wrong and we want you to have the opportunity to raise any problems or complaints with us. Any complaint will be taken seriously and treated in the strictest confidence.

30. How to make a complaint

In the first instance we ask you to try to resolve your complaint directly with the person dealing with the issue. If the matter is still not resolved please ask them for the name of their Section Head or contact the relevant Director. The Director with responsibility for postgraduate training is [Jeremy Neathey](#).

31. If you are still not satisfied

If your complaint cannot be resolved at Directorate level and you remain dissatisfied with the outcome, or if you wish to complain about one of the Directors, you should contact the Chief Executive:

- Professor Paul Boyle
Economic and Social Research Council
Polaris House
North Star Avenue
Swindon SN2 1UJ

Email: paul.boyle@esrc.ac.uk
Telephone: 01793 413004

32. Complaints

You can make a complaint by letter, fax or email. Please provide the following information to help us deal with it promptly:

- the Directorate or section of ESRC and the name of the staff (if known) involved in your complaint
- a clear description of the nature of the complaint
- an indication whether this is a first complaint or a follow-up to an earlier complaint which has not been resolved satisfactorily
- your full contact details including a telephone number, fax and email address if you have them.

We will acknowledge receipt of your complaint within five working days and will aim to provide a full response within 15 working days. Where a full response is not possible within that time, we will send you a letter outlining progress and setting a target, usually within a further 15 working days, by which a full response will be made.

A complaint may relate to:

- failure to follow stated policies or procedures
- unreasonable delay or inefficiency in responding to an enquiry, or our operating procedures
- unhelpful or insensitive attitude of an ESRC employee.

Please note that the following types of complaints are excluded from this complaints procedure:

- complaints which involve a disagreement with a decision of Council or one of its Committees or the advice of one of its advisory groups
- matters which are the subject of legal proceedings.

The number of complaints received will be monitored and published annually in the ESRC Annual Report.

33. Appeals

The ESRC has appeals procedures which can be followed in the event of disagreement with funding or evaluation decisions. An appeal is defined as a request to vary a decision of the ESRC in light of available facts. Appeals may not be made against the judgements of ESRC Committees, Panels or other bodies taken under due procedures, unless it is argued that the judgement is perverse or that due procedure has not been followed. An appeal may be accompanied or succeeded by a complaint, but individuals making appeals against ESRC decisions should indicate separately in writing if they also wish to make a complaint.

Complaints and appeals will also be distinguished from critical comments. The last will not be treated as a complaint or appeal unless formally reported as such to the appropriate Director.

Appeals relating to studentship allocations are dealt with under a separate procedure and should be addressed to the Appeals Officer, Policy and Resources Directorate.

Appeals against a decision should be made, through the student's RO to the ESRC. The ESRC will first satisfy itself that the correct procedures have been strictly followed. In any matter of discretion, the ruling of the Council is final.

34. Ombudsman

If you have gone through our complaints procedure and remain dissatisfied with the outcome you have the right to refer the matter to the Parliamentary Commissioner for Administration (the Ombudsman). You will have to make your complaint to the [Ombudsman](#) through your local Member of Parliament.

If you have any suggestions to help us improve our service or questions about our complaints procedure please contact:

- Michelle Dodson
Economic and Social Research Council
Polaris House

North Star Avenue
Swindon SN2 1UJ

Email: michelle.dodson@esrc.ac.uk

Telephone: 01793 444357

Fax: 01793 413053

Section 5: Other expectations of Doctoral Training Centres

1. Collaboration

The [Postgraduate Training and Development Guidelines \(2009\)](#) emphasised the importance of collaboration with public, private, and third sector organisations. The ESRC therefore encourages DTCs to support collaborative awards using their Doctoral Training Grant. The expectation is that 20 per cent of each DTC's allocation will involve some form of collaboration with other public, private or third sector organisations.

The ESRC is not being prescriptive about the type of collaboration, but is rather asking DTCs to demonstrate that the studentships are developed in collaboration with other organisations and involve substantive user engagement and knowledge exchange activity as part of the award. This could be achieved through collaborative studentships and other opportunities such as internships and placements.

Whilst co-funding is not a requirement of a collaborative award, the ESRC would encourage institutions to seek co-funding whenever possible to support collaborative elements of the studentships as this will help the DTG funding to go further and make it more sustainable.

2. Strategic steer

As outlined in the [ESRC Delivery Plan](#) (published December 2010), the ESRC is aiming to build capacity in the following disciplines: Economics, Management and Business Studies, Language-based Area Studies and interdisciplinary research. As a result, some DTCs have been required to steer a minimum number of their allocation into one or more of these disciplines (DTCs were informed of this when they received confirmation of their accredited status). The number of students undertaking studentships in these areas will be collected as part of the DTC annual report.

The ESRC is also aiming to increase overall capacity in quantitative methods training across the network. A minimum benchmark of ten per cent has been set as the proportion of all studentships using advanced quantitative methods, spread across all disciplines. As a result for certain DTCs we have explicitly steered studentships onto pathways with a strong quantitative methods focus. However, we would encourage all DTCs to recruit and train students in the use of advanced quantitative methods whenever that is possible. In particular we would like to encourage the exploitation of large quantitative datasets by doctoral students undertaking research any DTC, such as those available through the Economic and Social Data Service.

Please note that the ESRC will provide funding for the enhanced Economics and AQM stipends for those DTCs which have received steers in either or both of these areas.

3. National disciplinary benchmarks

The ESRC also remains committed to maintaining the overall health of the social science research base so has established a set of minimum disciplinary benchmarks for the overall allocation of its studentships (see table below). There is no intention that each DTC should seek to replicate the distribution in its allocation processes and the emphasis should very much be on supporting the best students and marrying them up with the best training pathways. Nevertheless, the benchmarks do provide an important framework in which the DTCs will operate and the ESRC will be monitoring the distribution of studentships to maintain disciplinary balance across the network through the DTC annual reporting process.

Discipline	ESRC DISCIPLINARY BENCHMARKS (%)	Final Quota Numbers (per annum)
Anthropology	5	30
Area Studies	6	36
Demography	2	12
Economic Social History	3	18
Economics	10	60
Education	7	48
Human Geography	8	48
Linguistics	2	12
Management & Business Studies	7	42
Planning	2	12
Politics & International Relations	5	30
Psychology	7	42
Science & Technology Studies	3	18
Social Policy	5	24
Social Work	3	18
Socio-Legal Studies	4	24
Sociology	8	48
Stats, Methods and Computing	3	18
Interdisciplinary	10	60
TOTAL	100	600

4. Monitoring and reporting

The ESRC will be looking to its network of DTCs to deliver against the original aims and objectives of the [Postgraduate Training Framework](#) both individually and as a network. As a result all DTCs will be required to submit an Annual Report which will cover a number of areas such as the development of the DTC, collaboration and co-funding, delivery against priority areas and provide further information on the students funded. This is intended to be a light touch report that will not ask for detailed information on the operation of the DTC.

The Training and Skills Committee is also aiming to visit each DTC over the course of the accreditation period in order to assess their progress against the ESRC's objectives.

Annex 1: Residential guidelines

1. Established UK residency

Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983, and subsequent amendments, require that candidates for awards have a relevant connection with the United Kingdom. A relevant connection may be established if, at the date of application/nomination:

- the candidate has been ordinarily resident in the UK throughout the 3-year period immediately preceding the date of an award
- has not been resident in the UK, during any part of that 3-year period, wholly or mainly for the purposes of full time education, and
- has settled status in the UK within the meaning of the Immigration Act 197 (ie is not subject to any restriction on the period for which he/she may stay).

NB Following the Bidar Judgement in 2005, EU nationals who are resident in the UK only need to follow criteria A from the above list (EU nationals who have been resident in the UK for 3 years immediately preceding the date of an award for the purpose of full time education are now eligible for a full grant.)

British citizens are not subject to immigration control but only those other nationals who have been granted written permission to stay in the UK permanently are considered to have settled status.

It is important to note that residential eligibility is based on a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement.

2. Temporary absence

A UK citizen may have spent an extended period living outside the UK, either for study or employment. Most candidates in these circumstances will be able to show that they have maintained a relevant connection with their home country and therefore claim that the absence was temporary. "Temporary" does not depend solely on the length of absence.

For the purposes of eligibility, a period of ordinary residence will not be treated as being interrupted by an absence which is caused by:

- the temporary absence abroad, by reasons of training or employment, of the candidate, the candidate's spouse or parents
- the temporary full time education abroad of the candidate or spouse.

The applicant may be asked to provide copies of temporary contracts of employment and/or other documentary evidence to prove temporary absence.

An expatriate, or the child of an expatriate, who may have been born in the UK or abroad, and appears to have returned to the UK for full time education, is required to establish temporary absence. In order to be eligible, it must be shown that:

- the absence abroad was involuntary, and attempts were made to remedy the breach with the UK at the earliest opportunity
- there was no individual intention to sever links with the UK
- links have been maintained through visits and vacation work.

It should be noted that anyone who is resident in a country, is normally subject to the residence and tax conditions of that country. A resident may or may not acquire other rights by virtue of living there, but birth or long-term residence does not automatically confer similar rights to those of the citizens of that country. If a candidate has opted for full citizenship of a country other than the UK, then the candidate will be ineligible.

3. Refugees and asylum seekers

A candidate who has been granted full refugee status by the Home Office, or is the child or spouse of a refugee, has settled status and is eligible on residence grounds, provided that he/she has not ceased to be resident since being granted asylum or refugee status. Such candidates must provide documentary evidence of their status, usually in the form of a letter from the Immigration and Nationality Department of the Home Office.

Candidates who are 'asylum seekers' are required to demonstrate settled status to be eligible.

4. Indefinite leave to remain

Candidates who have been granted Indefinite Leave to Remain (ILTR) by the Home Office have been given the right to reside in the UK, and thus have settled status. ILTR is usually given to those who have already spent a period in the UK, and are looking to take up British Citizenship. A candidate who holds ILTR must nevertheless, establish a relevant connection as set out in the Introduction above. Documentary evidence will be required.

5. Exceptional leave to remain or exceptional leave to enter

Candidates who have not been recognised by the Home Office as meeting the terms of the 1951 United Nations Convention on Refugees may be granted Exceptional Leave to Remain (ELR) or Exceptional Leave to Enter (ELE). The granting of ELR recognises that the current situation in the candidate's country of origin makes it impossible for him/her to return home. Thus, the holder of ELR may be allowed to settle in the UK if the home situation does not improve. Also, he/she is entitled to work in the UK and claim unemployment benefit and, after a certain period in residence, may be able to apply for ILTR, and subsequently British citizenship.

Candidates who have been granted ELR/ELE do not have the same entitlements as refugees. They will however, be eligible on residence grounds if they have spent the previous three years in the UK, not wholly or mainly for the purpose of receiving full-time education.

6. Visas, work permits, etc.

Candidates who are resident in the UK on a student visa, work permit or dependant visa, have restrictions on the time they may stay in the UK and cannot demonstrate a relevant connection or settled status, will not be eligible on residence grounds.

7. 'Tuition fees only' Studentships for EU nationals to study in Great Britain

Candidates from EU countries other than the UK, are generally eligible (subject to their eligibility on grounds of academic qualifications) for awards restricted to the payment of tuition fees only; no maintenance award will be payable. In order to be eligible for a 'fees only' award, a candidate must be ordinarily resident in a member state of the EU, in the same way as UK candidates must be ordinarily resident in the UK.

Currently, the member states of the European Union (EU) are as follows:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, The Irish Republic (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Swiss nationals are not eligible for 'tuition fees only' studentships. A Swiss national would need to have an established connection to the UK as outlined in Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983 (explained in paragraph 1) to be eligible for a full award. However, the implementation of the Switzerland Agreement allows an EU national who is permanently resident within Switzerland to remain eligible for 'tuition fees only' studentships.

8. Migrant workers (EU Nationals)

Articles 7 (2) and Article 12 of Council Regulations (EEC) No. 1612/68 allow for candidates who have established a relevant connection with the EU to be eligible for a full award to include maintenance, as 'migrant workers'. A migrant worker can be defined as an EU citizen who is employed in a member state of the EU who should be treated as a national of that member state. Similarly, a child or spouse of a migrant worker is also eligible to be treated in the same way. However, the following conditions must be met:

The employment should be full-time and of significant duration. Therefore, a candidate engaged in part-time or short-term casual employment, or who has been effectively unemployed, cannot be considered to hold migrant worker status. Additionally, the employment would be expected to be relevant to the candidate's previous or future course of study, although employment of a 'professional' nature will be considered on its merits.

The employment should not be ancillary, ie. taken up with a view towards engaging in subsequent studies, or subject to the candidate being accepted for the training for which he/she is to be nominated. An example of this would be a candidate who has been employed as a Research Assistant in a RO department where a future award is to be held.

With regard to the children of migrant workers, it must be shown that the candidate's residence is as a consequence of the parent's past or present employment. A child who has not been resident in the UK during the parent's employment, or departed with the parent at the cessation of that employment, will not be eligible to claim migrant worker status.

9. Candidates from European Economic Area (EEA) member states

The arrangements for migrant workers are also extended to candidates who are nationals of the EEA member states of Iceland, Liechtenstein and Norway. Where such candidates meet the migrant worker requirements they will be eligible for full awards. However, as these countries are not member states of the EU, candidates will be ineligible for fees only awards.

10. Residents of Northern Ireland

If the applicant is usually resident in Northern Ireland and can meet the eligibility requirements in the same way as described for residence in Great Britain, they can be considered for a studentship if they intend to study in an accredited Doctoral Training Centre and on an accredited pathway.

If the applicant is usually resident in Northern Ireland or Great Britain and wish to study in Northern Ireland the Department for Employment and Learning, Northern Ireland is responsible for awarding postgraduate studentships. The address is: Department for Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast. BT2 8FD. Telephone 028 9025 7777. www.delni.gov.uk

11. Residents of the Isle of Man

If the applicant is ordinarily resident in the Isle of Man, they should apply direct to the appropriate education authority. The address is: The Isle of Man, Department of Education, Murray House, Mount Havelock, Douglas, IM1 2SG.

A candidate from the Isle of Man cannot establish eligibility for an award through any period of ordinary residence in England, Scotland or Wales during which they have been in full time education.

12. Channel Islands

Students who are ordinarily resident in the Channel Islands are eligible for a full award.

13. Opening up international eligibility

The Research Councils have agreed a number of underlying principles in relation to the recruitment of non-UK domiciled candidates to Research Council funded studentships. In light of this, ESRC has agreed to relax the rules around international eligibility in strategic areas, allowing fees and stipends to be paid for students from outside the UK. DTCs will be able to recruit overseas and EU students for full awards in Economics or Advanced Quantitative Methods without adhering to the current residential eligibility rules. Institutions will be required to waive the higher international fee rate for these students ie fees can only be paid at the same rate as home students.

Please note that it is optional for DTC to relax the rules around international eligibility which has been relaxed in order to help DTCs recruit full award students in typically difficult disciplines. Where a DTC chooses not to open up international eligibility (it must be an DTC wide decision), we do not expect the international fee to be waived.

14. Institutional role in checking of residential eligibility

ROs will be primarily responsible and accountable for applying checks and making decisions although the ESRC will undertake a sample check on an annual basis.

ESRC places full reliance on residential eligibility approval checks undertaken by the RO. Decisions made on this are fundamental to the validity of ESRC funding. In the event that any funded student was subsequently found to be ineligible, under Treasury rules this would require cancellation of the grant and recovery of sums paid, for which ESRC would hold the RO liable.

If the circumstances around establishing eligibility are complex, the case may be referred to the ESRC for advice or a ruling. Where there is doubt about an individual's eligibility, the RO will be held responsible for an incorrect decision if the ESRC was not consulted. The advice is obtainable from tdbolicy@esrc.ac.uk

When submitting student details to the SDP, ROs are confirming that they have checked the eligibility of the student. ESRC will undertake dipstick checks annually to ensure this is being implemented in line with the guidance. ESRC reserves the right to stop payments to nominated students whom it considers to be ineligible and the final decision on a student's eligibility rests with ESRC.

Annex 2: Award amendments - responsibilities and reporting requirements

Once payments are issued, individual student details may be subject to change over the course of the funding period. ROs have been given authority to approve changes in certain circumstances subject to notifying the ESRC of these changes on the Je-S Student Data Portal (SDP).

Requirements to report studentship amendments on the SDP as follows.

Termination of studies

- Termination Date
- Termination Reason (choose appropriate response from drop down menu)
- Further Information: Include any further information that might be relevant

Suspension of studies

- Funding End Date
- Expected Submission Date*
- Course End date (if applicable)
- PhD End date
- Reason for change: please explain

Extensions for the following reasons

- Funding End Date
- Expected Submission Date* (Course End Date (if applicable))
- PhD End Date
- Reason for Change: Adoption, Maternity, Status Change, Other

Overseas institutional visit (need ESRC approval in first instance)

- Funding End Date
- Expected Submission Date* (Course End Date (if applicable))
- PhD End Date
- Reason for Change: Adoption, Maternity, Status Change, Other

ESRC Internship (need ESRC approval in first instance)

- Funding End Date
- Expected Submission Date* (Course End Date (if applicable))
- PhD End Date
- Reason for Change: Adoption, Maternity, Status Change, Other

Maternity leave

- Funding End Date
- Expected Submission Date* (Course End Date (if applicable))
- PhD End Date
- Reason for Change: Adoption, Maternity, Status Change, Other

Funding transfer (part-time to full-time)

- Funding End Date
- Expected Submission Date* (Course End Date (if applicable))
- PhD End Date
- Reason for Change: Adoption, Maternity, Status Change, Other
- plus amendments to per cent of full time

Changes to project details

- Project Title

Changes to supervision

- Edit Supervisors

Transfer of award

- Add new Organisation
- Edit Supervisors

* Please note that whilst ROs can amend the expected submission dates where the funding end dates have been amended following a variation to an award, all submission date only extensions must be approved by the ESRC.

Amendments to be DTG can be requested through the Grant Maintenance Request functionality on Je-S. When selecting a request type from the drop down menu, please select the most appropriate option. In the absence of a suitable option, please use the 'Grant Generic Change Request.'

The ESRC expects that RO's meet the full cost of supporting their students from within the cash-limit of their DTG. Only in unforeseen or exceptional circumstances will the ESRC agree to adding additional funds to a DTG and such a request will only be met if there are no other contingency funds or training grants to draw on.

The ESRC requests that RO's submit their Grant Maintenance Requests between 1 October and 31 December of each year. You may need to submit multiple requests if you have amendments to students who are funded off different DTGs. All costs in the final year of the grant should be included in a Final Expenditure Statement rather than in a grant maintenance request.

Disabled Student's Allowance

Amounts to be approved and paid by the RO direct to the student and requested back from the ESRC in grant maintenance request form. All individual student claims for an allowance which would incur commitments above £25k over the lifetime of the studentship must be referred to the ESRC at the time of institutional review for approval.

The following studentship amendments require prior approval from the ESRC.

Pathway/RO Transfer

Both ROs need to be in full agreement of the transfer before information within the SDP is changed. Students can only transfer to an accredited pathway within a DTC. If there is not a

like for like course on offer, a transfer can only be completed if there is a suitable pathway and supervisors for the student to complete their studies.

Status transfers in the final year

ESRC will only consider transfers in the final year of funding in exceptional circumstances i.e. illness or students returning from maternity leave. If approved, ESRC will notify the ROs when to update the SDP.

Extensions for Student Placements/Internships

In the case of the ESRC's own internships scheme, students should apply to ESRC in response to the relevant call but via the central institution authorities. ESRC will authorise extensions and notify the ROs when to update the SDP.

Overseas Institutional Visits

Students to apply to ESRC at least 3 months prior to the date of the intended visit. ESRC will authorise extensions and notify the ROs when to update the SDP.

Extensions to thesis submission date

Prior approval from the ESRC will be required for extensions to submission deadline dates. Requests should be made, via the nominated contact, 2-3 months before the submission deadline date. ESRC will still continue to conduct the annual submission rates survey to monitor institutional submission rates. The sanctions policy will remain unchanged.

Annex 3: Overseas fieldwork allowances

The notional cost includes an amount per student however as it is unlikely that all students will undertake overseas fieldwork the actual allocation of funds for fieldwork is at the RO's discretion. ESRC will not normally supplement the grant for additional fieldwork costs.

The following is a guide that DTCs can use to calculate the value of their contribution to fieldwork expenses but the *actual* contribution will depend on the funds available from within DTC's training grant. As such, it may not be possible for a DTC to fully fund a student's overseas fieldwork in all cases.

Banded Rates from 1 October 2006.

Calculation to be used - Front End element + (weekly rate x number of weeks).

If the country in which the student intends undertaking fieldwork is not listed below, the nominated RO contact should seek advice from ESRC.

Table of overseas fieldwork allowances – Countries A-B			
Country	Band	Front end element	Weekly rate
Afghanistan	B	£600	£144
Albania	C	£400	£100
Algeria	C	£400	£100
American Samoa	C	£600	£96
Angola	B	£600	£144
Anguilla	C	£1,000	£88
Antigua and Barbuda	B	£800	£140
Argentina	B	£600	£144
Armenia	D	£500	£50
Ascension Islands	B	£800	£140
Australia	B	£800	£140
Austria	B	£300	£150
Azerbaijan	D	£500	£50
Bahamas	B	£800	£140
Bahrain	C	£500	£98
Bangladesh	C	£500	£98
Barbados	B	£600	£144
Belgium	C	£300	£102
Belize	C	£600	£96
Benin	C	£600	£96
Bermuda	A	£600	£214
Bhutan	B	£600	£144
Bolivia	C	£600	£96
Bosnia & Herzegovina	C	£600	£96
Botswana	C	£600	£96
Brazil	B	£600	£144
Brunei	B	£600	£144
Bulgaria	C	£400	£100
Burma (Myanmar)	B	£800	£140

Table of overseas fieldwork allowances – Countries C-H			
Country	Band	Front end element	Weekly rate
Cambodia	D	£600	£48
Cameroon	C	£600	£96
Canada	A	£500	£216
Cayman Islands	B	£600	£144
Chad	C	£600	£96
Chile	B	£600	£144
China	B	£600	£144
Colombia	B	£600	£144
Congo, Republic of	A	£600	£214
Costa Rica	C	£600	£96
Croatia	C	£600	£96
Cuba	B	£600	£144
Cyprus	C	£400	£100
Czech Republic	C	£300	£102
Denmark	B	£300	£150
Dominica	C	£800	£92
Dominican Republic	D	£500	£50
Ecuador	C	£600	£96
Egypt	C	£400	£100
El Salvador	C	£600	£96
Equatorial Guinea	B	£600	£144
Eritrea	C	£400	£100
Estonia	D	£300	£54
Ethiopia	C	£600	£96
Falkland Islands	B	£600	£144
Fiji and West Pacific	C	£600	£96
Finland	A	£300	£220
France	B	£300	£150
French Polynesia	C	£600	£96
Gabon	B	£600	£144
Gambia	B	£600	£144
Georgia	C	£400	£100
Germany	B	£300	£150
Ghana	C	£600	£96
Gibraltar	C	£300	£102
Greece	C	£300	£102
Greenland	B	£600	£144
Grenada	B	£600	£144
Guatemala	C	£600	£96
Guinea	D	£600	£48
Guam	C	£600	£96
Guyana	C	£600	£96
Haiti	C	£800	£92
Honduras	D	£600	£48
Hungary	D	£300	£54

Table of overseas fieldwork allowances – Countries I-O			
Country	Band	Front end element	Weekly rate
Iceland	B	£600	£144
India	D	£500	£50
Indonesia	C	£600	£96
Iran	D	£500	£50
Iraq	A	£500	£216
Ireland	C	£300	£102
Israel	C	£400	£100
Italy	B	£300	£150
Ivory Coast	B	£600	£144
Jamaica	C	£500	£98
Japan	A	£800	£210
Jordan	C	£400	£100
Kazakhstan	B	£500	£146
Kenya	C	£500	£98
Korea	B	£600	£144
Kuwait	C	£500	£98
Kyrgyzstan	B	£500	£146
Laos	C	£600	£96
Latvia	C	£300	£102
Lebanon	C	£400	£100
Liberia	A	£600	£214
Libya	B	£600	£144
Lithuania	D	£300	£54
Luxembourg	B	£300	£150
Madagascar	C	£600	£96
Malawi	D	£600	£48
Malaysia	D	£600	£48
Maldives	C	£600	£96
Mali Republic	C	£600	£96
Malta	D	£300	£54
Martinique	A	£600	£214
Mauritius	C	£600	£96
Mexico	C	£500	£98
Mongolia	C	£600	£96
Montserrat	B	£800	£140
Morocco	C	£400	£100
Mozambique	C	£600	£96
Namibia	C	£600	£96
Nepal	D	£500	£50
Netherlands	C	£300	£102
New Zealand	C	£800	£92
Nicaragua	B	£600	£144
Niger	B	£600	£144
Nigeria	B	£600	£144
Norway	A	£400	£218
Oman	B	£500	£146

Table of overseas fieldwork allowances – Countries P-T			
Country	Band	Front end element	Weekly rate
Pakistan	D	£500	£50
Panama	B	£600	£144
Papua New Guinea	C	£600	£96
Paraguay	C	£600	£96
Peru	B	£600	£144
Philippines	C	£600	£96
Poland	C	£300	£102
Portugal	C	£300	£102
Puerto Rico	D	£600	£48
Qatar	C	£500	£98
Romania	C	£400	£100
Russia	B	£500	£146
Rwanda	B	£1,000	£136
St Christopher (St Kitts) & Nevis	C	£600	£96
St Lucia	B	£600	£144
St Vincent and The Grenadines	C	£600	£96
Saudi Arabia	B	£500	£146
Senegal	C	£600	£96
Serbia and Montenegro	C	£500	£98
Seychelles	B	£600	£144
Sierra Leone	B	£600	£144
Singapore	B	£600	£144
Slovak Republic	C	£300	£102
Slovenia	C	£300	£102
Solomon Islands	A	£1,000	£206
Somalia	B	£600	£144
South Africa	B	£600	£144
Spain	C	£300	£102
Spain (Las Palmas)	B	£400	£148
Sri Lanka	C	£500	£98
Sudan	B	£600	£144
Swaziland	C	£600	£96
Sweden	A	£300	£220
Switzerland	B	£300	£150
Syria	C	£400	£100
Taiwan	C	£800	£92
Tanzania	C	£500	£98
Thailand	C	£600	£96
Tibet	A	£600	£214
Togo	C	£600	£96
Tonga	C	£600	£96
Trinidad & Tobago	C	£600	£96
Tunisia	C	£400	£100
Turkey	C	£400	£100
Turks & Caicos Islands	B	£600	£144

Table of overseas fieldwork allowances - Countries U-Z			
Country	Band	Front end element	Weekly rate
Uganda	B	£500	£146
Ukraine	B	£500	£146
United Arab Emirates	B	£500	£146
USA	A	£400	£218
USA (including Hawaii & Alaska)	A	£600	£214
Uruguay	B	£600	£144
Uzbekistan	B	£600	£144
Vanuatu	C	£800	£92
Venezuela	C	£600	£96
Vietnam	C	£600	£96
Virgin Islands	B	£1,000	£136
Yemen	B	£600	£144
Yugoslavia (including Serbia and Montenegro)	C	£500	£98
Zaire (Democratic Republic of Congo)	A	£500	£216
Zambia	D	£500	£50
Zimbabwe	D	£500	£50

Annex 4: Difficult language training

As a rough guide to the way in which extensions for difficult languages training should be interpreted, the following notes may prove useful.

The distinctions made below are not to be read as hard and fast rules, but rather as general guidelines. In practice, each case is considered on its merits. For example, a student who has a degree in Arabic is not likely to receive a nine month extension for learning the language. At the same time, the 'Groups' listed are not treated as watertight compartments, and, in certain circumstances, a student learning a Group B language may receive more than nine months.

Group A:

Included in this group are unwritten languages or languages in early stage of being analysed and for which no grammars, vocabularies, or other learning aids are available. These might include Amerindian, Papuan languages, etc. A case can be argued for **12 months**.

Group B:

Included in this group are:

- languages for which there are limited descriptive and learning resources available
- languages which present intrinsic difficulties for speakers of English because they are click, tonal, object-verb-subject, agglutinating, etc
- languages that require knowledge of a different non-alphabetic script, such as Chinese Japanese, Arabic and South and South-East Asian languages.

A case can be argued for **9 months**.

Group C:

Included in this group are difficult languages (as defined in B above) which have been well described in grammars, vocabularies etc, but for which no learning aids exist, and the language will have mainly to be learnt in the field from unskilled teachers. These might include various African, Melanesian, and Amerindian languages plus some in the Indian sub-continent. A case can be argued for **6 months**.

Group D:

Included in this group are languages similar to those in Group C but for which intensive learning materials exist, for example, courses, language laboratory, materials, tapes, etc. A case can be argued for **3 months (this includes all European languages)**.

Annex 5: Grant linked Studentships

Grant linked studentships may be requested on any research application (with the exception of the Future Research Leaders Scheme) as long as:

- the grant applied for is for 3 years or more
- the Principal or Co-Investigators are approved to act as a primary supervisors for PhD students are based within an accredited Doctoral Training Centre (see exceptions below)
- the student(s) are located in an [ESRC accredited Doctoral Training Centre \(DTC\)](#) and they are studying on an accredited pathway. (see exceptions below).

Structure of Awards

For students applying for Doctoral awards (including grant linked) through an accredited DTC and due to commence after 1 October 2011, the ESRC has increased its flexibility in the delivery of research training and does not prescribe that research training must be frontloaded. It can now be spread across the PhD programme. Where DTCs have favoured the introduction of a four (or possibly a five) year programme, it is expected that RO's have robust progression procedures in place to assess formally individual students within the first two years of the programme. The ESRC [Postgraduate Training and Development Guidelines 2009](#) places an importance on core training in research methods to enable all social scientists to understand and use essential qualitative and quantitative techniques. The Guidelines indicate the core skills and proficiency in the application of research methods that all students in the social sciences are expected to acquire during their studies. These are set out in Annex 1 of the Guidelines. Accredited pathways have been given the flexibility to develop the structure and provision of their programmes to fit their own situation and strengths.

Rules and Regulations

Up to three studentships can be applied for on any single application. It must also be clear that the studentship is not displacement for the normal research support required on the grant. Linked studentships are designed to add value to the proposed research outlined in the application, whilst providing a clear opportunity for a distinct and independent course of enquiry for the student. Through being embedded with a high quality research team, they should offer the student an opportunity to both develop their substantive research skills, alongside broader professional development.

If successful, the funds for the studentship will be ring fenced within the grant and paid alongside standard ESRC studentships. Such students will also be expected to submit their PhD within 12 months from their funding end date and will be included in the ESRC PhD Submission Rate Survey. Non-submission will therefore affect the RO's postgraduate submission rate.

Whilst project linked studentships can outlast the grant they are linked to, the majority (more than half) of the studentship take place during the life of the grant.

Grant linked studentships are subject to the standard rules for ESRC studentships. This means that the applicant may request the full appropriate stipend for the student, fees, a Research Training Support Grant (RTSG) and overseas fieldwork costs. Support to meet provisions to aid students with requirements under the Disability Acts (DSA) may also be included.

Studentships are not costed under full Economic Cost (fEC) arrangements, but if awarded, the grant will meet the full 100 per cent cost of the normal provision. All costs associated with the studentship(s) must be costed as part of the overall value of the application in the Other Staff Section of your application.

For each studentship the application will need to indicate:

- the name of the student, if known at the point of application
- the length of the studentship in years
- the proposed start and end date of the studentship
- the stipend and/or fee for that studentship. These should be costed at standard ESRC rates, including London allowance where that is appropriate
- additional standard costs for RTSG and Overseas Fieldwork Allowances
- additional DSA allowances if there are known at the point of application
- additional cost for the Advance Quantitative Methods (AQM) enhanced stipend, this should be costed into the original grant application
- additional cost for the Economics enhanced stipend (only available for applicants based within an economics department where the primary discipline is economics), this should be costed into the original grant application.

Stipends may only be paid to students who are normally UK resident or EU students meeting standard ESRC eligibility requirements. Exceptions to this ruling can be made for students studying either Economics or AQM as the international eligibility rules have been relaxed. More information about this is available in Annex 1.

Exceptions

Under normal circumstances students must be studying within an accredited Doctoral Training Centre and on an accredited pathway. However, where a grant is being funded as part of a cross council initiative, students may study within non ESRC accredited institutions and departments.

Case for support

The case for such a studentship will need to be set out as an additional attachment to the grant application. When completing the application via the Joint Electronic Submission System (Je-S), a separate case for each project studentship must be submitted with the application as attachment type "Other", where an additional two sides of A4 (max) can be used to give information and justification for each studentship. The case for support should include:

- the Doctoral Training Centre accredited pathway in which the student will be based
- the Principal and/or the Co-Investigators who will supervise the studentship
- a summary statement of the PhD topic to be undertaken and a justification for the length of the programme of study
- a clear statement of how this is independent from, but will add value to, the principal research objectives set out in the application.

Submission of student details

The ESRC is concerned with maintaining a high standard of training and supervision, and for this the Council relies on the co-operation of administrators, heads of departments and others who support students. The ESRC takes seriously its role to support high quality training opportunities for postgraduate students and believes in the consistent application of policies and practices to promote equality of opportunity and to eliminate unlawful discrimination. The ESRC expects that ROs are fair and transparent in the recruitment of students; students must be selected and treated on the basis of their merits, abilities and potential, regardless of their sex, transexuality, race, nationality, religion, religious beliefs, sexual orientation or age. ROs are expected to comply with all equal opportunities

legislation in force and where an organisation is shown to be in breach of these, ESRC is prepared to invoke sanctions.

Student details should be submitted within a month of starting through the Je-S Studentship Data Portal (SDP). Details of the project should be submitted along with the student details, through the SDP. It is the responsibility of the RO to ensure all records relating to students are maintained on the SDP throughout the life time of the award. For grant amendment requirements please see Annex 2.

Annex 6: Notes for employers of part-time students

Part-time applicants for an ESRC studentship who are in employment should ensure that their employers read these notes.

The Economic and Social Research Council (ESRC) is an independent government funded body set up to promote Social Science research. One way it does this is through its support for studentships, usually for study towards a doctorate.

These studentships are monitored and evaluated by the ESRC's Policy and Resources Directorate which is advised by the ESRC Training and Skills Committee whose members represent the Social Science research interests of ROs, government, business, and the third sector.

ESRC studentships are highly regarded in the academic community and the competition for them is intense.

Only those departments in ROs which have been formally accredited by the ESRC for the strengths of their research training may receive studentships. This research training must be formal with an emphasis on general and transferable skills.

Students may apply on a full-time or part-time basis. The studentship for a successful full-time applicant may include the full award of fees, maintenance and a contribution to other expenses such as fieldwork or study visits. Part-time students receive fees and a pro rata maintenance grant. However, in order to provide more flexibility for students, particularly at times in the studentship when the workload is most demanding, for example, during fieldwork, or if there are very large datasets to be compiled, processed or analysed, the ESRC is prepared to consider requests for a fixed period of full-time working of between 3 months and a year. In this period they will receive most of the allowances received by a full-time student. Clearly, any such full-time working will affect their ability to work on their 'normal' job, and the student would thus need the approval of their employer. However, the ESRC would urge employers to consider very favourably any such request in the interests of the student, of the research and, we hope, of the employing organisation itself.

The ESRC is concerned that its support for part-time students should not replace or duplicate funding from other sources. For this reason, part-time students in employment are not eligible for ESRC support if they are employees of a degree awarding RO. This criteria may be waived if the employee is a registered student at a different degree awarding RO from that where s/he is employed.

Annex 7: Terms and conditions of Research Council Training grants

These terms and conditions relate to training grants, comprising doctoral training grants (DTGs) and masters training grants (MTGs).

Training Grants awarded by the Research Councils listed below are made to ROs on the basis of this single set of core terms and conditions. The Research Councils are:

- Biotechnology and Biological Sciences Research Council (BBSRC)
- Engineering and Physical Sciences Research Council (EPSRC)
- Medical Research Council (MRC)
- Natural Environment Research Council (NERC)
- Science and Technology Facilities Council (STFC)
- Economic and Social Research Council (ESRC)
- Arts and Humanities Research Council (AHRC)

A Training Grant (TG) is a grant paid by a Research Council to a RO for the provision of postgraduate study.

Training Grants aim to:

- assist the RO to attract the best people into postgraduate research and training
- allow a maximum of local discretion in managing and organising postgraduate training within clear financial and accountability arrangements
- Provide resources in a flexible and transparent funding stream.

Subject to these terms and conditions, ROs can decide on the level of stipend; the duration of a studentship; the format (eg part-time, industrial or work placement), and can adjust the number and start of awards within year and between years (where feasible).

Individual Councils may add additional conditions to the grant to reflect the particular circumstances and requirements of their organisation, or the nature of a particular grant. Acceptance of a Training Grant constitutes acceptance of both the core conditions and any additional conditions.

References in these terms and conditions to statutory provisions and guidance include any subsequent amendments or re-enactments.

The Research Council reserves the right to amend these terms and conditions, and where appropriate will consult the RO before major changes are introduced.

Definitions

Funding Assurance Programme (FAP): A programme of visits and office-based tests to seek assurance that grant funds are used for the purpose for which they are given and that grants are managed in accordance with the terms and conditions under which they are awarded.

Training Account (TA): A Training Account is made up of the overlapping Training Grants to a RO.

Doctoral Training Grant (DTG): a grant providing funds for the training of research students leading to the award of a recognised qualification, usually a PhD.

Masters Training Grants (MTG): a grant providing funds for the training of postgraduate students leading to the award of a recognised qualification, usually a Masters.

TA Coordinator: the principal contact at a RO for the Training Grant. The role includes responsibility for ensuring the provision of data on the students funded through the Training Grants.

Departmental Account Manager: Where the TA supports postgraduate training across the whole RO, the RO may wish to identify individuals who act as the main contact point within particular departments for funded students.

Fees: The funds required by a University for a Student to register for a higher degree.

Je-S Studentship Data Portal (SDP): the Research Councils' web-based data collection system which ROs use to return details of the students and student research projects funded from the Training Grant.

Research Council: any of the bodies listed above.

RO: The organisation to which the TG is awarded and which takes responsibility for the management of the research training programme and the accountability of funds provided.

Stipend: The funds awarded by the RO to students to cover their maintenance while undertaking postgraduate training leading to the award of a postgraduate degree.

Students: The term used to identify postgraduates who are funded through the Training Grant.

Studentship: The term used for the funding award made by a RO to a student for the purpose of undertaking postgraduate training leading to the award of a postgraduate degree.

Data Protection Regulations

The Research Councils will use information provided on the Training Grant proposal for processing the proposal or in relation to the administration of the Training Grant for the award of any subsequent grant, and for the payment, maintenance and review of the grant. This includes data submitted through the SDP. This may include:

- Registration of proposals;
- Operation of grants processing and management information systems
- Preparation of material for use by referees and peer review panels
- Administration, investigation and review of grant proposals
- Sharing proposal information on a strictly confidential basis with other funding organisations to seek contributions to the funding of proposals
- Statistical analysis in relation to the evaluation of postgraduate training and the study of trends
- Policy and strategy studies.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of student projects funded from Training Grants may also be made available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

Freedom of Information Act and Environmental Information Regulations

Attention is drawn to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIRs). Research Councils have issued Publication Schemes which set out the types of information publicly available on their websites or published as documents. In addition, Research Councils have an obligation to respond to specific requests and may be required to disclose information about or provided by ROs. In some cases the Research Council may consult the RO before disclosure, but it is under no obligation to do so. If a RO considers that any information it provides to a Research Council would be subject to an exemption under FOIA or the EIRs it should clearly mark the information as such and provide an explanation of why it considers the exemption applies and for how long. The Research Council will consider this explanation before disclosure, but it is not obliged to accept it as binding.

Where a Research Council determines that a RO is holding information on its behalf that it requires in order to comply with its obligations under FOIA or EIRs, the RO undertakes to provide access to such information as soon as reasonably practicable on request of the Research Council and in any event within 5 working days.

In some cases ROs may be directly responsible for complying with FOIA and the EIRs; in such cases the Research Councils accept no responsibility for any failure to comply by the ROs.

TGC 1 Responsibilities of the RO

The RO is responsible for selecting, administering and supervising students throughout their period of training, in accordance with current good practice as detailed in the *QAA's Code of Practice for Postgraduate Research Programmes* (2004), and in accordance with any additional Research Council requirements.

In particular, the RO must ensure that:

- diversity and equality must be promoted in all aspects of the recruitment and career management of students
- adequate facilities and resources are made available for the research training
- a safe working environment is provided, meeting the requirements of health and safety legislation, and any other legislation concerning the health, welfare and rights of students, including the Data Protection Act
- projects lie within the remit of the Research Council funding the TG
- Research Training Programmes contain good training in generic and transferable skills.

The RO must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence. Where third parties, such as a regulatory body, become involved with investigating alleged breaches in legislation as a result of work funded by the Research Council, that RC must be informed immediately of the circumstances.

The RO must ensure proper financial management of TGs and accountability for the use of public funds. ROs are expected to take reasonable steps to recover monies paid to students in advance who leave or whose studentship is terminated.

TGC 2 Research Governance

It is the responsibility of the RO to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a student's research project. Particular requirements are to ensure that all necessary permissions are obtained before the project begins, and that there is clarity of role and responsibility among the research team (including the student) and with any collaborators. The Research Councils expect research to be conducted in accordance with the highest standards of research integrity and research methodology.

Research ethics

The RO is responsible for ensuring that ethical issues relating to a student's research project funded from the TG are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

ESRC Specific Guidance: It is the responsibility of ROs to ensure that the appropriate ethical mechanisms are in place. The ESRC has its own [Framework for Research Ethics](#) which should be consulted by ROs. ROs should ensure that proper consideration has been given to any ethical issues the research project may raise.

Use of animals in research

Wherever possible, researchers must adopt procedures and techniques that avoid the use of animals. Where this is not possible, the research should be designed so that:

- The least sentient species with the appropriate physiology is used.
- The number of animals used is the minimum sufficient to provide adequate statistical power to answer the question posed.
- The severity of procedures performed on animals is kept to a minimum. Experiments should be kept as short as possible. Appropriate anaesthesia, analgesia and humane end points should be used to minimise any pain and suffering.

The provisions of the Animals (Scientific Procedures) Act 1986, and any amendments, must be observed and all necessary licences must have been received before any work requiring approval takes place. Please note the requirements in TGC 1 regarding any alleged breaches in legislation.

Medical and health research

The RO is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the Department of Health's Research Governance Framework for Health and Social Care. There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Health-related research within the social sciences that falls outside the Department of Health's Research Governance Framework must meet the provisions and guidelines of ESRC's Framework for

Research Ethics. While this research may involve patients, NHS staff or organisations, it is defined as research that poses no clinical risk or harm to those who are the subjects of research. ROs must ensure that appropriate arrangements are in place for independent ethics review of social science research that meets local research ethics committee standards.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The RO must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

The RO is responsible for managing and monitoring statutory requirements for which it accepts responsibility, for example, in relation to legislation on clinical trials, use of human organs, tissues and data.

Guidance by the MRC on the conduct of medical research, and by ESRC on the conduct of social science research, provided on behalf of all Research Councils, must be observed.

Health and safety

The RO is responsible for ensuring that a safe working environment is provided for all individuals associated with a student's research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements and be consistent with best practice recommended by the Health & Safety Executive.

Appropriate care must be taken where a student is working off-site. The RO must satisfy itself that all reasonable health and safety factors are addressed.

The Research Councils reserve the right to require the RO to undertake a safety risk assessment in individual cases where health and safety is an issue, and to monitor and audit the actual arrangements made.

Misconduct and conflicts of interest

The RO is required to have in place procedures for governing good research practice that meet the requirements of the Research Council's guidance on good practice. The RO must ensure that there are reliable systems and processes in place for the prevention of misconduct eg plagiarism, falsification of data, together with well-defined and clearly-publicised arrangements for investigating and resolving allegations of misconduct.

Where an allegation of misconduct arises in respect of a student supported by a Training Grant, the Research Council must be informed immediately and notified of the outcome of any investigation.

The RO must ensure that potential conflicts of interest in research are declared and subsequently managed.

TGC 3 Use of funds

Subject to the following conditions, TG fund may be used, without reference to the Research Council, in such a manner as to best undertake the provision of training leading to the award of a postgraduate degree which must fall within the remit of the Council concerned.

Grant funds include a provision for inflation based on the GDP Deflators published by HM Government. The value of the grant may be varied by the Research Council during the lifetime of the grant in accordance with the deflators or to take into account any other Government decisions affecting the funding available to the Research Councils.

Grant funds cannot be used to meet the costs of any item where the activity falls outside the period of the grant, eg when travel falls outside the grant period, the costs cannot be charged to the grant even if the tickets, etc. can be purchased in advance.

Other costs, for example those associated with the administration of the training, advertising costs and the costs of open days, may be incorporated into the fee level that the RO charges to the Training Grant as long as the same level of fee is used for UK/EU non-Research Council funded students on similar programmes. Such costs may not be taken from the training grant other than through the fee level; nor may individual RC students be charged additional fees above the level paid by the research council.

Student eligibility

The use of funding to provide full awards or fees-only awards should be in accordance with student eligibility as determined by the Education (Fees and Awards) Regulations 1997 and subsequent amendments. An equivalent set of Regulations exists for Scotland.

Student training

Funds may be used for student stipends, fees, project costs and the incidental costs of research training, such as travel and conference attendance.

Students may be full or part-time. The RO may decide on the period of support for individuals (**up to 4 years full time support**) Part time awards should not normally be **less than 50 per cent of full time**. Where the period of support for a student extends beyond the end date of a grant, the balance of support can be provided by the next or subsequent grant or from another source.

For any studentship where funding is drawn from a TA, either:

- For a fees-only student, all the student's fees must be funded from the TA of a single Council.
- Where a student is eligible for a full award, at least 50 per cent of the total cost of the studentship must be drawn from the TA of a single Council. The remaining costs may be funded from other sources, such as the RO's funds or from research partners. (Joint Research Council funding of multidisciplinary awards is possible on the basis of 50:50 funding from two Councils' TAs; in that case one of the Councils must be designated as the majority funder for monitoring and information purposes).

Where a student is eligible for a stipend, the stipend awarded must be at least equal to the Research Councils' minimum rates for the relevant academic year. The RO may, if it wishes, pay a higher level of stipend, provided that it does not overspend the value of the grant.

The allocation of funds for the incidental costs of postgraduate training should have regard for the nature and complexity of projects and the need for fieldwork, conferences, broadening training and industrial or work placements.

Extensions, suspensions and terminations of Studentships

The RO must make suitable arrangements for coping with absences of students for illness, maternity leave, paternity leave, adoptive leave, extended jury service and holidays. All Research Council funded students are entitled to take 6 months of maternity leave on full stipend and a further 6 months of unpaid maternity leave. The RO must ensure that it is aware of unauthorised absences by students, so that future payments may be stopped and those already made in advance of need can be recovered. The period of a student's support may be extended at the RO's discretion to offset a period of genuine absence, subject to finding the necessary funding from within the RO's Training Account. Where there are insufficient funds in the Training Account to meet the costs of maternity leave, the Research Council will consider compensation at the end of the grant to cover the additional costs arising from maternity leave providing the ROs can demonstrate that it lacks the flexibility to meet the costs of maternity support and that it has no other contingency funding of concurrent Training Grants on which it could draw.

Student transfers

The grant will not be amended to take account of the transfer of a student from one RO to another or from one department to another within the RO. Transfers may be arranged where they are essential to the student's training eg when a supervisor is moving, and should be by agreement between the ROs concerned. Research Council expects that the arrangements for such a transfer would include the relevant funds. The SDP should be updated following a student transfer.

ESRC Specific Guidance: The ESRC has specific rules around student transfers. A student can only transfer to an accredited pathway within an accredited Doctoral Training Centre. The pathway must be suitable to the research project.

Disabled students allowances

Students funded from a TG are eligible for additional support where, because of disability, they are obliged to incur additional expenditure in undertaking their training. Application and payment arrangements will be as specified by the Research Council. Where a student is funded from two Councils' TAs, the application will be considered by the Council which is acting as the majority funder (see above).

TGC 4 Grant arrangements and starting procedures

Grants are for a specified number of years, adopting fixed start and end dates. The RO must complete and return an acceptance and/or a starting certificate; these notifications will be taken as acceptance of the grant on the terms and conditions stated, and will activate profiled payments.

Submission of the starting certificate is required within one month of a student starting. Payment arrangements will be as specified by the Research Council.

TGC 5 Annual statement

The RO may be sent a statement to return each year showing payments made by the Research Council during the previous financial year for all the grants it holds. Where a statement is required, the RO must certify, by returning the statement, that:

- expenditure has been incurred in accordance with the grant conditions
- those grants shown as current are continuing.

No further payments will be made until the annual statement has been received and accepted by the Research Council.

TGC 6 Expenditure statements

At the end of the grant, the RO must complete and return a final expenditure statement (FES) detailing expenditure incurred over the full period of the grant. The FES must be received within three months of the end date of the grant. Once an FES has been received by the Research Council, and expenditure incurred has been reconciled against payments made, the statement will be considered as final. Facsimile or photocopies of the FES will not be accepted.

The Research Council reserves the right to require the RO to complete and submit a statement of expenditure at any time during the course of a grant, or to provide supplementary information in support of an interim or final expenditure statement.

TGC 7 Inspection

The Research Council reserves the right to have reasonable access to inspect the records and financial procedures associated with Training Grants or to appoint any other body or individual for the purpose of such inspection.

The RO must, if required by the Research Council, provide a statement of account for the grant, independently examined by an auditor who is a member of a recognised professional body, certifying that the expenditure has been incurred in accordance with the Training Grant terms and conditions.

Research Councils will undertake periodic reviews of ROs within the Funding Assurance Programme (FAP) programme to seek assurance that Training Grants are managed in accordance with the terms and conditions under which they are awarded.

TGC 8 Sanctions

If the Final Expenditure Statement is not received within the period allowed, the Research Council may recover 20 per cent of the expenditure incurred on the grant. All payments may be recovered if the statement is not received within 6 months of the end of the grant.

TGC 9 Public engagement

It is the responsibility of the RO and the Supervisors to actively communicate the research to the public at both local and national level, and to raise awareness of the role of science and research in any related issues of public interest. Special schemes exist in some Research Councils providing additional support for these activities, or earmarked funding may be provided in the grant for this purpose.

TGC 10 Monitoring and information requirements

The RO will be required to provide the Research Council with standard information on students and their training programmes through the Je-S Studentship Data Portal (SDP) for inclusion in the Research Council's management information system.

Where a student is funded from two Councils' TAs, the information should be returned to the Council which is acting as the majority funder (see above), and not returned to the other council. Details of the secondary Research Council funder would be included in the submitted data.

Information should be entered within one month of the student starting their studies. Failure to provide this information may result in sanctions being imposed on future payments.

The RO should inform the Research Council of any significant changes to the student's research project funded from the TG, including change of supervisor or project objectives, by updating the SDP.

The Research Council expects that the start and end dates for the funded period of study will be agreed at the outset and would not be amended during the doctoral project unless exceptional circumstances apply. The Research Council will monitor any amendments to the start and end dates and reserves the option to apply original dates for assessing when thesis submission is due.

The Research Council should be notified through the Je-S SDP of students whose awards have been terminated, extended or transferred within a month of the change being formally agreed by the RO.

ROs are also required to return information on the date of submission of the student's thesis.

The RO must make a clear statement, in relation to the Data Protection Act 1998, that personal information on students is being collected on behalf of the Research Council.

TGC 11 Commercial exploitation

It is the responsibility of the RO, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.

Responsibility for the arrangements relating to the ownership and management of intellectual property rests with the RO. The RO will be expected to put in place an agreement regarding the relative contributions to the creation of intellectual property and any associated revenue sharing arrangements before commercialisation or exploitation commences.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

TGC 12 Publication and acknowledgement of support

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the Research Council(s).

TGC 13 Disclaimer

The Research Council accepts no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in these terms and conditions, or otherwise agreed in writing.

Where studies are carried out in an NHS Trust, the Trust has a duty of care to its patients. The Research Council does not accept liability for any failure in the Trust's duty of care, or any negligence on the part of its employees.

The Research Councils reserve the right to terminate the grant at any time, subject to reasonable notice and to any payment that may be necessary to cover outstanding and unavoidable commitments.

Further to TGC3, the Research Councils reserve the right to amend the payment profile at their discretion. The RO will be advised, in advance, of any such change. Changes to payment profiles may affect the overall value of the grant.

TGC 14 Status

These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

These terms and conditions, together with any additional conditions set out in the grant; contain the whole agreement between the Research Council and the RO in relation to the stated grant. The Research Council and the RO do not intend that any of these terms and conditions should be enforceable by any third party.