

**Engineering & Physical Sciences Research Council (EPSRC)
Studentship Management**

**Guidance on internal processes and procedures for administrative
and finance staff**

Academic year 2010/11 (published September 2010)

Research Office Graduate Education Team

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1. INTRODUCTION

This guidance aims to help administrative and finance staff with processes and procedures related to Engineering & Physical Research Council (EPSRC) studentships. It applies to the following types of award:

- Doctoral Training Grant (DTG)
- Centre for Doctoral Training (CDT) (also referred to as Doctoral Training Centre (DTC))
- Industrial CASE Account (ICA)
- International Doctoral Scholarship (IDS)

This guidance does not apply to Collaborative Training Account (CTA) studentships. The CTA is managed entirely by the Faculty of EPS. Enquires can be directed to Adrian Jarvis: adrian.jarvis@manchester.ac.uk.

2. FACULTIES RECEIVING EPSRC STUDENTSHIP FUNDING

The Faculty receiving the highest proportion of EPSRC studentship funding (DTG, CDT and ICA):

- Engineering and Physical Sciences (EPS)

Other faculties receiving a smaller portion of EPSRC studentship funding:

- Medical and Human Sciences (MHS) – currently receives DTG funding across several discipline areas.
- Life Sciences (FLS) - normally receives a small portion of DTG funds.
- Humanities – MBS, SED and Social Sciences currently receive a small proportion of DTG funds.

3. GENERAL GRANT MANAGEMENT

3.1 University contacts

DTG, IDS & ICA:

- **University contact for studentship enquiries:**
Liz Venn (GET)
Elizabeth.Venn@manchester.ac.uk
- **Administrative lead:** Lee Wilkinson (EPS)
lee.wilkinson@manchester.ac.uk
- **Financial lead:** Helen Whall (EPS)
Helen.Whall@manchester.ac.uk

CDT:

- **University contact for CDT enquires:**
- Liz Venn (GET)
- Elizabeth.Venn@manchester.ac.uk

- **Financial lead:** Helen Whall (EPS)
Helen.Whall@manchester.ac.uk

3.2 Document management

Records of the following documents are held either within the Faculty of Engineering and Physical Sciences (EPS) or the central Graduate Education Team (GET), Research Office or both, as indicated:

3.2.1 DTG

- DTG award correspondence and start confirmation (GET)
- International Doctoral Scholarships (IDS) offer letters and related correspondence (GET)
- Qualifying grants contributing to the final DTG award (only available for 2010-14 DTG and earlier) (EPS and GET)
- Calculations determining overall Faculty/School shares of DTG (GET)
- Correspondence related to supplementary DTG awards (Disability Support Allowance, Exceptional Overseas Fieldwork, etc) (EPS and GET)
- Payment Schedules and Customer Accounts (GET and EPS Finance)
- Financial Expenditure Statements (EPS Finance & GET)
- Submission surveys (GET)
- EPSRC DTG Terms and Conditions (GET)
- EPSRC FAQs (GET website)
- EPSRC responses to specific queries sent from the University (GET)
- Guidance on use of enhanced stipends (GET)
- EPSRC DTG strategy questionnaires completed by all DTG award holders each year (GET)

3.2.2 ICA

- ICA award letter, acceptance and start confirmation. The award letter contains details of sponsoring company, company supervisor, School. Academic Supervisor and voucher number (GET and EPS)
- Payment schedules (GET and EPS Finance)

3.2.3 CDT

- Final EPSRC CDT proposal, including case for support and justification of resources (Manchester Doctoral College (MDC) and CDT Director) (see section 4.4 for further information about these terms)
- CDT offer letter. This also contains details of the grant duration, grant value and the grant scheme conditions (MDC and CDT Director)
- Correspondence related to supplementary CDT awards (Disability Support Allowance, Exceptional Overseas Fieldwork, etc) (CDT Administrator)
- Payment schedules (CDT Director)
- Financial Expenditure Statements (EPS Finance, CDT Director & MDC)
- EPSRC responses to specific queries sent from the University (MDC)
- EPSRC Monitoring and Evaluation Framework for CDTs (MDC)

4. TYPES OF TRAINING AWARD

4.1 University Doctoral Training Grant (DTG)

This forms the bulk of the EPSRC allocation for studentship funding and is the automatic core grant awarded to the University for doctoral training based on EPSRC qualifying research grant income.

Since 2009, the EPSRC has required that 10% of the DTG is used for training awards involving external partnership with industry (i.e. CASE awards), which must be awarded under the same terms and conditions as Industrial CASE awards (see below).

4.2 International Doctoral Scholarship (IDS) scheme

Universities that have EPSRC-supported Portfolio Partnerships or Interdisciplinary Research Centres can transfer up to 10% of their yearly institutional DTG into the International Doctoral Scholarships scheme. This allows universities to recruit some students without the residency restrictions that normally apply. The University has to cover any additional overseas fees. Currently, at the University of Manchester, only the School of Materials is eligible to participate in this scheme.

4.3 Industrial CASE Account (ICA)

Industrial CASE awards provide funding for PhD studentships where private companies take the lead in arranging projects with an academic partner of their choice. Students receive funding for a full EPSRC studentship for 3.5 years. Companies provide additional top up to the project of a minimum of a third of the EPSRC funding. The student must spend at least three months at the company, and the company pays any travel and subsistence costs.

4.4 Centres for Doctoral Training (CDT)

The University currently offers two types of Centres for Doctoral Training (CDT), these being Doctoral Training Centres (DTCs) and Engineering Doctorate and Industrial Doctoral Centres (IDCs). These DTCs and IDCs fall under the Manchester Doctoral College (MDC): a cross-faculty structure that co-ordinates the programmes via an MDC Committee comprising the MDC Director, CDT Directors and the MDC Manager. Further, there are administrative leads for each of the CDTs (see section 17). DTCs are interdisciplinary, four-year programmes with an integrated taught component and dedicated skills training. Students on four-year Industrial Doctorate programmes undertake technical and management training, assessed as part of the degree, to help their professional development. They carry out PhD-level research projects, jointly supervised by the university and a company, which aim to help the performance of the company. Around 75% of students' time is spent working within the company.

Several of the CDTs are funded by the EPSRC. These CDT funds were awarded to the University via a nationwide call in 2008. The 2008 EPSRC funded CDTs are;

- Advanced Metallic Systems
- Nanoscience
- Nuclear FiRST
- Nuclear Engineering

5. ALLOCATION PROCEDURES

5.1 DTG

5.1.1 Allocation from the EPSRC to the University

The main institutional DTG is determined through an algorithm applied by the EPSRC. A snapshot of all live research grants is taken by the EPSRC on 30th September each year, and this is the 'announced value'. Since 2009, the EPSRC have divided the announced value into relevant matching EPSRC 'programme areas', which are Physical Sciences; Information & Communications Technology; Process Environment & Sustainability; Materials, Mechanical & Medical Engineering. Some research grants fall into more than one programme area. Each programme area has an individual EPSRC training budget which is distributed to universities in proportion to the total values of the grants in that programme area. Therefore, the value of DTG earned per £ of research grant income varies from programme to programme area. For example; in the 2010 DTG, the amount of DTG earned per £1 of research grant income for Physical Sciences was 6p (the highest), while for Process Environment & Sustainability it was 2.7p (the lowest). The EPSRC training budget is subject to change each year. In addition to the funding awarded under these programme areas, the University also receives funds under the headings Mathematical Sciences (which is allocated by a peer review method) and Enhanced Stipends (see section 8).

5.1.2 Allocation to Schools & Faculties

For the 2009 and 2010 DTGs, the EPSRC provided a breakdown of the research grants that contributed to the programme areas so that universities were able to see where the DTG funds were generated from. Before 2009, the EPSRC provided the names of the PIs who earned the income, dividing it by University of Manchester Schools or departments rather than programme areas.

For the 2009 and 2010 DTGs, GET checked each qualifying grant to determine the contributing investigators and the splits of the DTG shared amongst Schools by checking Oracle Finance records. The overall qualifying grant share held within each Faculty was then aligned with the institutional DTG to determine the School/Faculty DTG allocations. Each school was given a 'P' code from EPS finance and each studentship assigned to a task code within that 'P' code. Consumables would also be given a task code.

From the 2011-15 DTG onwards, for the first time since the EPSRC began using the DTG system, the EPSRC will not provide detail of grants that contributed to the DTG, and all Universities will be expected to allocate DTG funds following their own strategic policy.

5.2 CDT

5.2.1 Allocation from the EPSRC to the University

Allocation of funding for CDTs is carried out via an external competition. A Centres for Doctoral Training grant provides funding for a cohort of research students to undertake a training programme of up to four years. For those centres funded through the 2008 EPSRC CDT call the intention is to provide support for five cohorts of students through the grant. Each grant will also provide a contribution to the running costs of the centre. EPSRC will be requiring all funded CDTs to undergo a mid-term review following the start of

their third studentship round. The review will determine whether centres receive funding for their last two recruitment rounds.

6. OFFER LETTER, ACCEPTANCE AND START CONFIRMATION

6.1 DTG

All documents pertaining to the EPSRC DTG, i.e. the offer letter, payment schedule, grant acceptance and start confirmation (formerly, the starting certificate) are now issued via Je-S to the institution's DTA Co-ordinator, who is based in the Graduate Education Team (GET). The award letter is typically received in January each year and copies are provided to the various DTG co-ordinators in Schools/Faculties and to EPS Finance.

The DTA Co-ordinator is responsible for accepting the grant and submitting the start confirmation. An email is sent by Je-S asking the DTA Co-ordinator to submit the start confirmation once acceptance has been submitted. In order to submit the start confirmation, the details of at least one student who is to be funded from the DTG must be submitted on Je-S beforehand. The Faculty of EPS administrative lead is responsible for ensuring that the student details are submitted on Je-S. This will subsequently allow the DTA co-ordinator to attach the student details to the start confirmation and submit it.

6.2 CDT

All documents pertaining to the EPSRC CDTs, i.e. the offer letter, payment schedule, grant acceptance and start confirmation (formerly, the starting certificate) are now issued via Je-S to the proposals names Principal Investigator. Copies of the award letter should also be provided to the respective CDT Administrators, MDC Manager and EPS Finance.

Each CDT Principal Investigator / nominated representative is responsible for accepting the grant and submitting the start confirmation. An email is sent by Je-S asking the CDT Principal Investigator / nominated representative to submit the start confirmation once acceptance has been submitted. In order to submit the start confirmation, the details of at least one student who is to be funded from the CDT must be submitted on Je-S beforehand. The CDT administrative lead is responsible for ensuring that the student details are submitted on Je-S. This will subsequently allow the Principal Investigator / nominated representative to attach the student details to the start confirmation and submit it.

7. VALUE & PAYMENT OF STUDENTSHIPS

7.1 Standard value of a studentship

The values of individual DTG/CDT awards issued to students are largely determined by the receiving Faculty/School/CDT with some stipulations:

- The annual stipend award must be at least equal to the minimum rate set by RCUK for that particular academic year (£13, 590 for 2010/11).
- Schools/CDTs may wish to pay a higher level of stipend and provide such allowances as it considers appropriate for those students selected for CASE/CDT awards.
- Eligible DTG Schools may wish to pay a higher stipend using Enhanced Stipend funds in disciplines that are difficult to recruit students to (see section 8).
- Residency eligibility requirements apply (as across the Research Councils). Non-UK EU students who have not been permanent UK residents for at least three years prior to their start of their award are only eligible for funding covering their fees from the DTG. See the University DTA FAQs for full details.

In the Faculty of EPS all students funded through the main institutional DTG receive the minimum RCUK stipend (£13, 590 in 2010/11) and have their standard annual tuition fee (£3, 466 in 2010/11) funded through the DTG.

7.2 Payment to students

Students are typically paid their stipend monthly in advance, although in some Schools/Faculties/CDTs they are paid in quarterly instalments. All stipend payments are managed through Campus Solutions (CS) (Financial Aid) and posted onto Oracle Financials (OF). Stipends are recorded on CS by the appropriate School or Faculty DTG administrator/CDT administrator or a nominated colleague (against a 'P' finance code) and then transferred onto OF for release of payment. The transfer of payments from CS to OF is overseen by the Student Services Centre (SSC) with any problems resolved through a combination of SSC and School/Faculty/CDT staff. Payment of tuition fees is managed through the 'Student Financials' component of CS, with Faculty administrators calling up the relevant FA code under 'Third Party Contract' and then identifying the student(s) they wish to sponsor against the DTG/CDT code. SSC support is provided through the Fees (Jeni Burgess) and Funding (Patrick Ryan) teams. All new 'P' codes must be provided to SSC in advance to allow set up on CS.

7.3 Student withdrawals & stipend refunds

Should a DTG/CDT funded student withdraw ahead of the end of their training period, the 'unallocated' fee component is calculated on a pro-rata basis determined by the number of days the student was in attendance prior to being withdrawn. Given that students are paid monthly in advance, stipend reimbursement will be sought directly from students (via cheque) should they withdraw within a week of receiving a monthly instalment. The unallocated funds are rolled back into the main Faculty DTG allocation / CDT account allowing them to be re-directed towards supporting additional studentships.

8. ENHANCED STIPENDS

The University receives an annual award from the EPSRC as part of the DTG to provide Enhanced Stipends in areas of recruitment and retention difficulty. The EPSRC define these subject areas as Engineering; ICT; Materials; and Stats & OR. Therefore, the Schools eligible to receive Enhanced Stipend funds are MBS, Materials, Computer Science, Mathematics, EEE, CEAS, and MACE.

In 2010, Enhanced Stipend funds were distributed between eligible Schools proportionately to their DTG funding. Schools will be asked to indicate how they have spent their Enhanced Stipend allocation to ensure funds are being used fully and effectively and in line with EPSRC terms and conditions.

9. DISABLED STUDENT ALLOWANCE (DSA)

The EPSRC will support DSA for any DTG/CDT funded student who, because of their disability, is obliged to incur additional expenditure in connection with their postgraduate training.

Applications should be submitted within the first three months of the student's initial registration. The University's Disability Support Office (DSO) will help with the application. They collect medical evidence of disability or an educational psychologist's report that follows UK Government guidelines. Also required is the student's DTG reference number (starting GR/) and the start and end dates of their award from EPSRC (these can be found on Je-S – see section 13).

Details of the requirements and the associated costs over the full period of support will be required. In addition medical evidence of need should be included, an assessment of the student's requirements and confirmation that we are satisfied that the costs of meeting the requirements are essential to the student's study. The assessment is then carried out in two stages. The first stage looks at University support and is carried out by the DSO offices. The second stage looks at ergonomic equipment, software, etc, and takes place at Access Summit. Once the DSO receive the paperwork back from Access Summit then they complete the paperwork for EPSRC and in addition send all the medical evidence and reports to them.

After the EPSRC receive the application they make an assessment themselves and notify us what contribution they are prepared to make. The claim will be settled in the next quarterly payment from the EPSRC and will be marked 'claim' on the Customer Account. A letter confirming the value of the claim is sent to the University's DTA co-ordinator who sends a copy to the EPS Graduate Office and EPS Finance. In the case of CDTs a letter confirming the value of the claim is sent to the CDT Principal Investigator / nominated representative who should send a copy of the CDT Administrator and EPS Finance.

10. MATERNITY/ADOPTION PAY

There is no formal application process for maternity/adoption pay. EPSRC funded students receive the minimum requisite support with confirmation provided by Faculty when their formal interruption is approved. The University provides six months stipend cover for maternity leave at the standard rate. See also the University's Maternity, Adoption and Paternity Pay Policy for

Funded Postgraduate Research Students at
<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>.

11. SICK PAY

There is no formal application process for sick pay. EPSRC funded students receive the minimum requisite support with confirmation provided by Faculty when their formal interruption is approved. The University provide up to 12 weeks stipend cover for sickness leave at the standard rate. See also the University's Sick Pay Policy for Funded Postgraduate Research Students at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>.

12. FINANCIAL MANAGEMENT

12.1 Payment to the University

EPSRC DTG funds are paid to the University on a quarterly profile basis with each DTG consisting of 16 quarterly payments to reflect the four-year period of the grant. The final instalment for each grant is subject to the Final Expenditure Statement (FES) return. Should the FES reveal an under-allocation of DTG funds, the shortfall is withheld from the final EPSRC payment to the institution. The payment remittances are initially obtained by central accounts receivable before being sent to the EPSRC DTG finance lead. The finance lead arranges the journal of quarterly remittances to the appropriate School/Faculty 'P' codes based on a list of codes and anticipated DTG income over the course of each grant.

EPSRC CDT payments are paid to the University on a quarterly basis, including the settlement of any claims for DSA, using profiled payment arrangements.

12.2 Financial Expenditure Statement

The FES usually becomes available on Je-S from 1st October of each year. However, FES preparations should be ongoing, as monitoring of predicted income/expenditure against any DTG/CDT 'P' code can be conducted continuously. This ensures any variance against planned spend can be highlighted early and rectified as necessary. For the FES, a breakdown of fee and stipend is provided by Steve Olivier to the FEPS Graduate Education Office based on transactions recorded in Oracle against the appropriate P codes. The FEPS Graduate Education Office audit the student payment record on Je-S to ensure that they correspond with the actual spend against the particular DTG/CDT grant reference. Research Training Support Grants (RTSG) costs are added to the FES as a composite amount.

All DTG allocations to the other Faculties are now managed by EPS DTG administrative and finance leads. The FES is finalised and submitted by EPS Finance to EPSRC ahead of their annual 31 December deadline.

13. RECORD MANAGEMENT

The EPSRC require that universities record the personal and financial data of every DTG/CDT funded student on the Joint Electronic Submission (Je-S) online system, which is now used by all of the Research Councils.

The following information is requested on Je-S when submitting details on a funded DTG/CDT student researcher:

- Personal details (title, name, address, contact details, ethnicity, DOB, nationality, disabilities etc)
- Alternative contact details (if applicable)
- Previous degree(s) (grade, institution, subject) and relevant experience
- Registration date, funding end date, expected submission date
- Termination date (if applicable) – reason for termination
- Funding details (annual stipend, fee, RTSG, % of support from DTG/CDT, FTE)
- Project details
- Host institution, department and supervisors
- Start and end date at institution
- Confirmation of DTG/CDT that is funding the student
- Project partner details (for CASE awards) – location, industrial supervisor, financial contribution, summary of placement training etc.

These details must be submitted on Je-S within one month of a student starting or by mid-November for October starts. Failure to provide this information may result in sanctions being imposed on future DTA/CDT payments by the EPSRC. Data input and submission is the responsibility of each Faculty DTG administrative manager and CDT Administrator

Staff must create an account on Je-S themselves and then request particular access rights by contacting Laura Short in the Research Office.

14. THESIS SUBMISSION SURVEYS

The EPSRC PhD submission survey is requested in January of each year. The Faculty DTG administrative managers are responsible for co-ordination and the final completed survey (including DTG/ICA/CDT) is submitted by the Graduate Education Team. Submission is requested within a month of the survey being released (for the 2009 return the deadline was 9 February 2010).

The survey is managed through Je- and requests confirmation of the PhD submission and award dates and any reason behind non-submission or award.

- PhD submitted date (dd/mm/yyyy)
- Qualification awarded
- Masters submitted date (dd/mm/yyyy)
- Awarded date (dd/mm/yyyy)
- Reason not awarded
- Reason for non submission

15. TERMS & CONDITIONS PARTICULAR TO EPSRC STUDENTSHIPS

15.1 DTG 50% rule

The 50% rule was introduced to allow universities to provide studentships using a combination of DTG funds and funds from other sources (e.g. Schools, industry, etc). It was recently announced that from 1st October 2010 the 50% rule would be harmonised across the Research Councils. The EPSRC previously changed their 50% rule in 2006. A summary of the EPSRC 50% rule pre 2006, post 2006 and from October 2010 follows.

○ Pre-2006 DTGs

"To be supported by the grant and, therefore, recognized as an EPSRC studentship, at least 50% of a student's **stipend** (where a stipend is paid) over the period of study must be funded from the grant. Up to 50% may come from other sources such as university funds or from research partners. Where a fees-only award is made, all the fees must be funded from the grant."

Key points: the rule only applied to the stipend over the entire period of the studentship rather than each year of the studentship.

○ 2006 – 2010 DTGs:

"Where the student is eligible for a full award, at least 50% of the **total cost** of the studentship must be drawn from the DTG of a single Council. The remaining costs may be funded from other sources, such as the research organization'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' DTGs; in that case one of the Councils must be designated as the majority funder for monitoring information purposes.)"

Key points: the rule applies to the total cost (i.e. the fees, stipend and (where applicable) RTSG) and has to be met each year from a single DTG. All CDTs funded via the 2008 competition will fall under this rule.

○ 2010 onwards DTGs

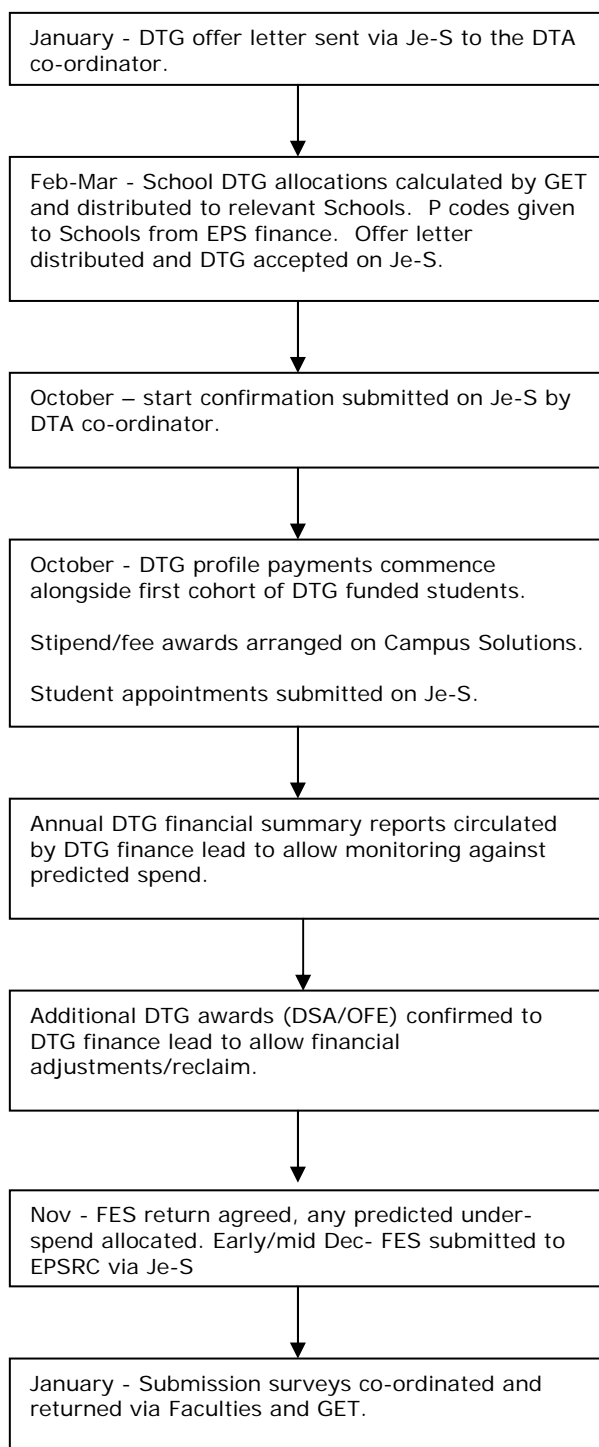
From 2010, the 50% rule will be harmonised across Councils. The new rule is:

"At least 50% of the total cost (i.e. fee, stipend and, where applicable, RTSG) of the studentship over the **full lifetime** of the studentship (i.e. 50% of a 3-4 year studentship) must be funded through DTA support (i.e. this could be from a single DTG or combination of DTGs depending on how the DTA mechanism is utilised)."

Key points: the rule still applies to the total cost as previously, but has to be met over the entire period of the studentship rather than each year of the studentship.

Further information on the 50% rule can be found in the DTA FAQs and the EPSRC website at
<http://www.epsrc.ac.uk/funding/students/dta/Pages/50percentrule.aspx>.

16. FLOW DIAGRAM – LIFETIME OF AN EPSRC DTG



17. USEFUL CONTACTS INVOLVED IN EPSRC DTG/DTC MANAGEMENT

GENERAL QUERIES

DTG, ICA, CDT:

- Liz Venn, Acting Manchester Doctoral Centre (MDC) Manager, DTA co-ordinator and EPSRC studentships contact for The University of Manchester: Elizabeth.Venn@manchester.ac.uk

FACULTY

EPS

- Lee Wilkinson, Administrative lead: lee.wilkinson@manchester.ac.uk
- Helen Whall, Financial lead: Helen.Whall@manchester.ac.uk

MHS

- James Power, Administrative Lead: james.k.power@manchester.ac.uk
- Philip Cheetham, Financial Lead: philip.cheetham@manchester.ac.uk

FLS

- Anna Lawless, Administrative Lead: anna.lawless@manchester.ac.uk
- Karen Hall, Financial Lead: karen.hall@manchester.ac.uk

CDT

Advanced Metallic Systems

- Claire Hinchliffe, Administrative Lead: c.e.hinchliffe@sheffield.ac.uk

Nanoscience

- Vicky Turner, Administrative Lead: Victoria.turner@manchester.ac.uk
- Georgina Lewis, Administrative Lead: Georgina.Lewis@manchester.ac.uk

Nuclear FiRST

- Vicky Turner, Administrative Lead: Victoria.turner@manchester.ac.uk
- Georgina Lewis, Administrative Lead: Georgina.Lewis@manchester.ac.uk

Nuclear Engineering

- Janet Wade, Administrative Lead: Janet.wade@manchester.ac.uk

STIPEND PAYMENTS

- Patrick Ryan, Student Funding & Financial Support, Student Services Centre: patrick.ryan@manchester.ac.uk

TUITION FEE PAYMENTS

- Jennifer Burgess, Senior Registration & Fees Officer, Student Services Centre: Jennifer.Burgess@manchester.ac.uk

DISABILITY SUPPORT

- Audrey Williams, Disability Support Office:
audrey.m.williams@manchester.ac.uk

JE-S ACCESS

- Laura Short, Research Operations Officer:
Laura.s.short@manchester.ac.uk

USEFUL WEBSITES

Engineering & Physical Sciences Research Council (EPSRC)

(studentships section):

<http://www.mrc.ac.uk/Fundingopportunities/Studentships/index.htm>

Research Councils UK (RCUK) (studentships section):

<http://www.rcuk.ac.uk/rescareer/rcdu/postgradtrain.htm>

Je-S (the online system used by the Research Councils to record the data of students receiving studentship funding):

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes>

University DTA FAQs:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/trainingaccounts/dta/faqs/>