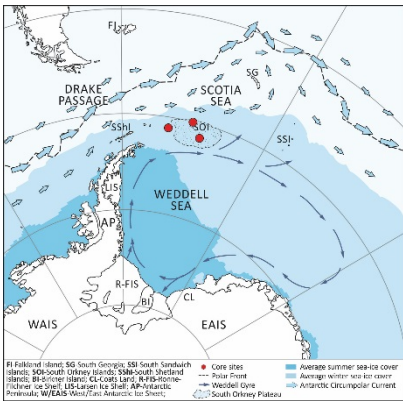


# NERC GW4+ DTP Student Handbook 2017/18



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This handbook aims to provide a general introduction to the NERC GW4+ Doctoral Training Partnership. Students must also refer to their own university's regulations and also the general Terms and Conditions of Research Council Training Grants available at <http://www.rcuk.ac.uk/funding/grantstcs/>



## Welcome to the NERC GW4+ DTP

The Universities of Bath, Bristol and Exeter, Cardiff University and six Research Organisations (British Antarctic Survey, British Geological Survey, Centre for Ecology and Hydrology, the Met Office, the Natural History Museum and Plymouth Marine Laboratory) created the NERC GW4+ Doctoral Training Partnership in 2014. The NERC GW4+ DTP's core purpose is to support our earth and environmental science postgraduate and academic communities with training, development opportunities, placements, internships and collaborative activities and funding. Whilst it is always worth keeping an eye on the NERC GW4+ DTP website for all the latest on training and funding opportunities (<http://nercgw4plus.ac.uk/>) this handbook is designed as a one-stop guide to the financial and practical information you might need to make the most of your time with the NERC GW4+ DTP.

The NERC GW4+ DTP is funded by the Natural Environment Research Council, and allocated 28 studentships annually. The NERC GW4+ policy and procedures for funded students are governed and stipulated by the Terms and Conditions of Research Council Training Grants. You can read more about these at: <http://www.rcuk.ac.uk/funding/grantstcs/>

## NERC GW4+ DTP Governance Structure

The NERC GW4+ DTP has a **Management Board**, which has overall strategic responsibility for the DTP and an **Operations Board** which implements policy decided upon by the Management Board and acts as a link between partner institutions and the DTP Administrative Hub. Both Boards meet quarterly.

The NERC GW4+ DTP also has a **Research Theme Board** which includes three academics active within the three research themes of Changing Planet, Living World and Solid Earth who serve as **Research Theme Leaders**, responsible for the development of the academic and training activities of the DTP.

The NERC GW4+ DTP also has an **External Advisory Board** (EAB), which manages the relationship between the DTP and its Associate Partners who are industrial, commercial, governmental, scientific and museum organisations.

The NERC GW4+ DTP has four voluntary **Student Representatives** who are 2nd year students registered at the four GW4 universities (which include students based at research organisations). The Student Reps meet bi-annually with the DTP Hub and are invited to represent student interests and opinion at management board meetings. Student Reps hold the position for a year after which the Deputy Student Reps take over the position. The Deputy Student Reps are 1st year students elected in December each year, whose task is to shadow the Student Rep until the Easter vacation before taking on the role of Student Rep.

Full membership of the Boards can be found at: <http://nercgw4plus.ac.uk/programme/governance/>

## Key Contacts

The NERC GW4+ DTP central team will be happy to help you and answer any questions you might have regarding funding and allowances, placements, collaboration opportunities, and NERC GW4+ DTP events and training.

The main contact email address is: [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk)

The NERC GW4+ DTP team are:

Professor Paul Valdes – Director

Dr Carl Palk – Manager

Sara Tonge – Administrator

We will always do our very best to help you with any questions you might have about the NERC GW4+ DTP, but please note for academic or pastoral issues, you should liaise with your supervisor in the first instance.

Please contact [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk) if you have suggestions for additions to the handbook or to notify of broken links.

## Communications with Students

As well as visiting the Bristol office and through our general inbox address above, NERC GW4+ students can remain connected via the following means:

- The NERC GW4+ DTP website ([www.nercgw4plusdtp.ac.uk](http://www.nercgw4plusdtp.ac.uk)) has information on events, workshops, training and current news
- Follow us on Twitter @GW4plusDTP or connect with fellow students on the Facebook page [GW4+ PHD Students](#)
- Periodic Newsletters

We will use the university e-mail address given to you at registration as our primary means of contact

## Funding

### Basic Studentships Award

All studentships registered with the NERC GW4+ Doctoral Training Partnership (DTP) for 2017/18 will be eligible to receive the following for 3.5 years:

- A Doctoral stipend, currently £14,553 per annum, index-linked
- A Research Training Support Grant (RTSG) of £11,000 for the whole duration of your studentship
- A Training Budget of £4,000 for the whole duration of your studentship

The NERC will cover fees to the value of the standard home fee which is currently £4,195 per annum.

All students are paid their stipend by the university at which they are registered and student RTSGs and training budgets are managed by the institutions at which they are based i.e. by the university if the student is based at a university or by the Research Organisation if a student is based at a Research Organisation.

### Guidance on the Use of the Research Training Support Grant (RTSG) and Training Budget

#### What are they?

NERC provides funding via the GW4+ DTP for award-holders to receive a Research Training Support Grant (RTSG) and training budget. The former is to pay for research-related expenses identified by the student, supervisor or department and the latter is to allow students to attend training for the duration of their PhD. These funds are held by the organisation at which the student is based i.e. either the university or the research organisation.

#### What costs do they cover?

##### - *Research Training Support Grant*

There is some flexibility in how the grants can be used. Examples of acceptable costs include:

- Lab and fieldwork expenses
- At least one international conference in your field
- Enhanced computer software and hardware (i.e. where locally provided hardware is not adequate for research purposes)
- Publishing costs
- Books and other reading material not available through libraries

##### - *Training Budget*

The training budget can be used to cover costs associated to training within and external to the DTP and work placements examples of costs include:

- Fees for courses run by external providers
- Travel and accommodation for training courses run by the DTP (for which there are no fees for DTP students) and for courses run by external providers
- Accommodation during work placements
- Return travel to the location of the work placement
- Associated visas costs for international work placements

##### - *What costs are not covered?*

Computer hardware should be provided by the organisations at which the student is based, however, exceptions to this rule are where the computational capacity of the computer is not sufficient for the completion of the PhD.

In some instances, the decision on what is an appropriate training opportunity is left to the discretion of the supervisor and student where the distinction between training other activities is not clear e.g. a conference with related training activities or site visits with a training element. In these instances, students should understand that this will deplete their training budgets and, hence, limit their ability to attend any further training opportunities, and it is their responsibility to ensure that they get enough training.

#### Am I restricted to using my RTSG and training budget at the institution at which I'm based?

If students need to use their RTSGs or training budgets in institutions other than the institution at which they are based in the case of co-supervision for instance), students must make arrangements with the DTP at [gw4-plus@bristol.ac.uk](mailto:gw4-plus@bristol.ac.uk) in order to ensure that appropriate budgets are set up within the respective institutions.

#### **How to access your funds**

Students should receive information from their respective institutions during their induction week on the finances system used in the institution and the policies and processes in place for:

- Procurement of goods and services
- Expense claims
- Advance payments for goods and services

Details of the processes for claiming against each of the RTSG and training budgets at respective institutions can be found below.

#### **University of Bath**

Each student will have a unique project code allocated to them by central Finance. This code used on its own will be for claims against the RTSG budget and when appended with an "A" will be for claims against the training budget. The Graduate School will issue this along with guidance once the student is fully registered. Students must quote this project code whenever claiming for an expense or when ordering goods, library services etc.

All orders or claims must be signed-off/processed by the Finance Office Studentships (FOS) team [fos-pgstu@bath.ac.uk](mailto:fos-pgstu@bath.ac.uk), who are responsible for ensuring this meets with the University's purchasing policy as appropriate and that there are sufficient funds available. Supervisors/students must contact the FOS team if they are in doubt as to whether or not an item/service can be covered (**before** they make a purchase).

All claims are now administered via Agresso – see the guidance at <http://www.bath.ac.uk/agresso>

#### **University of Bristol**

The RTSG and training allowances are allocated to an individual studentship account which has a studentship code to use when claiming the allowance. All claims will automatically be taken from a student's RTSG unless it is specified at the time of the claim that it should be taken from their training budgets using the EL3 code 6155 and specifying "training credits" in the descriptor.

#### **Cardiff University**

The RTSG and training allowances are allocated to an individual studentship account and has a finance code to use when claiming the allowance.



Students should contact their local finance office with details of the purchase request and whether they will be claiming against the RTSG or training budgets. University preferred suppliers will be used where possible.

For reimbursement of expenses already incurred, the student must complete an expenses claim form (available from the local finance office) and return it, with proof of payment to their local finance office for approval.

Please note that University financial regulations do not permit you to purchase membership of professional organisations or railcards.

### University of Exeter

Exeter students should discuss with their supervisor the use of the RTSG and Training Credits budgets and plan expenditure accordingly. The RTSG and Training Credits have their own separate account codes and students should be sure that they use the appropriate set of codes as this would determine which budget is being used each time. If you are unsure of which code to use, please contact the PGR Support Office for your College.

### Research Organisations

If you are based at a Research organization, please see below for the primary contact.

#### Primary Contacts for all student finance matters:

- University of Bath: [fos-pgstu@bath.ac.uk](mailto:fos-pgstu@bath.ac.uk)
- University of Bristol: Nick Pollitt [nick.pollitt@bristol.ac.uk](mailto:nick.pollitt@bristol.ac.uk)
- University of Exeter: [doctoral.college@exeter.ac.uk](mailto:doctoral.college@exeter.ac.uk)
- Cardiff University
  - Earth and Ocean Sciences – Christine Williams [WilliamsC4@cardiff.ac.uk](mailto:WilliamsC4@cardiff.ac.uk)
  - Biosciences - Gareth Hurley [HurleyGR@cardiff.ac.uk](mailto:HurleyGR@cardiff.ac.uk)
- BAS – Ali Teague [alag@bas.ac.uk](mailto:alag@bas.ac.uk)
- BGS – Sheryl White [swhite@bgs.ac.uk](mailto:swhite@bgs.ac.uk)
- CEH - Tony Lingard [geolin@ceh.ac.uk](mailto:geolin@ceh.ac.uk)
- NHM – Anna Hutson [a.hutson@nhm.ac.uk](mailto:a.hutson@nhm.ac.uk)
- PML – Clive Turner [cltu@pml.ac.uk](mailto:cltu@pml.ac.uk)

### Other Funding

#### London Allowance

Any student will be spending 12 months or longer in London including any NHM student is entitled to a London Allowance supplement of £2,000 per annum that will be added as a supplement to the student's stipend.

#### Illness

Payment of a studentship can continue for absences covered by a medical certificate for up to thirteen weeks within any 12-month period. If the illness lasts, or is expected to last, for more than thirteen weeks, funding will be suspended.

Students should complete formal process within their respective institutions who will then notify the DTP.

## Maternity and Paternity Leave

Research Council funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave upon approval by the Management Board; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, adoption or shared parental leave.

Individual Universities will advise the student of the terms and conditions under which maternity, paternity, shared parental or adoption leave and stipend is given and what duration of study is required on return to study after such leave for the student to keep the whole value of funding paid during the period of leave.

Students should complete formal process within their respective institutions who will then notify the DTP.

## Disabled Student's Allowance

If you have a disability which means that you incur additional expenditure in connection with your studies, then you may be eligible for an allowance. The allowance can cover costs such as daily expenses and equipment (photocopying and consumables to be claimed through your RTSG), and for non-medical helpers such as support workers, specialist tutors, library assistance and note-takers. The amount of each allowance is not fixed and is determined according to the individual needs of each student. Please discuss your additional support needs with your home institution in the first instance and let the Disability Officer know that you are NERC funded. The NERC GW4+ DTP grant reference is NE/L002434/1.

**Bath:** <http://www.bath.ac.uk/study/ug/services-for-students/disability-advice/index.html>

**Bristol:** <http://www.bristol.ac.uk/disability-services/>

**Cardiff:** <http://www.cardiff.ac.uk/study/student-life/facilities-and-services/student-support/disability-and-dyslexia-service>

**Exeter:** <http://www.exeter.ac.uk/accessibility/>

## CASE studentships

A number of studentships are offered to CASE-partnered projects - projects between GW4+ partners and end-user organisations from the public, private and third sectors. These projects differ in that:

- the CASE partner provides additional financial support of a minimum of £1,000 per annum for a minimum of three years to supplement the stipend of the student;
- the student should be hosted with the CASE partner for between three and eighteen months during their PhD, where they will undertake work outside the academic environment. This placement need not occur in one single period;
- CASE partners are expected to meet the extra expenses incurred by the student when visiting and working within their establishment;
- CASE partners are expected to contribute in cash or in kind towards necessary materials and/or facilities not possessed by the Research Organisation, that are required by the student to undertake research integral to their CASE studentship.

## Studentship agreements

The university at which the student is registered will issue a studentship agreement to the CASE partner and in some instances the student and these should be signed off by all parties. The core terms and conditions of the agreement cover intellectual property ownership and rights, confidentiality obligations, publication and dissemination. Only once agreements have been signed off by all parties will the additional CASE partner contributions be released. This process can take several months to set up and students should contact their supervisors in the first instance to determine progress on the signing of the agreement. When the agreement has been signed by all partners, students will be paid retrospectively for any payments that may be outstanding. Should there be significant delays in processing these agreements, students should contact the DTP hub.

## DTP affiliated iCASE students

Affiliated iCASE students are able to access DTP training events and are invited to the compulsory elements of training (orientation event, autumn school, annual conference and associate partner event) at no extra cost to the student. Access to the foundation researcher training courses will be on a pay-as-you-go basis with students covering course fee, travel and accommodation to the training from their own budgets. Students who would like to be part of the training programme will be asked to fill in a training needs analysis at the start of each academic year where students can identify training needs they may have and an annual training review that will be completed in June of each year. Students will be asked if they would like to join the training programme before they start their PhD programme.

## NERC GW4+ DTP Partners

### Locations

For visiting and accessibility issues for each university and Research Organisation, please see the following links:

University of Bath <http://www.bath.ac.uk/travel-advice/>

University of Bristol <http://www.bristol.ac.uk/maps/>

Cardiff University <http://www.cardiff.ac.uk/visit/map>

University of Exeter <http://www.exeter.ac.uk/visit/directions/>

British Antarctic Survey <https://www.bas.ac.uk/about/contact-bas/>

British Geological Survey <https://www.bgs.ac.uk/contacts/sites/keyworth/home.html> (Keyworth)

<https://www.bgs.ac.uk/contacts/sites/home.html> (Other sites)

Centre for Ecology and Hydrology <http://www.ceh.ac.uk/contact-us>

The Met Office <http://www.metoffice.gov.uk/about-us/contact>

The Natural History Museum <http://www.nhm.ac.uk/visit/getting-here.html>

Plymouth Marine Laboratory [http://www.pml.ac.uk/Contact\\_us](http://www.pml.ac.uk/Contact_us)

### Access to institutions across the GW4+

DTP students will receive visiting status for all 4 GW4 universities upon commencement of their PhD and this will be arranged by the DTP Hub.

- Once registration at the student's lead university is complete, the relevant registration team liaison will notify the NERC GW4+ DTP Administrator, who will liaise with the registration team(s) at the remaining GW4 universities
- Once registration at the remaining GW4 universities is complete, the relevant registration teams will email the student with details of how to register online at the other institutions. Students will also receive an IT username and password as part of the registration process. Student cards will be posted direct to the student.
- For those students working or using facilities with Research Organisations and other organisations, the organisations should be informed of the dates of your intended period of stay at the institution by your co-supervisor at the Research Organisation in order for the appropriate visitor permissions to be set
- Students who commenced their studies before 2017 and who need access to facilities within a GW4 university with whom they are not already registered should contact the DTP Hub [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk) who will facilitate the process

### Access to facilities in other GW4+ institutions

Sharing equipment is subject to the GW4 Charging and Access Policy and students wanting to use specific items of equipment should contact the respective contact within that institution.

### Library Access

The libraries at Bath, Bristol, Cardiff and Exeter all have informative web pages, containing information about opening times, dedicated PG areas (where relevant) and helpful contacts. Please see:

Bath: <http://www.bath.ac.uk/library/>

Bristol: <http://www.bristol.ac.uk/library/>

Cardiff: <http://www.cardiff.ac.uk/libraries>

Exeter: <http://as.exeter.ac.uk/library/>

The Society of College, National and University Libraries (SCONUL), operates various reciprocal access schemes between a large number of higher education libraries of the UK and Ireland. Bath, Bristol, Cardiff and Exeter universities are members of this scheme.

This scheme allows postgraduate students to borrow material from other SCONUL access member libraries. Students must first register with SCONUL by applying online, and be authorised by their home institution. Both home ID card and SCONUL Access authorisation must be presented on each visit.

Research organisations have their own libraries (often with specialist collection) and more details of these can be found below.

## University of Bath

### *Research Facilities*

Due to our unique position as a cross-departmental programme, we have access to an incredibly wide range of diverse laboratories and equipment. Many of the facilities are centrally managed by the [Microscopy and Analysis Suite \(MAS\)](#) and the [Chemical Characterisation and Analysis Facility \(CCAF\)](#) with a wide range of techniques available and staffed by dedicated research officers. Services are also provided by the [Milner Centre for Evolution](#) including the [Milner Genomics Centre](#).

Facilities also exist in the engineering departments through the research unit for [Water, Environment and Infrastructure Resilience \(WEIR\)](#) and the [Centre for Space, Atmospheric and Oceanic Science](#)

### *High Performance Computing*

[High Performance Computing](#) PC is provided for the use of researchers at the University of Bath Contact your [departmental HPC Champion](#), who will be able to talk to you about the HPC and give you access to the low-priority free queue so that you can have a look around. After that, if you find that you need resources you may want to consider paying for access to the higher priority queues, which allow larger and longer-running jobs. If you decide that you need to do this, you should contact the [HPC support team](#).

### *Study facilities*

The University of Bath offers dedicated postgraduate workspace areas in the library, which is open 24 hours, 365 days of the year. The workspace can be found on the east side of Level 5, L5.07, and has 12 high-spec PCs; you can enter the room using your library card. There are also bookable work rooms on levels 1, 2 and 4 of the library.

The new Graduate Commons on levels 4 And 5 in 10 West is a dedicated space for postgraduate students in all disciplines and includes a variety of individual and group workspaces across nine rooms.

<http://www.bath.ac.uk/locations/graduate-commons/>

There are a number of places to eat and drink on the Bath campus; the Claverton Rooms are reserved for postgraduate and staff use only. These are regularly used not just for refreshments, but as informal meeting space.

Bath also hosts a Graduate Centre, which has formal and informal work and meeting spaces, a kitchen and printers and copiers. For more information on opening hours and access, please visit:

<http://www.bath.ac.uk/students/support/learning-resources/gradcentre/>

## University of Bristol

### *Research Facilities*

Facilities are shared between the four schools of Earth Sciences, Geographical Sciences, Biological Sciences and Chemistry. Links to the facilities can be found below:

Earth Sciences	Geographical Sciences	Biological Sciences	Chemistry
<ul style="list-style-type: none"> <li>- <a href="#">Aqueous and Environmental Geochemistry</a></li> <li>- <a href="#">Biogeochemistry</a></li> <li>- <a href="#">Bristol Isotope Geochemistry</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Geochemistry lab</a></li> <li>- <a href="#">TRACE (Test Rig for Advancing Connectivity Experiments)</a> a state-of-the-art, large-scale</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Bristol Genomics Facility</a></li> <li>- <a href="#">Experimental glasshouses</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Nuclear Magnetic Resonance (NMR)</a></li> <li>- <a href="#">Mass spectrometry</a></li> <li>- <a href="#">X-ray crystallography</a></li> <li>- <a href="#">Electron and scanning probe microscopy</a></li> </ul>

<ul style="list-style-type: none"> <li>- <a href="#">Experimental Petrology</a></li> <li>- <a href="#">Geology collections</a></li> <li>- <a href="#">Geophysics</a></li> <li>- <a href="#">Geophysical fluid dynamics</a></li> <li>- <a href="#">High Performance computing</a></li> <li>- <a href="#">Microbeam</a></li> <li>- <a href="#">Palaeontology Labs</a></li> </ul>	<p>artificial hillslope and accompanying rainfall simulator.</p>		<ul style="list-style-type: none"> <li>- <a href="#">Microanalytical laboratory</a></li> <li>- <a href="#">Chemistry library</a></li> </ul>
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### High Performance Computing

Students can also access facilities at the [Advanced Computing Research Centre](#) and the university's High Performance Computing (HPC) machine for running jobs that takes several days or longer to run a job on their desktops. Applications from postgraduates are welcomed, but their supervisor will need to apply first and obtain a project code. Anyone wishing to be added to an existing project will need to know the project code.

### IT support

The University provides students with a wide range of IT facilities. They are managed by IT Services, based in the Computer Centre on Tyndall Avenue. See the IT Services web site: <http://www.bristol.ac.uk/it-services/> for information and guidance on a variety of IT topics including advice for new students.

### Study spaces

You'll find study spaces across the University, for quiet study, group-working or in a more social setting. Over 2,000 PCs are available for you to use, including those in our study spaces with 24-hour access.

More details of facilities can be found here: <http://www.bristol.ac.uk/study/postgraduate/study-at-bristol/facilities/>

## Cardiff University

### *Facilities*

<i>Earth and Ocean Sciences</i>	Biosciences
<ul style="list-style-type: none"> <li>- <a href="#">3D Seismic Laboratory</a></li> <li>- <a href="#">Electron Microbeam Facility</a></li> <li>- <a href="#">Terrestrial Laser Scanner</a></li> <li>- <a href="#">RV Guiding Light</a></li> <li>- <a href="#">Palaeoclimate and climate systems facility</a></li> <li>- <a href="#">Element Analysis</a></li> <li>- <a href="#">Microscopy and Imaging Facility</a></li> <li>- <a href="#">Geochemical Preparation</a></li> <li>- <a href="#">Rock Preparation</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Bioimaging research</a></li> <li>- <a href="#">Experimental MRI Centre (EMRIC)</a></li> <li>- <a href="#">Single Cell Analysis Research</a></li> <li>- <a href="#">Small Molecule Research</a></li> <li>- <a href="#">Plant Technology Research</a></li> <li>- <a href="#">Protein Technology Research</a></li> <li>- <a href="#">Genomics Research</a></li> </ul>

### High Performance Computing

[Advanced Research Computing @ Cardiff \(ARCCA\)](#) supports Raven the High-Performance Computing (HPC) cluster that can be accessed from anywhere with an internet connection. To request access to the Raven supercomputer computer students should contact [arcca@cardiff.ac.uk](mailto:arcca@cardiff.ac.uk)

### Study facilities

Exclusive spaces for postgraduates are available at both the Cathays Park Campus and the Heath Park Campus. For both zones, access is restricted to postgraduate students by University identity card

At Cathays Park, the Postgraduate Study Zone is on the third floor of the Students' Union Building. Open from 08:45 to 21:30, Monday to Friday, and 10:00 to 17:30, Saturday and Sunday, it offers group and individual study spaces, a computer room, and lockers. Immediately adjacent to the Study Zone is the Common Room, open to all students with informal furniture, Freeview TV, microwave and hot drink making facilities.

At Heath Park, the Postgraduate Study Zone is on the second floor of the Medical School Building and is available 24/7. In addition to a study area, there is an informal space with sofas, Freeview TV, a microwave, and hot drink making facilities.

## University of Exeter

### Research Facilities

Research facilities of the College of Life and Environmental Science and the College of Engineering, Mathematics and Physical Sciences span the Exeter and Penryn campuses

Biosciences	Geography	Camborne School of Mines
<p><b>Facilities in Exeter</b></p> <ul style="list-style-type: none"> <li>- <a href="#">Exeter Sequencing Service</a></li> <li>- <a href="#">Mass Spectrometry</a></li> <li>- <a href="#">Bioimaging suite</a></li> <li>- <a href="#">Systems Biology cluster</a></li> <li>- <a href="#">OmniLog Phenotype Microarray System</a></li> </ul> <p><b>Facilities in Penryn</b></p> <ul style="list-style-type: none"> <li>- Molecular biology laboratories</li> <li>- Metabolomics laboratory</li> <li>- <a href="#">Environment and Sustainability Institute</a>.</li> </ul>	<p><b>Facilities in Exeter</b></p> <ul style="list-style-type: none"> <li>- Experimental area</li> <li>- <a href="#">wildFire Lab</a></li> <li>- Clean room</li> <li>- Analytical instrument laboratory</li> <li>- Analytical wet laboratory</li> <li>- Microscopy Laboratory</li> <li>- Environmental magnetism laboratory</li> <li>- Sample preparation</li> <li>- Radiometry laboratory</li> </ul> <p><b>Facilities in Penryn</b></p> <ul style="list-style-type: none"> <li>- Sedimentology laboratory</li> <li>- Palaeoecology laboratory</li> <li>- IT Suite</li> </ul>	<p><b>Facilities in Penryn</b></p> <ul style="list-style-type: none"> <li>- Chemical, imaging and mineralogical facility (CIMF)</li> <li>- Surveying equipment</li> <li>- Minerals engineering</li> </ul>

### High Performance Computing

[Isca](#) is the University's HPC environment and Isca is available free of charge to all research groups on all campuses. All research active staff are able to access Isca, from any University of Exeter campus or via a VPN connection. To submit a job, users should be associated with a research project. Projects can be at any stage i.e. pre-award concepts through to post-award. The HPC system is linked to the University's Research Projects Database (PAC) and so when PI's and Col's access Isca they are automatically associated with their projects.

In the case where individuals are not yet associated with a project, e.g. a new Ph.D. student, then they can be added to the project record in PAC or the PI can add them to their group within the HPC system, see the [Isca wiki](#) for more information.



### *Study Facilities*

At the Streatham Campus, many of the departments house postgraduate-only study spaces, common rooms or computer rooms in addition to centrally based dedicated postgraduate PC clusters. Visit your [department of interest's](#) website or contact them for details.

At the Penryn Campus, as well as excellent social facilities including a fully-equipped gym and fitness studio, postgraduate students benefit from a dedicated modern IT suite.

## **British Geological Survey**

BGS operate and maintain a wide range of state-of-the-art laboratories and other facilities. These facilities, managed under the Laboratory Facilities Programme, underpin virtually all of BGS's diverse range of core and commissioned research programmes. For use of these facilities, contact details can be found at the links below

- [BGS laboratory capability](#) - Fluid processes, Geochemistry, Geotechnics and geophysics, Mineralogy, petrology, microanalysis and imaging
- [Geophysical observatories](#) - BGS operates three magnetic observatories in the UK.
- [3D visualisation facility](#) - National geological model, downloads, services, modelling systems, teaching and learning
- [Marine operations & engineering](#) - Coring and drilling operations, geophysical surveys, sea-bed sampling, Loch, lake and inshore surveys
- [Borehole geophysics](#) - Routine and specialist geophysical logging in both open and cased holes for a wide range of hydrogeological purposes
- [NERC earth science facilities](#) - NERC provides world-leading scientific facilities, research ships, aircraft, analytical facilities, satellite data processing, supercomputers and specialist equipment
- [Remote sensing laboratory](#) - This team utilises a wide range of earth observation techniques across applications
- [BGS Biostratigraphy Laboratories](#) - Our two laboratories constitute essential sample preparation facilities in palynology and micropalaeontology and [BGS palaeontological collections](#) - some of the UK's finest reference collections
- [National Geoscience Data Centre](#) (NGDC) collects and preserves geoscientific data and information, making them available to a wide range of users and communities. NGDC is recognised as the NERC Environmental Data Centre for geoscience data.

If you have any questions please contact [ngdc@bgs.ac.uk](mailto:ngdc@bgs.ac.uk).

## **British Antarctic Survey**

To carry out our work, British Antarctic Survey operates [three research stations in the Antarctic and two on subantarctic South Georgia, and one in the Arctic](#). Research platforms include also two modern ice-strengthened Royal Research Ships and a fleet of specially adapted aircraft and various off-the-shelf and specialised vehicles.

The BAS [Falklands office](#) in Stanley is a gateway to Antarctica, providing vital support to science and support teams, ships and aircraft on their way to and from Antarctica.

[BAS Cambridge](#) is the centre for coordinating and managing polar science and operations. Offices, science and engineering laboratories, as well as controlled environment facilities provide the focal point for UK's polar research effort. Science facilities include:

- an [aquarium](#),
- [biology labs](#) for the chemical and elemental analysis of biological samples, including liquid and gas chromatographic separations and CHN analyses, facilities for the sorting and preservation of samples, and a Scanning Electron Microscope (SEM) and microscope facility.
- [Controlled environment facility](#) for storage of preserved Antarctic biological specimens.
- [Geology labs](#) - BAS has one of the largest collections of Antarctic rocks and fossils in the world. The unique and irreplaceable collections contain over 200,000 specimens from Antarctica and the sub-Antarctic Islands collected over the last 75 years for a variety of geological disciplines such as petrology, mineralogy, sedimentology, palaeontology, micropalaeontology and palynology.
- [Ice chemistry labs](#) - facilities allow ice to be stored, processed and analysed, using a number of analytical chemistry techniques (e.g. ICP-mass spectrometry and Fast-ion chromatography)
- [Micro- Molecular Labs](#) - Antarctic Genomics Laboratory (AnGel) is used for the extraction of DNA and RNA from biological samples and microbiology labs are used for work with microbial cultures, terrestrial samples such as soils, mosses, lichens and liverworts, and environmental samples such as water or snow.

## Centre for Ecology and Hydrology

The facilities below are used to further CEH science. For information about access, please contact the individual facilities below.

- Centralised Analytical Chemistry Group (the facility consists of four principal areas of expertise)
  - [Metals](#)
  - [Nutrients](#)
  - [Organics](#)
  - Stable Isotopes
- [Solardomes and ozone field release system](#) - at CEH's Bangor site is used to research the effects of air pollution, particularly ozone and nitrogen, on vegetation such as crops, trees and grasslands.
- [GroDome](#) - allows scientists to conduct research on habitats under strictly controlled conditions. Each of its eight separate compartments can precisely manipulate light and temperature, acting as unique experiment sites.
- [Gamma facilities](#) - laboratory has ten hyper-pure germanium detectors used for determining gamma emitting nuclides such as <sup>137</sup>Cs, <sup>134</sup>Cs, <sup>131</sup>I and <sup>40</sup>K in a variety of environmental sample geometries and matrices
- [Bangor Analytical Chemistry Labs](#) - provide analysis in response to event samplings of freshwater catchments in north Wales, and the preparation and analysis of soil and peat samples collected from across Wales as part of the Glastir Monitoring and Evaluation Programme.
- [Automatic Lake Monitoring Buoys](#) - maintain six automatic lake monitoring stations within the UK (four in Cumbria, Loch Leven in Scotland and Llyn Conwy in Wales).
- [Aquatic Mesocosm Facility](#) - 35 isolated tanks equipped with sensors to measure water temperature, dissolved oxygen and solar radiation.
- [Wallingford Analytical Chemistry Laboratories](#) - provide high quality chemistry data for the [Thames Initiative project](#)

CEH also manages many different research facilities with NERC:

- [NERC Biomolecular Analysis Facility](#) - provides access to high-level genomics, metabolomics and bioinformatics provision through its five nodes
- [Life Sciences Mass Spectrometry Facility \(LSMSF\)](#) - NERC maintains three Facility nodes for the

provision of organic and light stable isotope ratio mass spectrometry to the UK life sciences community

- **Facility for Environmental Nanoscience Analysis and Characterisation (FENAC)** - facility aims to produce reliable data analysing nanoparticles under realistic conditions for the better understanding of biological and environmental impacts of manufactured nanoparticles.

## The Met Office

Holding one of the country's most comprehensive collections on meteorology, the library and archive are vital for maintaining the public memory of the weather, storing meteorological records and facilitating learning.

Students can find details of all their holdings on their [online catalogue](#) and can visit the library at any time during their opening hours and the archive by appointment only.

### *High Performance Computing*

Based at Met Office HQ and at a new site on Exeter Science Park, the Cray® XC40™ supercomputer will be the largest operational supercomputer for weather and climate in the world. At full capacity (by Spring 2017), it will have 1.6 petabytes (1.6 million gigabytes) of memory.

### *Data provision*

Students with no co-supervision with the Met Office and who require access to data held by the organisation should be directed to the enquiries desk: [enquiries@metoffice.gov.uk](mailto:enquiries@metoffice.gov.uk). Requests for data will be taken on a case by case basis and the enquiries desk will advise on the procedure for accessing data.

The Met Office also runs the service [Met Office DataPoint](#) that provides third parties with access to the Met Office's Public Sector Information (PSI) data sets using an Application Program Interface (API).

## The Natural History Museum

The Museum's 80 million specimens form the world's most important natural history collection covering botanical, entomological, zoological, palaeontological and mineralogy collections as well as 1.5 million books, manuscripts and artworks used for scientific, historical and humanities research within their Library and Archives collection.

The Museum's collections are spread across three sites:  
South Kensington in London - housing most staff and collections  
Tring in Hertfordshire - housing the Bird Group and collections  
an off-site storage facility in Wandsworth, south London

### **Support offered to DTP students**

The NHM can provide students with

- access to the collections
- an area for you to work
- locating material in our collection
- locating relevant literature
- providing them with basic tools and a microscope where possible
- facilitating any loan requests that have resulted from a visit
- providing them with access to any facility that they have asked to use and agreed to pay for under the facilities charges, such as the [Imaging and Analysis Centre](#).

To access these facilities, students who are co-supervised at the museum should first fill in an [approved borrower application form \(student version\) PDF \(40KB\)](#) with their supervisor to gain approved borrower status.

Students who are not co-supervised by the museum must first [contact the appropriate collections manager](#) to act as a host and then submit an [approved borrower application form PDF \(39.7KB\)](#). Students who wish to work in the collections should apply at least two months before any anticipated visit.

Full details of how to access the facilities can be found here: <http://www.nhm.ac.uk/our-science/collections/accessing-collections.html>.

Students should bring your own equipment if possible - for example microscope, computer, or camera. PCs are available on a limited basis for word processing, email and internet access. In some areas we also have wireless access. Charges apply to the use of copiers and colour printers.

## Plymouth Marine Laboratory

Resources and infrastructure, such as ships, buoys and mesocosm facility, provide our scientists with the tools to conduct meaningful research. Investment in a state-of-the-art lecture facility also enables our scientists to share their knowledge and findings with fellow scientists, key stakeholders and the wider public.

Facilities include:

[Buoys](#) - Autonomous data buoys collect data on a wide range of chemical, physical and biological aspects of the Western English Channel as part of the [Western Channel Observatory](#), one of the longest time-series in the world and important biodiversity reference site.

[Mesocosm](#) - The mesocosm facility provides scientists with an unparalleled opportunity to conduct research on a variety of topics, including ocean acidification, in a controlled aquatic environment, which closely simulates natural conditions.

[Research vessels](#) - We maintain and operate two vessels that support multiple research projects and long-term monitoring activities, such as the [Western Channel Observatory](#).

## Mature Students and Students who are Parents and Carers

Each university offers information and support for mature students and students who are parents and carers. Please follow the links below for your institution.

**Bath:** <http://www.bath.ac.uk/study/pg/support/index.html>  
<http://www.bath.ac.uk/students/finance/funding-advice/additional-financial-responsibilities/index.html>  
<http://www.bath.ac.uk/students/finance/funding-advice/managing-money/index.html>

**Bristol:** <http://www.bristol.ac.uk/study/mature/> <http://www.bristol.ac.uk/study/parents/student-parents/>

**Cardiff:** <http://www.cardiff.ac.uk/learn/widening-access/mature-students/>  
<http://www.cardiff.ac.uk/study/student-life/facilities-and-services/student-support/equality-diversity-and-inclusion>

**Exeter:** <http://www.exeter.ac.uk/newstudents/supportandservices/studentswithfamilies/>  
<https://www.exeterguild.org/advice/05-studentparents/>  
<https://www.exeterguild.org/societies/EMS/>



## Associate Partners

Twenty-four associate partners represent the full range of employers of NERC science PhD graduates. Each associate partnership has been carefully developed through consultation and most have existing relationships with hosting partners, primarily in the area of PhD student training and funding.

All associate partners are stakeholders in enhancing training of PhD graduates and see the DTP as a vehicle to refine and strengthen that training in response to evolving demands. Associate partners are committed (where appropriate) to providing workplace secondments, CASE support for relevant projects, student training opportunities, career-fair representation and membership of an Advisory Board.

AECOM	National Museum Wales	Taylor & Francis Publishing
Astra Zeneca	National Nuclear Laboratory	ThermoFisher Scientific
BHP Biliton	National Wildlife Management Centre (Animal & Plant Health Agency)	Unilever
Cefas	Natural England	Welsh Government
Cornwall Council	Natural Resources Wales	Wessex Water
Environment Agency	RSPB	Willis Research Network
FERA	Sellafield Ltd	
Marine Biological Association	Shell	
National Botanic Garden of Wales	Syngenta	

## Training

NERC GW4+ DTP students have access to training through the postgraduate schools at Bath, Bristol, Cardiff and Exeter, NERC research centres and other DTP partners, DTP Autumn School, Associate Partner Event and foundation researcher training courses and NERC training and workshops, advanced training and courses provided by external providers. The training budget provided with each studentship provides additional support to students

## Induction

Students will be expected to attend an induction event at the university at which they are registered at in September. Students at Research Organisations will also receive an induction at their respective organisation. The DTP also runs an orientation event following the university induction weeks and all DTP students are expected to attend. The orientation event brings together all DTP students starting that year for the first time.

## GW4 Universities

Postgraduate research students benefit from access to skills training and resources from across the four institutions. Programmes are informed by the [Researcher Development Framework \(RDF\)](#), which was developed by Vitae, in consultation with HEIs across the UK and the public and private sector, and describes the knowledge, behaviour and attributes of successful researchers. Programmes are structured according to the four 'domains' or categories laid out in the RDF: Knowledge and intellectual abilities; personal effectiveness; research governance and organisation; and engagement, influence and impact.

Follow the links to view the available options and contact the relevant office for more details. In your email please state what session you wish to attend as well as your full name, course of study, university and student ID number. In the subject line, please put: 'GW4 attendance at [*name of workshop or event, date of workshop or event*]'

Priority will be given to each university's own students.

### *University of Bath*

The University of Bath runs a PGSkills programme, aimed at both personal and professional development. These consist of courses and workshops to develop both research and transferrable skills. The core areas covered by the courses are:

- Knowledge and abilities to complete your doctorate
- Engagement, influence and impact
- Career development

For more information on the courses on offer, dates and times, please visit:

<http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/>

### *University of Bristol*

The Bristol Doctoral College (BDC) is dedicated to supporting the personal and professional development of all postgraduate research students, providing a hub of information and resources to help you get the most out of your time at Bristol.

The BDC organises university-wide events such as the Festival of Postgraduate Research and the Three Minute Thesis Competition specifically designed for researchers to develop communication skills, raise awareness of their work, and meet other researchers from across the University.

Alongside the specialist training you will receive in your own faculty, the BDC oversees the University's central Personal and Professional Development (PPD) programme for postgraduate research students. This includes over 160 interactive workshops, seminars and resources covering everything from 'Planning and Managing your PhD' and 'Writing quality papers' to 'Mindfulness workshops' and 'Developing a social media strategy'.

The full central PPD programme is available on the BDC website: <http://www.bristol.ac.uk/doctoral-college/ppd/whats-available/>

#### *Cardiff University*

The Doctoral Academy Programme is designed to offer you opportunities to develop the skills you need to complete your research degree on time and to enhance your employability. It incorporates generic personal and professional skills and discipline specific skills, and is organised by the Doctoral Academy.

For more information on the courses on offer, dates and times, please visit:

<http://www.cardiff.ac.uk/ugc/training/university-graduate-college-programme>

#### *University of Exeter*

The Researcher Development Programme at the University of Exeter is for doctoral and post-doctoral researchers, to enhance the professional skills associated with undertaking higher level research projects. The programme is aimed at assisting students to complete their research project on time, and to progress in their chosen career. The Research Development Team can help you through workshops, courses, careers guidance and funding to help you design your own development programmes.

For more information please visit:

<http://as.exeter.ac.uk/rdp/postgraduateresearchers/pgr-exeter/>

<http://as.exeter.ac.uk/rdp/postgraduateresearchers/pgr-cornwall/>

### **NERC Research Centres (including BAS, BGS and CEH)**

It is the intention of Research centre training to complement the existing training offered by NERC training award holders by providing courses with a low local but high national interest in areas that the Research Centres are highly experienced. These courses will be open to all NERC-funded students and NERC-remit early career researchers (ECRs) and will require payment to cover the costs associated holding this training.

A full list of courses available with full course information can be found here:

<http://www.nerc.ac.uk/funding/available/postgrad/advanced/training/>. The list of available courses will be refreshed by September each year. Students should regularly refer to the NERC research centres programme for upcoming opportunities.

#### *Eligibility*

These courses are open to all NERC-funded students as well as early career researchers working within NERC remit. To qualify as a NERC student, more than 50% of your total eligible studentship costs must be supported by NERC funding. If you are unsure if you are a NERC student, please contact your training grant award holder to discuss this matter.

An early career researcher is defined as an individual working at least 50% within the [NERC science remit](#) and with fewer than 8 years (taking into consideration career breaks, etc.) postdoctoral experience. ECRs can submit forms on their own behalf. Only one ECR may be included on each form.



### *Course registration*

Students will be able to express their interest for courses via the EoI form before the EoI deadline date. Students will be notified 2 weeks in advance of upcoming deadlines for expression of interest for courses by the DTP. For courses organised by the CEH, students should register your interest directly with the organisation at the following link: <https://ceh-online-surveys.onlinesurveys.ac.uk/register-your-interest-ceh-training-course>. Should a course receive enough interest to be held, applicants will be notified directly by the research centre and will be asked to pay either a deposit or the full course fee which will be used to develop the course content. If a course does not receive enough interest for it to be held, all those who registered will be informed.

### *Course costs*

Details of individual course costs can be found within the [Research Centre Postgraduate Training course programme](#).

For courses where there is no deposit indicated, students will be asked to pay the full course cost by a date specified by the course organiser. Applicants will not be permitted to undertake the training if the balance has not been paid to the Research Centre.

Where courses require a deposit, these should be paid by each student wishing to undertake the training. Payment should be made within **TWO WEEKS** of course confirmation to the research centre. These deposits are non-refundable should an applicant no longer wish/be able to undertake the training. Applicants will **only** be refunded this deposit should the Research Centre no longer be able to hold the training course. The remaining balance for each course must then be paid by the date indicated by the Research Centre. Applicants will not be permitted to undertake the training if this outstanding balance has not been paid to the Research Centre delivering the training and the deposit will not be returned in the event of non-payment of final balance.

Unless otherwise stated, Travel and Subsistence costs will **not** be included in the course costs although student's training budgets can be used to defray these costs.

Should a Research Centre receive more interest than available places they will look to expand the course if possible so that all interested students may attend. Should this not be possible, the Research Centres will offer places at their discretion.

### *Contacts*

For queries regarding courses delivered by the Research Centres and payment, please contact the Research Centre delivering the training. These details are included within the course information.

### **The Met Office**

The Met Office College offers a range of scheduled professional courses for meteorological service providers and tailored tuition for industry and the public sector. The new prospectus details their complete range of standard courses and gives you further background information about the College - [2016/2017 Met Office college prospectus](#). DTP students will be expected to pay full course fees for courses that they would like to attend and these can students can pay for these with their training budgets.

The Met Office also arranges occasional postgraduate events and students will be notified of these by the DTP.

## The Natural History Museum

The NHM offers short courses in :

- The application of analytical SEM and EPMA in the earth sciences
- Quaternary palaeoecology
- Molecular diagnostics for species identification and evolutionary analysis
- Taxonomic principles and tools in botanical research
- Taxonomic skills and field techniques for freshwater ecology and quality
- Taxonomy and stratigraphy of Cenozoic planktonic foraminifera
- An introduction to computed tomography: 3D non-destructive imaging for taxonomy
- Integrating molecules with taxonomy and systematics
- Advancing computational and data literacy skills schools for life scientists
- The fundamentals of natural history conservation
- Working safely with natural history collections
- Disaster planning and salvaging - natural history collections
- The fundamentals of integrated pest management
- Advanced integrated pest management

Full details of the courses and how to apply can be found here: <http://www.nhm.ac.uk/our-science/courses-and-students.html>. Students are expected to pay the full course fee for these courses and should use their training budgets to cover these costs.

## NERC Advanced Training

Advanced Training Short Courses (ATSC) support postgraduate training aimed at providing individuals with particular, specialist skills and training within the NERC science remit.

Information concerning ongoing ATSC can be found in the course lists at <http://www.nerc.ac.uk/funding/available/postgrad/advanced/atsc/>. For information on any of these courses, including how to apply to attend, please contact the organisations offering the short course training. NERC advertises information concerning these ATSC via the [NERC Studentships and Training Awards Listserver](#)

## The Environment YES competition

The Environment YES is an innovative competition that gives early career researchers a practical insight into how to commercialise their research and recognise the benefits of industrial collaboration.

Environment YES applicants attend a three-day workshop where they are given training and guidance on innovation, presentation skills, teambuilding, project management, and how to become an entrepreneur. At the end of the workshops, teams present and pitch their ideas for an imaginary environmental start-up company. The winning teams from each workshop are invited to a final where they compete for a prize of £2,500 and an opportunity to attend the [Rice Business Plan Competition](#)- external link in Houston, Texas.

The DTP will support the cost of team entering the competition if a minimum of one member of the team is a DTP student.

More details of the competition can be found here: <http://www.environmentyes.org/>

## DTP Training

### *Expectations of students*

The DTP expects all DTP students to attend the orientation event, autumn school and foundation research training modules that students have registered for. Students are strongly encouraged to attend other DTP events and where students cannot attend, they will be expected to provide a reason for their non-attendance with all information provided to the DTP treated confidentially.

### *Autumn School*

The Autumn School is a compulsory element of training for first years that provides students with the opportunity to discover some of the fundamental research techniques and principles of each other's Research Themes through a series of lectures and field and computer practicals. The school is a one week residential in late November- December that aims to introduce students to working across NERC disciplines. The technical training in the week is supported by complementary training in project management and collaboration. More details can be found here: <http://nercgw4plus.ac.uk/training/autumn-school/>

### *Foundation Researcher Training*

The DTP aims to provide students with a range of foundation courses aimed at earth and environmental scientists at the beginning of their careers. The courses aim to equip DTP students from across all the NERC disciplines with not only the technical skills they require to complete their research but also a firm grounding in how their research impacts in the wider world.

Students are asked to complete a training needs analysis at the start of the academic year which the DTP Hub uses to develop its portfolio of foundation researcher training. The DTP Foundation Researcher courses are aimed at all students or students from either the 2nd or 3rd years. For courses aimed at students from all years, priority is given to students in the first year.

Students should register on the course via the course webpage above and DTP students (including iCASE students) will be given priority for registration until the registration deadline. Only DTP and iCASE students can register via our secured registration system. Should spaces still be available following the registration deadline, the DTP will open the course to non-DTP funded students within the GW4+ institutions and to other national NERC DTP students and these applications should be made directly to the DTP Hub following an invitation by the DTP. Places on the courses are offered on a first come, first served basis and places on courses are limited and we may not be able to offer places to all those who register. Students will be asked to confirm their attendance a month before the start of the module at which point extra places on course may be made available to students on the reserve list.

As DTP organised courses, students funded through the DTP are not charged for the courses, however, course fees do apply for students not directly funded by the DTP (iCASE, Marie Curie, other NERC DTPs, other Research Council DTP students). Course participants will be provided with detailed course information (including venue and timings, accompanying course handbooks and other course materials) two weeks before the course. Students are expected to bring a laptop to the training and where this is not possible they should inform the DTP Hub beforehand at [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk).

### *Other training events*

The DTP organises other compulsory training events on an annual basis including associate partner events and summer training events. As the dates for these can change from year to year due to the availability of venues, students will be informed as soon as possible of the dates and the logistics for those events.

#### Wessex Annual Congress

The two-day Wessex Annual Conference is an annual event, compulsory for NERC GW4+ DTP students, organised by students for students from within the NERC GW4+, Oxford and Spitfire DTPs. The event is an ideal opportunity for students to present their work in the form of posters and oral presentations to peers and also to network and socialise in a supportive environment.

#### *Associate Partners Event*

This event, usually held each year, will be an opportunity for Associate Partners, supervisors and students to set the framework for future collaborations through future CASE projects or work placements and allows Partners, supervisors and students to familiarise themselves with each other's work and to explore potential collaborations.

## NERC GW4+ DTP Work Placements

All 2nd and 3rd year DTP students can receive up to 3 months stipend in addition to their 3.5 years of funding to undertake a work placement of up to 3 months. These placements are to occur in an environment outside of academia such as the science-policy interface, business administration, commercial research and development, publishing and consultancy, and all students are encouraged to secure a placement. Placements are advertised either through the DTP as and when opportunities arise or developed by the students themselves with organisations they would like to work for.

Where students extend their funding for an extra three months, the student must not interrupt/suspend their studies and their thesis must be submitted within the original four year submission date. For some placements, however, organisations may provide students with a salary in line with national employment laws. In this instance students should interrupt/suspend their studies for the duration of their placement and extend their submission date.

The hosting organisation is expected to cover costs directly incurred by the student as part of the placement, although it may be appropriate for the students to use their training credits budget to defray some of these costs i.e. accommodation costs at the organisation's location, travel to and from the registered University to the organisation location and travel visa costs (if required) whether the placement is DTP-funded or otherwise.

### Process

For placements advertised by the DTP, the application process will be set out in the advert. For placements identified by students, students should:

1. Identify a host organisation and develop a time defined project that capitalises on the student's knowledge and expertise
2. Submit a job description form to the DTP for approval by the Research Theme Board
3. Once approved, placement agreements will be issued for signing by student, registered university and placement organisation
4. Once signed, students will receive a confirmation email and student contact information form to be sent back to the DTP Hub one week after the start date of their placement.
5. Supervisors will be expected to maintain contact with the students during their placement either in person, by telephone or virtually.
6. Students will be asked to submit a placement feedback form to the DTP Hub following the end date of their work placement and students may be asked to present their work placement opportunities at the DTP annual conference or other associated events.

Forms and details of placements can be found here: <http://nercgw4plus.ac.uk/engagement/work-placements/>

### The Research Council UK Policy Internships Scheme

Each year the Research Council Policy Internships Scheme provides an opportunity for PhD students funded by the UK Research Councils to work for three months in one of a selected group of highly impactful organisations relevant to UK policy. Internships are awarded to both parliamentary and non-parliamentary organisations. This is a competitive scheme open to all RCUK funded students across the UK.

Further information - <http://www.rcuk.ac.uk/skills/policy-internships-scheme/>

Students should submit their funding and permissions forms signed by themselves and supervisor in any

format by email to the DTP Hub. Upon receipt of their application, University of Bristol finances will sign off on the forms and these will be returned to the student for submission. **All requests from students must be received at least 3 working days before the deadline date.**

Successful applicants must notify the DTP of the period that they will be undertaking their placements.

#### **Guidance on claiming expenses for policy placements**

Students can claim back expenses for reasonable additional rent, one-off return travel at the start and end of your internship and commuting costs (if you claim for rent, you will not be able to claim for daily commuting expenses and vice versa) as outlined in the [RUCK Travel, Subsistence and Expenses policy](#).

Claims should be made directly to the institution at which the student is based and students should be provided with appropriate guidance for claiming these costs, including claiming back for accommodation costs in advance from the institution at which they are based.

## Regulations relating to your studies

### Progress Monitoring

The regulations of the university at which the student is registered will apply to students.

Detail on these can be found by following the links below:

#### University of Bath:

- Codes of Practice (in particular QA7) at <http://www.bath.ac.uk/quality/cop/statements.html>
- Regulations (in particular Reg.16) at <http://www.bath.ac.uk/regulations/>

#### University of Bristol:

- <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

#### Cardiff University:

<http://www.cardiff.ac.uk/public-information/quality-and-standards/postgraduate-research>

#### University of Exeter:

<http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/>

Regulations <http://www.exeter.ac.uk/staff/policies/calendar/part1/>

Any complaints will be dealt with by the university in accordance with its regulations. Where the complaint concerns the second university, written notification will be sent promptly to that institution. Ultimate responsibility to resolve complaints will rest with the lead university.

### Suspensions/Interruptions of study and extensions

The DTP does not encourage the suspension of studies unless for maternity and paternity leave, medical leave or for some work placements. Occasionally, opportunities arise for students that would take the student away from their project for a length of time. If the student has their supervisor's approval to suspend their studies to allow them to take up the opportunity, then this is permitted. Where suspensions are agreed, total periods of suspension must not normally exceed one calendar year during the lifetime of the award. The process for the interruption or suspension of studies is managed locally via the student's registered university's postgraduate administration, however, DTP students should inform the DTP Hub at [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk) if they intend to suspend their studies providing us with their reasons and the date of their suspension.

### Student Transfer

Transfers to other HEIs or Research Organisations may be arranged where they are essential to the student's training, e.g. when a supervisor is moving and no appropriate alternative supervision is available. Supervisors should contact the DTP at [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk) where a student transfer is envisaged, for approval by the Management Board. Once approval has been granted, the supervisor will be provided with the range of transfer options for that particular student that will take into consideration how the studentship is funded and where the studentship would like to be transferred.

### Change of mode of study

The DTP approves a change in the mode of study from part-time (50%) to full-time (100%) or vice-versa with possible reasons for a change of mode of study including changes in a student's personal or employment circumstances.

We will not agree:

- more than one change of mode of study during any one studentship.
- a change of mode of study in the final six months of a studentship.

Students should apply for changes in mode of study through their university administrations.

### **Withdrawal from the DTP programme**

Unfortunately, PhD study is not for everyone and we acknowledge that some students feel that they can no longer continue their studies for a variety of reasons. This is not a decision to be taken lightly, and students must always discuss any difficulties encountered during their studies with their supervisor and/or university support services, before deciding on withdrawal. Termination of studentships is firstly dealt with at the university at which you are registered and students should adhere to local (Research Organisation and/or University) policies and procedures. The student should also inform the DTP of their date of termination by email at [gw4plus-dtp@bristol.ac.uk](mailto:gw4plus-dtp@bristol.ac.uk).



## Publication and Acknowledgement of Support

Students should publish the results of their research in accordance with normal academic practice and the RCUK policy on open access.

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the Research Council, quoting the Training Grant reference number NE/L002434/1.

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

Example 1: 'This work was supported by the Natural Environment Research Council [NE/L002434/1].

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

Example 2: This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [NE/L002434/1]; and the Engineering and Physical Sciences Research Council [grant number aaaa].'

In the case of PhD theses funded by Research Councils, 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. It is expected that metadata in institutional repositories will be compatible with the metadata core set recommended by the ETHOS e-thesis online service.

## Researchfish

All UK Research Councils are keen to collect data showing the impact of their funding – including postgraduate funding. You will be invited to post this in Researchfish – a harmonised Research Council database. If you have any outcomes from your research – collaborations, papers, publications etc. – please post them on [www.researchfish.net](http://www.researchfish.net). You will receive an invitation to this system from ESRC once you are registered.

## Data Protection

Please be aware that your personal data will be used and disclosed for the purposes set out below.

Your personal data will always be processed in accordance with the Data Protection Act 1998. The University of Bristol ("University") will remain a data controller for the personal data it holds, and other universities, research organisations and/or partners ("HEIs") may also become data controllers for the relevant personal data they receive as a result of their participation in the collaborative programme of doctoral training ("Programme").

## Application process

During the application process, the University may need to make certain disclosures of your personal data to third parties to be able to administer your application, carry out interviews and select candidates. These are not limited to, but may include disclosures to:

- the selection panel and/or management board or equivalent of the relevant Programme, which is likely to include staff from one or more other HEIs;
- administrative staff at one or more other HEIs participating in the relevant Programme. Such disclosures will always be kept to the minimum amount of personal data required for the specific purpose.

### **If you become a student on one of the programmes**

If your application is successful and you register on a Programme, the University may need to make further disclosures of your personal data throughout your time on the programme to ensure the effective management of your studies and comply with its obligations to funders. These disclosures may include, but are not limited to disclosures:

- within the group of HEIs to the Programme;
- academic supervisors based at other HEIs;
- to other collaborative parties to the relevant Programme, eg. industrial sponsors and/or collaborators, supervisors from other HEIs, Research Councils (as funders of the Programme);
- to external examiners.

Other disclosures may be made where it is necessary for the administration of your studies.

Accessing your personal data

If you wish to have access to any of your personal data as held by the University, please email: [data-protection@bristol.ac.uk](mailto:data-protection@bristol.ac.uk). There may be a fee of £10 associated with such requests.

### **Contact**

If you have any queries or concerns about the use of your personal data during the application process or your time as a student, please email: [data-protection@bristol.ac.uk](mailto:data-protection@bristol.ac.uk).

### **Intellectual Property (IP)**

Universities usually have policies governing the ownership and licensing of Intellectual Property generated by students and students should direct enquiries to the universities at which they are registered.

### **Research Data Management**

Research data comprises any materials that are collected or created for the purposes of analysis to generate original results. They can be measurements, images, documents, publications in digital or paper format. Each institution has on-line guidance into research data management, please visit the links below.

**Bath:** <http://www.bath.ac.uk/research/data/>

**Bristol:** <http://data.bris.ac.uk/research/>

**Cardiff:** <https://intranet.cardiff.ac.uk/students/your-study/for-research-students/managing-and-sharing-your-data>

**Exeter:** <http://as.exeter.ac.uk/library/resources/rdm/>