

This administrative guide provides information for colleagues responsible for the administration of ESRC studentships at the University of Manchester, commencing September 2017 onwards.

In 2017, North West Social Science Doctoral Training Partnership ([NWSSDTP](#)) succeeds the North West Doctoral Training Centre (NWDTC) as an ESRC-funded consortium of doctoral training in the North West in economics and social sciences. The consortium consists of Universities of Keele, Lancaster, Liverpool and Manchester. The NWSSDTP will run alongside the NWDTC until the completion of NWDTC grant.

Also in 2017, the two new ESRC-funded Centres for Doctoral Training (CDT) were established following successful ESRC bids. They are Centre for Doctoral Training in Biosocial Research ([Soc-B CDT](#)) and Data Analytics & Society Centre for Doctoral Training ([Data CDT](#)). The CDTs offer studentships across the consortia, a number of which will be based at the University of Manchester. For more information about the CDTs and consortia members, please visit their respective websites above.

1. Type of awards and variations

There are variations of awards currently offered by the ESRC NWSSDTP and CDTs.

ESRC NWSSDTP

These studentships are managed by the NWSSDTP, based in the University of Liverpool. There are the following main award types offered on +3, 1+3, +4, +2 on FT and PT bases:

- Standard studentship
- CASE studentship
- Industrial strategy studentship

Subject to consideration by the NWSSDTP Specialised Training Routes (STR) panel, some awards attract £3,000/year stipend enhancement under one of the STRs:

- Advanced Quantitative Methods
- Longitudinal Data Analysis
- Data Science

ESRC CDTs

Data Analytics and Soc-B CDTs studentships are offered on a +4 basis with no SPP registration period.

ESRC Associated (grant-linked) studentships

Some awards are funded directly from the ESRC research grants while some are to be included in the NWSSDTP. The grant letters will provide information on how the costs of these studentships are managed.

The table below gives a summary of main award types.

Award type	Standard	CASE	Industrial Strategy	Associated	CDT
Award basis	+3, 1+3, +4, +2	Normally +3, 1+3	+3, 1+3, +4, +2	Normally +3	+4
Student recruitment	Competition managed by NWSSDTP	Nomination by supervisor	Competition managed by NWSSDTP	Nomination by supervisor	Competition managed by CDTs
Funding arrangements	1/3 contribution by institution, except enhanced stipend	1/3 contribution by institution + contribution from CASE partner where applicable	100% funded by NWSSDTP	100% funded by grant	100% funded by CDT

2. Awards competitions

NWSSDTP standard and Industrial Strategy studentships

NWSSDTP coordinates the competitions for the all NWSSDTP awards except CASE and associated (grant-linked) studentships. Information on the selection criteria, process and timeframe of the recruitment round can be found on <https://nwssdtp.ac.uk/how-to-apply/>.

In this process, the personnel involved are responsible for:

Schools

- Checking candidates' eligibility, liaising with Faculty and Student Services Centre where required
- Collating eligible applications for the consideration of pathway leads in their respective areas
- Liaising with pathway leads with regards to applications consideration and nomination
- Informing unsuccessful applicants (not forwarded to DTP)

Faculty

- Informing successful and reserve candidates
- Liaising with Schools and DTP

DTP

- Coordinating selection committee, STR sub-committee
- Informing unsuccessful applicants (forwarded to DTP)

NWSSDTP CASE and associated studentships

CASE and associated studentships are awarded through nomination by the project supervisor subject to NWSSDTP's approval. When successful in the CASE competition, project supervisors should liaise with the School PG admissions office to recruit a student to the project.

For associated (grant-linked) studentships, the project principal investigator is responsible for appointing/nominating appropriate candidate(s) in liaison with their School's PG admission office. Queries can be directed to the Faculty PGR office.

CDT studentships

For CDT studentship competitions, please refer to [Useful information](#) (section 9).

3. Funding arrangements

The following section provides a summary of different financial arrangements for different types and elements of ESRC studentships.

3.1. Standard NWSSDTP studentships

All standard and CASE NWSSDTP studentships are funded on 2/3 NWSSDTP contribution + 1/3 school contribution basis. This includes all elements of the studentships ie tuition fees, stipend, RTSG, fieldwork, SCDF and extensions. The exception is the enhanced stipend element which is funded in full by the NWSSDTP.

3.2. CASE cash contribution

CASE studentships may or may not include cash contribution from non-HEI partners. Contribution in cash may be to top-up stipend or to support travel costs to the partner's site or other research training costs. A separate financial code is required for each CASE agreement where there is cash contribution element. Please refer to [CASE arrangements](#) (section 4).

3.3. NWSSDTP Industrial Strategy studentships

Standard Industrial Strategy studentships are fully-funded by the NWSSDTP. However, match-funding mechanism allows for schools to match-fund an award to create another studentship where there are suitable candidates on the reserve list. Awards are match-funded on the basis of 50% NWSSDTP + 50% School and the 50% contribution includes all award elements ie tuition fee, stipend, RTSG, fieldwork and SCDF.

3.4. Associated (grant-linked) studentships

Depending on the conditions of the grant, associated studentships are fully funded either directly from the grant or through the NWSSDTP. Where they are funded directly from the grant, tuition fees and stipend are normally charged to the research grant code. Where the costs are claimed through the NWSSDTP, tuition fees and stipend are claimed in full from the NWSSDTP through the quarterly invoices. If unsure, please liaise with Faculty to check.

3.5. CDT studentships

Soc-B and Data Analytics CDT studentships are funded in full from CDT grants which are managed by the consortium lead institutions – UCL and Leeds respectively. There is one financial code for each CDT. The Faculty Finance office will invoice the consortium lead institutions on a quarterly basis for the fees and stipend of students registered at the University of Manchester.

3.6.Tuition fee above RCUK indicative fees

The ESRC provide funding for the tuition fees at RCUK indicative fee level only. Where students register on a programme which attracts tuition fees above the RCUK indicative fee (£4,195 for 2017/18), the remaining balance of the tuition fee must be met by the school offset account. This is also applicable to ESRC-funded students attending a taught masters course as part of their 1+3 studentship. These offset accounts have been set up and are managed by the School Finance office.

3.7.Additional funding opportunities

Full information can be found on [NWSSDTP website](#).

RTSG

Students are expected to make RTSG expense claims (after incurring the costs) directly to the NWSSDTP. An application form and guidance can be found on the above website. If approved, they will receive the reimbursement directly from NWSSDTP.

Subject to approval by the NWSSDTP, advanced RTSG applications can be made subject to meeting the criteria. Examples of these payments are transcription service, interpreter, guide, research participants. Payments of these are coordinated by the Faculty PGR team in liaison with the Faculty Finance team and the NWSSDTP. Please note that for transcription services, it is imperative that the purchase orders are raised prior to the work being commenced and that University approved suppliers are being used. If a student queries you about transcription services and RTSG, please ask them to contact Faculty.

Overseas Fieldwork Funding (OSFW) including Difficult Language Training (DLT), Internship Funding, Overseas Institutional Visit (OIV)

Students should submit an application for these funding opportunities to the NWSSDTP before embarking on the work/incurring costs. An application form and guidance can be found on the above website.

Once approved by NWSSDTP, Faculty will liaise with Finance office to set up task codes and liaise with schools to disburse allocated funds through Campus Solutions, update Je-S and inform students. The funds are disbursed either in full or in instalments appropriate to the nature of the period of study away.

4. Campus Solutions award posting

NWSSDTP standard and CASE studentships

1. Schools post tuition fee and stipend awards (where applicable) through Campus Solutions 2/3 from the P code (NWSSDTP contribution), 1/3 from school account code and the relevant amount of CASE partner cash contribution from the partner's P code, where applicable
2. Tuition fees are posted at the beginning of the registration period and pro rata if the attendance is for part of the academic year (eg extension)
3. Stipends are posted at the beginning of the registration period, to be payable on a monthly basis

4. Funded extensions to studentships arising from maternity leave, shared parental leave, sick leave, NWSSDTP-approved internship, OIV and DLT are funded 1/3 by school and 2/3 by NWSSDTP
5. Where the level of the award changes as a result of early submission, approved unpaid interruption, extension, MoA change, termination or withdrawal, the award payments must be adjusted on both the NWSSDTP and School contribution portions directly on Campus Solutions

NWSSDTP Industrial Strategy and CDT studentships

1. Schools post tuition fee and stipend awards (where applicable) through Campus Solutions from relevant P codes
2. Tuition fees are posted at the beginning of the registration period and pro rata if the attendance is for part of the academic year (eg extension)
3. Stipends are posted at the beginning of the registration period, to be payable on a monthly basis

5. External financial arrangements

NWSSDTP standard and CASE studentships

1. Faculty Finance will invoice NWSSDTP 2/3 of tuition fees and stipend and 100% of enhanced stipend on a quarterly basis
2. Faculty Finance will invoice NWSSDTP the full costs of NWSSDTP-approved overseas fieldwork, overseas institutional visit and difficult language training
3. Faculty Finance will pay NWSSDTP the 1/3 of the nominal costs of RTSG + fieldwork + SCDF on an annual basis
4. Faculty Finance will adjust invoices to account for changes to level of award arising from maternity/shared parental leave, sick leave, internship, OIV, DLT, unpaid interruption, MoA change, termination, withdrawal and early submission

The following table summarises the disbursement and financial arrangement processes for income and expenditure of NWSSDTP standard and CASE studentships.

Funding element	Disbursement process	Financial arrangement process - Income	Financial arrangement process - Expenditure
Tuition fee	1/3 from School activity code 2/3 from P code	2/3 claimed from NWSSDTP	N/A
Standard stipend	1/3 from School activity code 2/3 from P code	2/3 claimed from NWSSDTP	N/A
Enhanced stipend	100% from P code	100% claimed from NWSSDTP	N/A
Extension to studentship – tuition fees and stipend (as a result of paid maternity leave, sick leave, internship,	1/3 from School activity code 2/3 from P code	2/3 claimed from NWSSDTP	N/A

Funding element	Disbursement process	Financial arrangement process - Income	Financial arrangement process - Expenditure
OIV, DLT)			
NWSSDTP-approved overseas fieldwork, OIV, DLT	100% from P code	100% claimed from NWSSDTP	1/3 nominal amount paid to NWSSDTP
RTSG	Students apply directly to NWSSDTP	N/A	
CASE partner cash contribution to student stipend (if applicable)	100% from individual CASE P code	100% claimed from CASE partner	N/A

CDT and NWSSDTP Industrial Strategy studentships

1. Faculty Finance will invoice CDT/NWSSDTP tuition fees and stipend on a quarterly basis
2. Faculty Finance will invoice CDT/NWSSDTP the full costs of NWSSDTP-approved overseas fieldwork, overseas institutional visit and difficult language training
3. Faculty Finance will adjust invoices to account for changes to level of award arising from maternity/shared parental leave, sick leave, internship, OIV, DLT, unpaid interruption, MoA change, termination, withdrawal and early submission

The following table summarises the disbursement and financial arrangement processes for income and expenditure of CDT/NWSSDTP Industrial Strategy studentships.

Funding element	Disbursement process	Financial arrangement process - Income	Financial arrangement process - Expenditure
Tuition fee	100% from P code	100% claimed from NWSSDTP/CDT lead institution (Leeds for Data Analytics, UCL for Soc-B)	N/A
Standard stipend			
Enhanced stipend			
Extension to studentship – tuition fees and stipend (as a result of paid maternity leave, sick leave, internship, OIV, DLT)			
NWSSDTP-approved overseas fieldwork, OIV, DLT	100% from P code	100% claimed from NWSSDTP	N/A
RTSG	Students apply directly to CDT/NWSSDTP	N/A	N/A

In case of match-funded studentships, all the above elements will be calculated at 50%.

6. CASE contract arrangements

Contractual agreements have to be made for CASE studentships due to involvement from non-HEI partners, in order to formalise the relationship between the University, partner and student and to avoid disputes. These agreements may include IP rights, conduct of parties, financial and other contribution, provision of support and liabilities and responsibilities.

The University offices involved in the process are the Contracts Office, Faculty Finance, Faculty and School PGR and in some cases, RSS, in liaison with the project supervisors.

For CASE studentships which do not attract financial contribution from non-HEI partners, the Contracts Office liaises with the non-HEI partners until completion.

Some CASE studentships attract financial contribution from non-HEI partners in the form of cash contribution to student (stipend top-up) and/or cash contribution to department. In some cases, cash contribution may include both stipend top-up and research support/travel/fieldwork expenses for student. In some cases, this can also include research support expenses for supervisors. The following flowchart shows the process and the offices involved at each stage of the process.

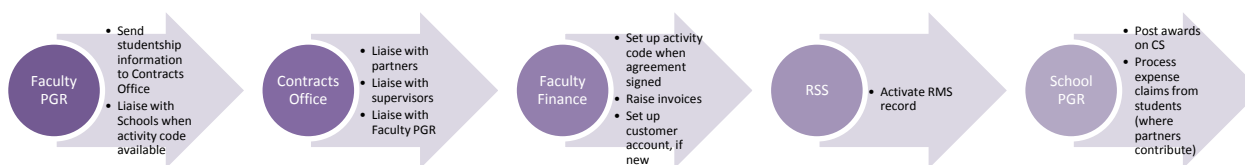


Figure 1 CASE studentship process and responsibilities where there is partner's cash contribution

7. Changes to studentship

Certain changes of studentship status can potentially create implications for the studentship. These include re-recruitment of student, change of eligibility for funding, grant extension, etc.

Schools should liaise with the Faculty in case of:

- Early submission
- Approved unpaid interruption
- Extension
- Change of MoA
- Change of pathway
- Change of project
- Transfer between institutions
- Termination and withdrawal

Faculty will liaise with the NWSSDTP and the schools to manage the implications of the changes.

8. Joint supervision and module exchange

Supervision across the DTP is provided under the DTP reciprocal agreement. Therefore, no fees are charged for UoM students receiving co-supervision from other DTP partners and vice versa.

Registered postgraduate research students at all DTP partners are permitted to exchange modules available from DTP pathways as part of their studies, subject to their supervisor's and pathway lead's approval. This includes students who are not funded by the NWSSDTP. The list of modules and exchange procedures can be found on [NWSSDTP](#) website.

9. Je-S

At the beginning of all RCUK studentships, Faculty will create new Je-S records to be submitted to the research councils. The following actions are then managed and updated in Je-S by Schools:

- Upon any changes to the studentship (dates, funding level, supervision, institution, etc.)
- Annual funding update for continuing awards
- Annual submission rate survey preparation

Faculty helps Schools ensure compliance with RCUK requirements by sending monthly CS - Je-S record reconciliation reports as a reminder for Schools to check and update Je-S in a timely manner. For full administrative guidance of the Je-S system, please refer to the Faculty Je-S Guide ([hyperlink](#)).

10. NWSSDTP/NWDTC/NWCDTP admin meetings

The administrators group meets twice a year. The following items are on the agenda:

- Updates from the academic management committees
- Studentship recruitment
- Financial processes and arrangements
- Changes to policies/guidelines
- Process review
- RCUK welcome event

11. Useful information

- [ESRC Postgraduate Funding Guide](#)
- [NWDTC](#)
- [NWSSDTP](#)
- [Soc-B CDT](#)
- [Data Analytics and Society CDT](#)
- [NWSSDTP match funding principles](#)
- [Je-S admin guide](#)

12. Contacts

- Nichola Ellis, The University of Manchester ESRC Coordinator
- Anusarin Lowe, Faculty of Humanities
- Hayley Meloy, NWSSDTP Manager at Liverpool
- tbc, Soc-B CDT
- Eleri Pound E.A.Pound@leeds.ac.uk, Data Analytics CDT

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