

Cambridge AHRC Doctoral Training Partnership Guide 2017-18

Guide for Departments

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INTRODUCTION

The purpose of this guide is to provide information and guidance for academic and administrative staff about the Cambridge Arts and Humanities Research Council Doctoral Training Partnership (Cambridge AHRC DTP) and the administration of students/studentships funded by the DTP.

The Guide will be updated annually and will be available on the [Cambridge AHRC DTP website](#).

Full contact details for the Cambridge AHRC DTP are also available from the website.

This Guide is based upon the following AHRC/RCUK Guides to DTPs which may also be used for reference:

[AHRC Training Grant Funding Guide 2015/16](#) (most recent)

[Research Council Terms and Conditions of Training Grants](#)

[RCUK Training Grant Guide](#)

[RCUK Statement of Expectations for Doctoral Training](#)

It also incorporates details of local procedures and policies where these are required to ensure compliance with the AHRC's requirements.

BACKGROUND

From 2014 the AHRC has directed the majority of its postgraduate funding into Doctoral Training Partnerships (DTPs). DTPs are block grant awards made to either individual Research Organization's (ROs), or consortia of ROs, to support postgraduate studentships across the breadth of the AHRC's subject remit. DTPs are expected to provide innovative training environments for doctoral level research, with the opportunity for PhD students to undertake broader training or development opportunities, such as language learning, overseas research visits, or placements with non-academic partners. DTP awards will be made for five cohorts of students commencing from the 2014/15 academic year.

The University has been awarded £14.2m for five doctoral cohorts, with studentships for the first cohort commencing in October 2014. This will provide funding for a total indicative number of 200 fully funded, full-time studentships, with 40 Doctoral studentships per annum. The University and Colleges will provide matched funding in order to provide an additional 30% of studentships on top of the original award. This will increase the indicative number of AHRC-badged doctoral studentships to at least 52 per annum. The matched element will be provided through a combination of matched funding contributions, including several colleges¹; the Isaac Newton Trust; the School of Arts and Humanities and the Ibn Battutah Fund.

¹ Christ's College; Churchill College; Clare College; Corpus Christi College; Emmanuel College; Ibn Battutah Trust; The Isaac Newton Trust; Jesus College; Kings College; Newnham College; Pembroke College; Queens College; Robinson College; The School of Arts and Humanities; St Johns College; Selywn College; Sidney Sussex

The DTP funds postgraduates in across a range of [AHRC Subject Areas](#), (details available) and involves multiple Degree Committees in Arts and Humanities, the Humanities and Social Sciences and the Physical Sciences (Geography).

The University is also part of two consortia awarded funding by the AHRC: The Centre for East European Language-based Area Studies, a consortium led by UCL (University College London); and the AHRC Doctoral Programme in Celtic Languages, led by the University of Glasgow. These consortia are both AHRC Centres for Doctoral Training rather than Doctoral Training Partnerships, meaning that they have a focus solely on studentships within one specific subject area.

In addition to funding for Doctoral studentships and Research Training Support Grant (RTSG) funding, the DTP has been awarded additional funds for Student Development (SDF), which is available to meet individual student training needs, e.g. internships, work experience, fieldwork, and supports a small number of research preparation Masters awards each year. The Cohort Development Fund (CDF) is used to support skills and discipline-specific training and development open to all students funded through the AHRC DTP. The training is opened out to PhD students outside of to the DTP where capacity allows and involves a wide range of internal and external training partners – more information is provided on p21.

[The Vision, Aims and Objectives for the DTP](#)

AHRC's DEFINITION OF RESEARCH

The AHRC's definition of research is primarily concerned with the definition of research process, rather than outputs. The definition is built around three key features that students should address in full in order to be considered eligible for support.

- It must define a series of research questions, issues or problems that will be addressed in the course of the research. It must also define its aims and objectives in terms of seeking to enhance knowledge and understanding relating to the questions, issues or problems to be addressed.
- It must specify a research context for the questions, issues or problems to be addressed. It must specify why it is important that these particular questions, issues or problems should be addressed; what other research is being or has been conducted in this area; and what particular contribution the project will make to the advancement of creativity, insights, knowledge and understanding in the area
- It must specify the research methods for addressing and answering the research questions, issues or problems. It must state how, in the course of the research project, the student will seek to answer the questions, address the issues or solve the problems. It should also explain the rationale for the chosen research methods and why they provide the most appropriate means by which to address the research questions, issues or problems.

College; Trinity Hall; Trinity College; Wolfson College have all provided match funding for at least one studentship within the first two cohorts

PRACTICE-LED RESEARCH

This definition of research provides a distinction between research and practice *per se*. Producing creative output or undertaking practice can be an integral part of a research process. The AHRC expects such practice to be accompanied by some form of documentation of the research process, as well as some form of textual analysis or explanation to support its position and demonstrate critical reflection. Creativity or practice which involves no such processes is not eligible for AHRC support.

For research to be considered as practice-led, the student's own practice must be an integral part of the proposed project, and the creative and/or performative aspects of the research should be made explicit. The research carried out should bring about enhancements in knowledge and understanding in the discipline, or in related disciplinary areas. Research to provide content is not considered practice-led research in this context. For example, if a film-maker wanted to make a film about refugees, the research questions should be about the process of making the film, not about the experience of the refugees. Work that results purely from the creative or professional development of an artist, however distinguished, is unlikely to fulfil the AHRC's definition of practice-led research in this context.

AHRC'S DEFINITION OF RESEARCH TRAINING

The AHRC uses "research training" in its broadest sense to describe the knowledge, understanding and skills that a student will need to pursue their studies successfully, complete a high quality thesis and prepare for a career once their studies have been completed. The AHRC is not prescriptive about the type of training or how it should be delivered. "Training" encompasses all opportunities – formal and informal – available to postgraduate students to develop as researchers and practitioners in their fields, and as highly qualified individuals in preparation for their future careers.

The focus is on the assessment of individual researcher needs and the provision of training to meet those needs. The AHRC considers training to be an ongoing process which takes place throughout a student's studies and is adapted as new needs arise. This means a programme of monitoring and assessment of the student's needs at regular intervals.

[AHRC's Research Training Framework for Doctoral Students](#)

Annex A of the [AHRC Training Grant Funding Guide 2015-2016](#) (most recent) provides guidance and advice on collaborative research training.

GOVERNANCE AND MANAGEMENT: CAMBRIDGE AHRC DTP

The Cambridge AHRC DTP Steering Committee is led by the AHRC DTP Director, Dr Sarah Dillon. The role of the Director and the Steering Committee is to maintain strategic oversight of all aspects of the DTP programme, to coordinate and evaluate activities and structures specific to DTP, to supervise the allocation of funding, and to ensure that the distinct and interrelated 'front-line' agencies are fully engaged with the DTP.

The Studentship Selection Board is chaired by the AHRC DTP Director. The role of the Studentship Selection Board is to decide on the annual allocation of AHRC DTP studentships to candidates nominated by the Degree Committees.

The Training Group is convened by the AHRC Doctoral Training Facilitator, Dr Alistair Swiffen. The role of the Training Group is to advise on the development of training opportunities specific to the DTP, to consider other training provision which might be accessed by DTP students, and to contribute to ongoing monitoring and revision of training offered through the DTP.

The Student Group is chaired by the AHRC DTP Director and ensures DTP students have a direct input into the development of the partnership. The Steering Committee also includes two student members.

The Cambridge AHRC DTP endeavours to open up aspects of the training programmes to current AHRC- funded students and other graduate students, where capacity allows. This may include for example, involving existing students in subject or interdisciplinary cohort activities. However, SDF funding may be used solely for the benefit of AHRC students recruited to the DTP/CDT.

Operational management

The Cambridge AHRC DTP Operational Group comprises members of the central university offices involved in administering the DTP (Academic Division; Student Registry; Research Operations Office; Finance Division) and meets regularly to discuss operational matters.

Review, Consultation and Feedback

The Cambridge AHRC DTP Steering Committee reports annually to the graduate committees of the School of Arts and Humanities and the School of Humanities and Social Sciences. A meeting for supervisors of DTP students is held annually, to explain the DTP and to give the opportunity to feedback any ideas or concerns with regard to training. A further meeting will be held in early 2017, to discuss best practice for the student selection process.

Communications

A list of academic and administrative AHRC DTP contacts in each academic institution is maintained by the DTP Coordinator. Communications relating to the AHRC DTP will be circulated to all on the circulation list. If the list requires updating, please contact the AHRC DTP coordinator (AHRC DTP@admin.cam.ac.uk).

The Cambridge AHRC DTP has a presence on Twitter: students and staff are encouraged to connect with the DTP in this way.

THE ROLE OF THE SUPERVISOR

A student's primary supervisor (or co-supervisors) plays a key role in supporting the student's progress and development – in terms of their research project, their development as a researcher, and their wider professional skills. Supervisors are expected to be aware of the AHRC's and broader Research Council expectations, as well as awareness of the training opportunities available to students through the Doctoral Training Partnership This should include awareness of the Research Councils' Statement of Expectation for Doctoral Training (link above), and for supervisors of collaborative doctoral awards, the Research Councils' Vision for Collaborative Training.

The AHRC welcomes co-supervision of students between supervisors of different disciplines or different institutions

STUDENTSHIPS

Studentship Selection Board and distribution of studentships

The University is not permitted to recruit students to specific, pre-determined research topics or courses through a DTP. DTPs aim to foster and encourage innovation and students must be able to approach the University with whatever project they want to undertake. The University must determine and be satisfied that the proposed project or course falls within a subject area within the award.

The AHRC DTP Steering Committee reviews the studentship selection and allocation process each year to ensure that the process continues to fulfil the aims and objectives of the AHRC and the DTP.

Full details of the selection and allocation process are made available to Departments annually.

Procedures for Degree Committees

The Student Registry provides administrative support for studentships in the DTP (receiving and collating applications for competition and 'on award' administration and finance). Detailed procedure guidance is issued jointly by the Cambridge AHRC DTP and the Student Registry to Departments at the start of each recruitment year.

Key information

- Funding deadline for students to submit applications via GAP: 4 January 2018*
- Department deadline for nominations to Student Registry via TOAST: 8 February 2018
- Results to departments on nominations: early March 2018
- Cambridge AHRC DTP competition covers doctoral awards only: limited AHRC Masters to be considered through applications to the VC awards
- CHES awards marking scheme to be used for Cambridge AHRC DTP competition
- All Cambridge AHRC DTP doctoral applicants (UK + EU) to be also nominated via CHES for VC awards
- CHES marking scheme data required in the AHRC DTP nominations via TOAST (the online nominations system)

Departmental selection panels

Departments are required to hold selection panels to act on behalf of the relevant Degree Committee and are asked to ensure that the following requirements are met:

- As per University requirements, all shortlisted applicants must be interviewed
- A selection panel of at least three academic staff, representative of the range of subjects covered in a Department and with relevant AHRC subject expertise must be convened. The role of the panel is to discuss and agree the nominations to the Cambridge AHRC DTP Studentship Selection Board. The Department panel could be an existing Departmental funding committee or a sub group of a Degree Committee, as long as it has the expertise/membership required.
- The Departmental Selection Panel must produce a single Department ranking list and agree a score as per the universal scoring criteria and rank for each applicant.

- The Departmental Selection Panel must also complete an AHRC DTP Nomination Pack, which will be made available in early January (see below).
- Departmental procedures must be fair, open and transparent to enable the highest quality eligible students to receive AHRC funding.

Timetable

An AHRC DTP Nomination Pack must be submitted by 8 February 2018.

Recruitment

Details on how to apply for funding is made available on the Cambridge AHRC DTP website and Graduate Admissions Portal, annually.

Departments in the DTP should refer to the same text of their graduate admissions pages and have a link to the [Cambridge AHRC DTP website](#).

New applicants to the PhD seeking funding should apply through Departments in the normal way, and will need to complete the online Graduate Application Form via the Graduate Applicant Portal, selecting the option to apply for AHRC funding.

[Application information](#)

Current PhD Students

A student who has already commenced doctoral study may apply for funding for the remainder of their study, providing that, at the start of the AHRC award, they will have at least 50% of their period of study remaining. This mirrors the co-funding requirement that at least 50% of the costs of a studentship come from a Research Council Training Grant. In determining the length of a studentship to be offered, the period may be reduced to take account of any time a student has already spent on doctoral study. Funding should only be offered for the period required to complete their studies as a fully registered doctoral student. Continuing students applying for funding must complete an AHRC application form and send it to the Scholarships Administrator graduate.funding@admin.cam.ac.uk. [Application information](#).

Student Residency Eligibility

Every student, their subject, course of study and the RO at which they are studying must meet the residency eligibility criteria set out in the Conditions of Research Council Training Grants and Associated Guidance as set out below. Information on the AHRC's subject domain can be found [here](#).

To be eligible for a full award a student must have:

no restriction on how long they can stay in the UK and have been ordinarily resident in the UK for at least three years prior to the start of the studentship.

Students from EU countries other than the UK are generally eligible for a fees-only award.

To be eligible for a fees-only award, a student must be ordinarily resident in a member state of the EU; in the same way as UK students must be ordinarily resident in the UK.

For advice on eligibility please contact the Student Registry.

Academic Eligibility (for PhD entry)

A student should normally have, or be studying for, a Master's degree or similar postgraduate qualification. Where a student is studying for a Master's degree or similar postgraduate qualification, they should have met all the course requirements prior to the start date of their AHRC doctoral studentship.

If a student does not have experience of formal postgraduate study, they may be eligible for a studentship only if they can demonstrate evidence of sustained experience beyond undergraduate degree level that is specifically relevant to their proposed research topic, and could be considered equivalent to Master's study.

Cambridge AHRC DTP Studentship Funding

Home student's awards will include both maintenance and University fees. EU students will receive fees only awards from the AHRC, but may be eligible to be considered for maintenance awards from other sources, including AHRC DTP funding partners (see the Graduate Admissions website for further information).

The 2017-18 maintenance/stipend rates for AHRC DTP students are as follows:

Home PhD students - £14,553

EU PhD students - no maintenance award (fees only)

Home MPhil students - £14,553 (pro rata)

EU MPhil students – no maintenance award (fees only)

Studentship administration

Studentships are administered by the Student Registry, who arrange for the payments of fees and maintenance stipends. On arrival in Cambridge, students are required to visit the Registry with proof of identity; once identity is confirmed electronic payment of stipends are arranged.

[Stipends are paid in quarterly instalments in advance.](#)

Details of all RC funded students must be entered on the JeS Student Details Portal (SDP). Departments should arrange for a student details form to be created for each student. Records should be updated annually, and when there is a change in student circumstances. The Student Registry submits the forms on the University's behalf. The Student Registry provides guidance and training on completing JeS records. Contact graduate.funding@admin.cam.ac.uk for further information.

Master's funding

In order to provide more integrated training, and since the AHRC will no longer be supporting standalone Master's degrees, any student taking a Master's degree, and funded by the AHRC, should

be doing so with the intention to continue to a Doctoral degree. The AHRC will only support Masters studentships that are designed to lead on to doctoral research. All students being put forward by Degree Committees for an AHRC DTP master's award must be asked (perhaps during interview) whether they are intending to continue to a Doctoral degree. Only those that are intending to do so should be put forward.

The separation of Master's and Doctoral support remains an integral part of the AHRC's postgraduate strategy. Although 1+3 or 2+2 models for postgraduate study are possible, it is not permissible to offer studentships on that basis at the outset. Any AHRC-funded or match funded Master's student wishing to continue to doctoral study (whether at the same or different RO) must apply separately for a doctoral award and compete with all other potential candidates.

If a student has undertaken a 1 year Master's, a full-time studentship award for doctoral study would be anticipated to be 3 years (but see above for SDF opportunities which would extend the duration). If a student has undertaken a 2 year Master's at the same institution, the period of the full-time doctoral studentship award would be expected to take into account the additional year's Master's study.

The Cambridge AHRC DTP recruits around ten Master's students a year, which are funded from the Student Development Fund (SDF). The number of SDF funded Master's students to be made available each year is kept under review annually by the Steering Committee.

Duration of study supported

The Student Development Fund (SDF) allows for a full-time award of longer than 3 years, in specific circumstances (see 'internships and placements' section below), and it is likely that this will be determined after the studentship has commenced. The AHRC suggest that the student's offer should make clear that there is a possibility of extension, and this is stated in offer letters to students sent out by the Student Registry. It is worth noting that, whether the studentship is offered for longer or if it is extended, the submission date must be no more than 4 years from the start of the award for a full-time student.

The AHRC expect students to receive full support from the University to enable them to achieve the submission date which was agreed at the start of their award, notwithstanding other opportunities which may arise as noted above.

Start Date

Students are normally expected to start their course on 1st October of the year in which the award is made. Exceptionally studentships awards can be delayed to start on the 1st January.

Students who wish to defer their start date should follow the procedures laid down on [the Graduate Admissions website](#). Students should also contact the fees and funding officer at the Student Registry, Kathy White (graduatefunding@admin.cam.ac.uk) to request a deferral to their start date.

Changing between full-time and part-time study

Students can apply to change their registration using their self-service account. Applications are considered by the relevant Faculty/Department, Degree Committee and the Board of Graduate Studies. Further information about changes to course registration can be found [here](#). Students should also complete the [changing status form](#).

In cases where a student wishes to change between modes of study, the AHRC will calculate the remaining length of the studentship on the basis of funding already received.

Where a student has changed from part-time to full-time status, the student's submission due date should be set to be 12 months after the end of the studentship. This information will be recorded on Je-S by the Student Registry.

Suspensions

Students who are unable to continue their studies for a specific period due to medical or other reasons should apply for a suspension of award/ intermission of study. Students apply for a [suspension of award](#) by completing an application form and for an [intermission](#) via their self-service account (see) for further information. Both applications must be submitted for the suspension to be approved.

Periods of suspension/intermission are not normally funded. The exception to this is intermission due to maternity leave, where students are entitled to 26 weeks of leave on full stipend.

Suspensions/intermissions effectively 'stop the clock' for research candidature. This means that any period of suspension is added to the funding period and submission deadline.

Internships and Placements

For details on how a student should apply for an internship/placement, see the 'Training' section.

Current internship opportunities are listed

here: <http://www.ahrcdtp.csah.cam.ac.uk/training/internships>

If the internship will be salaried, the student must suspend their studies during the period of the internship (see 'suspensions' section).

If the student will be paid hourly as an intern, and will not be working full-time, it is for the student and the University to decide whether this will disrupt the student's studies. If the University decides to agree to the student undertaking the internship while continuing their studies for a discrete period of time, the AHRC award does not need to be suspended. As a rule of thumb, if the internship will last for longer than five weeks, then the studentship should be suspended.

A student should not receive maintenance as part of an AHRC studentship if that student will be earning money for a placement or internship that will cover the same basic costs.

For DTPs if the student is undertaking an internship or placement as part of an SDF funded opportunity, it is possible to extend the studentship period to take into account the placement period e.g. a studentship which is originally awarded as three years but then has a two month placement would allow for a studentship of 38 months. However, if the AHRC funding continues during the internship or placement, it is not possible to extend the submission date.

Changes of thesis title, research direction, course, or programme of study

The AHRC accepts that projects evolve, but the University must not agree a change to a course or programme of study that falls outside the AHRC's subject domain or outside the subject areas allocated for that particular award. If the programme falls in another subject area, the University will

consider this in respect of the overall balance of subjects within the award, and contact the AHRC if unsure.

Students can apply to change their Department/Faculty or supervisor using their self-service account. Further information can be found [here](#). Departments must notify the Student Registry of such requests as the Cambridge AHRC DTP Steering Committee will need to be assured that the project remains within the remit of the AHRC.

Early Submission and Continuation of Funding

If a student submits within the three years of their funding, they are entitled to apply for their funding to continue until the end of the quarter within which the thesis is submitted. To apply for continuation of funding until the end of the quarter, the student should send a case to the DTP Director two months prior to intended submission outlining how the project of work for the remainder of the quarter is directly linked to the thesis. If the case is approved by the DTP Steering Group, the funding continuation will be granted.

MONITORING

The University is required to respond to an annual survey that is conducted on the AHRC's behalf by the Higher Education Statistics Agency (HESA) and which monitors completion rates in ROs. The University Student Planning and Resources Allocation Office (PRAO) administer this survey.

First employment destinations

The Higher Education Statistics Agency (HESA) will conduct on the AHRC's behalf an annual survey of the first employment destinations of funded students and ROs will be required to submit an annual return. This provides the Council with useful information about the progress of funded students in the labour market, and the AHRC asks students to co-operate by keeping their RO informed about their employment. This is administered by the University Careers Service. The AHRC also participates in wider surveys and studies of the career paths of funded students, in which it would ask RO's and their students for co-operation.

Submission rate and progress monitoring

On accepting a studentship to pursue a programme of doctoral research a student also accepts a commitment to make every effort to complete their project, and to submit their thesis, if possible by the end of the period of funding. The maximum period for submission (assuming the award is not suspended at any point) should be four years from the start of the award for a full-time student and, for part-time students, seven years.

In the case of DTP/CDT studentships, if the period of the studentship is extended using SDF funding, students must still submit within four years for a full-time studentship or seven years for a part-time studentship.

Where a student has changed from full-time to part-time status, the student's submission due date should be set to be 24 months after the end of the studentship. If the change is from part-time to full-time, the submission date should be set to one year from the end.

By the end of the studentship, students are expected to have completed their thesis, or to be close to completion. The additional period after the end of a studentship and before the submission date

provides an opportunity to meet any unforeseen circumstances that have arisen during the course of the studentship. The additional period is not funded by the AHRC.

On accepting an award which includes studentships to pursue programmes of doctoral research the University accepts a commitment to support the student throughout the duration of their studies to ensure that a high quality thesis can be submitted on time. It is not appropriate for the University to require a student to submit a thesis that is below the necessary standard in order to maintain our submission rates.

For some students, the submission date will have been populated in Je-S by the AHRC. These dates reflect the previous rules on setting the submission date. The date should not be updated unless there is a change in the student's circumstances, for which a change in submission date is permissible.

The end date of a student's AHRC funding should normally be extended by the length of the suspension. Periods of suspension should also be taken into account when the date by which the student should submit their doctoral thesis is calculated, with the submission date normally extended by the length of the suspension.

Payment of stipends is dependent upon satisfactory progression. The Student Registry reviews the progress reports for all AHRC funded students and will notify the Cambridge AHRC DTP Steering Committee of any students who have received unsatisfactory progress reports for the Committee to determine whether students should continue to receive their stipend. The Steering Committee will also receive reports detailing changes in student circumstances (intermissions, etc) and may liaise with the relevant Degree Committee with regards to any student progress issues.

Submission rates for all graduate students are monitored by the Student Registry on behalf of the Cambridge AHRC DTP Steering Group. The Student Registry send reminders to students as appropriate, and give advice about the procedures to be followed if students are unable to submit within their deadline (see Extensions to submission dates).

In the case of Ph.D. theses funded by the Arts and Humanities Research Council, metadata describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award.

Submission rate survey

The AHRC is accountable for the public funds it manages and distributes. The Submission Rate Survey is one method the Council employs to monitor the progress and outcome of studentships.

The Submission Rate Survey is an annual survey that calculates the rate of submission of doctoral students who have held AHRC postgraduate studentships. The census date of the survey is 30 September each year. The Student Details Portal (SDP) is used to collect information from ROs about actual and expected submission dates of doctoral students due to submit by the survey census date. ROs which do not meet the published deadline are recorded as a nil return. Once the deadline has passed, the submission and completion rates for individual institutions will be calculated. Institutions will then be asked to check the preliminary results before they are published in the AHRC annual report. The Student Registry is responsible for the completion and return of this survey.

The survey includes all AHRC-funded doctoral students who took up studentships four, five and six years previously. Doctoral students are expected to submit a thesis within one year of the end of their studentship, if they are studying full-time, and within two years if they are studying part-time. Sanctions will be applied by the AHRC if submission thresholds are not met (see below).

For example, for full-time students who took up awards on 1 October 2010, the AHRC would expect submission by 30 September 2014, but part-time students would not be expected to submit until 30 September 2017. Part-time students are included in the RO submission rate calculations alongside full-time students.

The AHRC also collects information on completion rates as part of the annual submission rate survey. For these purposes, completion is defined as the award of a doctoral or other degree. This is normally counted as the date of the successful viva examination and is the earliest date on which it is known that the doctoral degree can be recommended. If that information is not readily available, an alternative is the date the Degree Committee or equivalent recommended the award.

Where the award of a doctoral degree has not been recommended, ROs should amend the SDP to reflect the actual degree awarded. If a student submits a doctoral level thesis and is subsequently awarded a lower degree e.g. MPhil, the RO should record this within the SDP as 'No Degree Awarded'. Please note, this will still be shown as a submission for the purposes of the submission rate survey, as a doctoral thesis will have been submitted. However, if the decision is taken in advance of submission that a student should submit a thesis at a lower degree level, this will be shown as a nil-submission for the purposes of the submission rate survey exercise as no doctoral thesis will have been submitted.

The Cambridge AHRC DTP Steering Committee will ensure that there is close monitoring of student progress (including intermissions, placements, etc) to ensure that students are able to submit on time.

Sanctions policy

The AHRC's monitoring of submission rates is intended to encourage the timely completion of a thesis, and incorporates a sanctions policy. ROs identified in the survey with submission rates below the target thresholds are ineligible to hold doctoral studentships for two years.

The AHRC no longer applies sanctions at a departmental level. It does monitor by department and may contact Cambridge about the performance of individual departments if there are particular issues or causes for concern.

The Council aggregates the results for departments in a single RO. This is to ensure that high submission rates are maintained within each RO, and is in line with the other Research Councils. Sanctions are applied where an RO's 4-year institutional submission rate falls below 70 per cent, both for those students surveyed in the current survey and also the aggregate 4-year rate for the last three years of the survey and where there are 8 or more studentships included over that 4 year period. This ensures that ROs with a smaller number of studentships, where a small number of nil submissions can have a significant effect on submission rates, are not penalised by the increase in the percentage threshold.

ROs facing sanctions will have their AHRC funding for support of new doctoral studentships withdrawn for a period of two years. This applies to all doctoral awards, regardless of the scheme through which they were originally awarded. Where the RO is part of a consortium, the AHRC will ask the consortium not to allocate doctoral awards to that RO for a two year period. Funding for current students will be unaffected. For single RO awards, the doctoral studentship funding will be withdrawn entirely for that two year period; ROs will not be able to re-allocate them to support Master's students or to add them to their allocation in the latter years of the award.

Institutional Warnings

A warning will be issued to ROs where the submission rate falls below the 70% threshold but above 60%. Sanctions will be applied only if they fail to meet the 70% threshold in the following year's survey.

ROs cannot change submission or completion dates for individual students once they have been included in published survey results in the AHRC Annual Report.

Changes affecting submission rate calculations

The AHRC will take the following changes of circumstance/registration into consideration when calculating expected submission dates:

- ***Transfers between departments*** - If a student has transferred from one departmental unit to another within the same RO, s/he will appear on the survey for the new unit.
- ***Transfers between ROs*** - If a student has transferred from one RO to another, the ROs concerned must ensure the student's records are properly updated in the SDP (note: that the receiving RO needs to update the registration record and the submission record), and that the student is showing as being registered at the receiving RO. Providing this has taken place, the student will appear on the survey of the receiving RO, and will count in the calculation of the submission rate of that RO.
- ***Transfer between ROs after the award has ended*** - If an RO exceptionally agrees that one of its students may transfer between ROs or departments after the end of their AHRC award, but before their expected AHRC submission date, then that student will still be surveyed under the original RO or department that they were registered with prior to the transfer.

The date at which the student first took up the award will remain the same for the purposes of submission rate calculations.

- ***Suspension of studies during the period of an award*** - During the period of an award, the AHRC will allow suspensions of the award for up to 12 months for reasons such as maternity, adoption or Additional Paternity Leave, illness or other exceptional personal circumstances.
- ***Periods of certified illness during the period of an award*** - As periods of certified illness of up to 13 weeks are included within the tenure of a studentship, extensions to submission dates on this basis should not be approved by the RO and/or recorded in the SDP at the time/during the tenure of a studentship. The expectation is that this period will be able to be made up within

the tenure of the award. Periods of illness lasting longer than 13 weeks should be dealt with as suspensions as detailed above.

If, during the writing up period, the student makes a request for an extension to their submission date based on a certified period of illness experienced during the tenure of their studentship, the RO may extend the submission date. The date may be extended only by the period specifically covered by medical certificate(s), and only if the RO was notified of the period of certified illness at the time it occurred.

- **Death** - Students who die are omitted from calculations of submission rates and ROs should update the Portal record where appropriate.
- **Terminations** - Full-time students whose awards are terminated during the first year of the award will be excluded from all submission rate calculations. Similarly, part-time students whose awards are terminated during the first 2 years of the award are excluded from calculations. Students whose award is terminated after the periods indicated above will still be included in the calculations.

Extensions to submission dates

Students must apply to [extend their registration date](#) via their self-service, in advance of the submission deadline date. Students should also contact the Student Registry directly (graduate.funding@admin.cam.ac.uk) to notify them of their intention to apply for an extension to submission date. Applications may be referred to the DTP Director for advice where required.

The University will consider each request in accordance with the following AHRC guidelines:

If the extension is eligible and agreed by the RO, the RO should amend the submission date on the SDP, and add an appropriate reason, as shown in the bullet points below.

Requests must be made to the RO formally and in advance of the submission date. The RO should only consider requests to extend the submission date by up to one year. Extensions cannot be approved or recorded retrospectively therefore it is important that such cases are brought to the RO's attention in advance of the student's expected AHRC submission date.

If the reason for the extension is not in accordance with the terms and conditions of the award, or insufficient detail regarding the reason for this change has been recorded on the SDP, the AHRC reserves the right to contact the RO to query the change in submission date and to revert to the original submission date if the extension is not permissible within our terms and conditions.

During the Submission Rate Survey, the AHRC will check to see whether any amendments have been made to student submission dates through the SDP, and will consider the reason for the change provided by the RO. If a student's submission date is amended without providing an appropriate or eligible reason, the AHRC will consider the date amendment to be invalid, and the student will be counted as a "nil-submitter" in that year's Submission Rate Survey.

While the AHRC will normally accept a submission date extended by the RO to take account of any period of suspension notified during a studentship, only in exceptional circumstances will we accept

the RO extending the target date for submission on account of difficulties that arise during the writing up period. Such difficulties may relate to illness, accident, exceptional personal circumstances, maternity, Additional Paternity Leave, or adoption.

The exceptional circumstances where an extension to a student's expected AHRC submission date will be considered are:

- Illness or accident – this refers to any period during the writing-up period where the student was unable to work on their thesis for medical reasons.
- Exceptional personal circumstances – this includes bereavement and any other difficult personal circumstance that has rendered the student unable to work on their thesis during the writing-up period.
- Scholarships – when a scholarship is awarded after a studentship has finished and before submission. The scholarship must provide additional value to the original thesis or offer the student a rare opportunity to research a related topic. Extensions should not be granted if a scholarship is awarded to fund an additional year of research on the student's current thesis topic.
- Maternity, Additional Paternity Leave or adoption – a maximum of 12 months for each individual period of maternity, Additional Paternity Leave, or adoption leave during the writing-up period.

Periods of paternity leave of up to 2 weeks granted during the period of the studentship or the writing up period will not be taken into consideration when submission dates are calculated. Requests to extend submission dates on the basis of a period of paternity leave during the period of the studentship should only be considered during the writing up period. Such requests should be submitted to the Student Registry in advance of the expected submission date, and recorded by the RO in the SDP if approved.

Periods of Additional Paternity Leave of up to 12 months granted during the period of the studentship should be dealt with as an interruption to studies and recorded in the SDP in the normal way, and will automatically be taken into consideration when submission dates are calculated.

Any requests for extensions to submission dates relating to periods of paternity leave that occur during the writing up period, regardless of duration, should be submitted to the Student Registry in advance of the expected submission date, and recorded in the SDP if approved.

The following cases are not considered grounds for an extension:

- Taking up full-time employment after the award has ended - The RO should not grant an extension to the submission deadline if the submission has been delayed because the student has taken up full-time employment after an award has ended, i.e. in their writing up year. It may be possible for students to take up a short-term teaching appointment, but only during the period of a studentship and in accordance with the terms and conditions of the award. Taking up employment at the end of a studentship is considered a normal outcome of doctoral study and is therefore not a reason for extending a submission date. Students who take up full time employment before

completing their thesis may find themselves unable to meet their submission date. We therefore encourage students to consider such a situation carefully.

- Transfers from full-time to part-time study after a studentship has ended - The RO should not approve extensions to submission dates because the student has changed their mode of registration after their studentship has ended. The AHRC expects the student and institution to respect the terms under which the studentship was awarded.
- Requests submitted after a student's submission date has passed - The RO cannot grant extension requests retrospectively. If a student does not submit their thesis or a legitimate extension request on or before their submission date, they will count as a nil submitter.
- Periods of illness without a medical certificate - Extensions to submission date will not be approved for periods of illness if appropriate medical certificates were not submitted to the Student Registry at the time.

TRAINING

Cohort Development Training and Support

The Cambridge AHRC DTP has been allocated a Cohort Development Fund for the support of innovative training and development activities for the wider cohort of DTP students. These activities will be accessible to the entire cohort of the DTP funded students over their period of study, although many activities will be pitched at specific year-groups². The focus is on the assessment of individual researcher needs and the provision of training to meet those needs.

The AHRC Doctoral Training Facilitator will provide signposting to all training opportunities open to DTP students which are offered by Faculties and Departments, the Language Centre, the Centre for Personal and Professional Development, the University Information Services and other providers within the University. All DTP students will benefit from a dedicated needs analysis session with the Training Facilitator or a designated deputy. Where possible the Facilitator will match students with existing training opportunities according to their needs. Where a critical mass of students have a common training need which cannot be met by existing opportunities, the Facilitator will seek to establish new provision using the Cohort Development Fund.

The Cohort Development Fund will also be used to foster collegiality and cross-disciplinary understanding among the DTP students. To this end, students will be expected to attend two designated full-cohort training sessions each term. These sessions will last half a day each, and centre on different research methods and models of research leadership in the Arts and Humanities. Where possible, research methods training will be based on practical group activities. Research leadership training will enable students to hear from and direct questions to eminent scholars in the fields covered by the DTP.

² ie the activities available to Cohort 1 students in their second year will not be available to Cohort 2 students this year, but will be in 2016/17.

The Cambridge Digital Humanities (CDH) (former Social Media Knowledge Exchange (SMKE)) is a training initiative originally piloted with AHRC support in 2012-2013, which has now been adapted to the needs of the DTP cohort. In addition to an introductory session on digital technologies, the CDH will offer DTP scholars the opportunity to attend student-led workshops and colloquia relating to digital humanities and social media in the Arts and Humanities.

Other [training opportunities](#) available to or planned for DTP students via the CDF include: an induction event; reading groups; media training, an annual AHRC DTP Lecture; a social intelligence course combined with the World Factory interactive play, ThinkLab and a series of masterclasses with non-academic DTP partners.

Student Development Funding (SDF)

Many training needs will be specific to individual DTP students or research projects, and as such will fall outside the remit of existing provision or new training paid for by the Cohort Development Fund. On the basis of the dedicated needs analysis undertaken by each DTP student, and through ongoing consultation, the AHRC Doctoral Training Facilitator will work with students and their supervisor to identify such needs, and advise on whether training designed to meet them might be eligible for support from one of the other funds allocated through the DTP. Studentships under DTPs and CDTs are allocated funding to enable longer PhDs to be supported. Funding for each studentship has been calculated on the basis of a duration of 3.5 years, but this additional 0.5 years of funding is pooled to form a "Student Development Fund". This funding is primarily available to extend the duration of PhD studentships flexibly and responsively – i.e. to support an appropriate range of training for individual AHRC-funded students according to their individual needs.

The funding must be used to support needs-based training for individual students, in the form of development opportunities beneficial to a student's doctoral research. In many cases the SDF funding will mean that a studentship is extended beyond the normal 3 year period for full-time registration. For example:

Placements – where a student is undertaking a placement which is not an integral part of the research project. Some research may be enhanced by experience of work in a broader context which, while not absolutely essential to the completion of a student's PhD thesis, nonetheless enables the student to situate his or her core findings more firmly with relation to a larger public. Working for a television company, for example, might help a student to understand how to increase the impact of his or her research through mass media. Working in industry might give a student insight into how his or her research might lend itself to collaboration with non-academic partners, or prepare him or her for a particular career outside Higher Education.

International placements – for example where a student requires an extended period overseas to develop specific language skills to undertake their research project successfully. It is expected that the need to develop language skills will have been agreed at the start of the award, i.e. in these cases the student's initial offer will be for more than 3 years' funding. SDF funding might also be used to support study visits or internships in industry abroad.

Skills development – where extended time is intended for students who need to acquire additional skills, for example, high-level methodological skills, or significant and demanding new discipline-specific skills, such as palaeographical, papyrological or epigraphical skills, or where the research

cannot be undertaken in full without fieldwork being undertaken which presents significant challenges, for example, of a methodological or practical nature.

High-cost training – where individual training will not require an extension to the studentship period, but is subject to significant genuine fees, students might apply for SDF support to pay for the provision. Some students might need bespoke language training which does not require an extended period abroad, but rather involves regular short sessions over a period of months. Such training is unlikely to mean an extension of the studentship period, but might still incur considerable costs.

Where a student is in receipt of “fees only” funding from the DTP/CDT, they may also benefit from training funded from the SDF, provided this does not take the form of a stipend award (e.g. to cover the period of a placement).

The details of how to apply for [Student Development Funding](#) are available from the Student Registry website.

Applications will be considered to the same schedule as the RTSG as follows (in 2017-18):

Michaelmas Term Wednesday 1 November 2017

Lent Term Friday 26 January 2018

Easter Term Friday 4 May 2018

Applications for RTSG and the SDF are reviewed by a Committee comprised of members of the Schools of Arts and Humanities and Humanities and Social Sciences

Research Training Support Grant (RTSG)

Students can apply for funds from the Research Training Support Grant (RTSG) for additional costs due to fieldwork or conference attendance. The RTSG is managed by the Student Registry. Further information and links to the online applications forms can be found [here](#).

The closing dates for applications are as follows (2017-18):

Michaelmas Term Wednesday 1 November 2017

Lent Term Friday 26 January 2018

Easter Term Friday 4 May 2018

Applications for RTSG and the SDF are reviewed by a Committee comprised of members of the School of Arts and Humanities and Humanities and Social Sciences

Funds awarded are paid directly into students bank accounts.

Training Partnerships and Thinklab

The Cambridge AHRC DTP is developing its training provision in cooperation with a range of partners with particular expertise in different areas of the arts and humanities.

Cohort training in the use of digital technologies in arts and humanities research, together with additional training opportunities relating to digital humanities and social media, will be delivered in conjunction with the Social Media Knowledge Exchange. More information on the SMKE is provided above.

The Cambridge AHRC DTP's original training partners include the SMKE, Arts Council England (South-East Region); the University of Cambridge Museums (UCM) and SHARE, the official consortium of museums in East Anglia

A Cambridge AHRC DTP advisory board has also now been established, with a range of individuals from non-HEIs, to help develop training and placement opportunities with these institutions for DTP students. Members of the board also provide training sessions to the DTP cohort each year, as part of a 'masterclass' series.

Cambridge AHRC DTP Students interested in internship and work placement opportunities with the partner institutions, or any other non-HEI organisations, should contact the [Cambridge AHRC DTP Partnerships Officer](#).

ThinkLab is a Cambridge AHRC DTP initiative, developed to support DTP doctoral students, offering opportunities to apply their research skills to non-academic settings within the voluntary sector, government and commerce. Designed with input from DTP advisory board members including senior leaders of the BBC, YouGov, PwC, Arts Council England, and the Department of Culture, Media and Sport, the ThinkLab model is unique to the University.

This Thinklab offers a unique internship opportunity for second and third-year Cambridge AHRC DTP students. Further detail is available here: <http://www.ahrcdtp.csah.cam.ac.uk/training/thinklab>

The Cambridge AHRC DTP is constantly seeking to develop new initiatives with the University's numerous partners, and to create new partnerships which might benefit its students. The current Cambridge AHRC DTP International Conference partners are: a.r.t.e.s. Graduate School (University of Cologne); Australian National University; European University at St Petersburg, M.I.T and Stockholm University.

The full range of training opportunities available to Cambridge AHRC DTP students is available via the [DTP website](#).

Appendix 1

Key dates 2017-18

September 2017	National advertisement placed for cohort 1.
1 October 2017	Cohort 4 of AHRC DTP Doctoral students/DTP funded Master's students starts
10 October 2017	Cambridge AHRC DTP Induction Event
End of October 2017	Student Registry submit JeS student details records
End of November 2017	Student Registry completes Research Council Submission Rate Survey
17 November 2017	Cambridge AHRC DTP Steering Committee
1 November 2017	Michaelmas Term: Closing date for applications to the RTSG and SDF
4 January 2018	Deadline for applications for AHRC DTP cohort 5
9 January 2018	Guidance to departments on Student Selection and DTP nomination packs circulated
26 January 2018	Lent Term: Closing date for applications to the RTSG and SDF
2 February 2018	Cambridge AHRC DTP Steering Committee
8 February 2018	Deadline for submission of departmental nominations and DTP nomination packs
26 February 2018	AHRC DTP Studentship Selection Board (SSB)
27 February 2018	Inform all departments of SSB decisions and make ranking list available on CamTools or equivalent.
From March 2018	Start to process withdrawals and reserves; o issue new offer letters o collect bank details and NI info etc. from students
4 May 2018	Cambridge AHRC DTP Steering Committee
4 May 2018	Easter Term Closing date for applications to the RTSG and SDF
Up to 27 July 2018	· Process withdrawals and reserves; o issue new offer letters o collect bank details and NI info etc. from students
27 July 2018	· Cut-off date. No further changes in award holders after this point (to allow payroll set up)
27 July 2018	Annual reconciliation