Annex I: Associated studentship terms and conditions

Eligibility to apply for associated studentships

Fellows are encouraged to apply for up to two associated studentships provided they meet the following criteria:

- the Fellow is approved to act as a primary supervisor for PhD students and is based within an accredited ESRC Doctoral Training Partnership (DTP) (https://esrc.ukri.org/skills-and-careers/studentships/doctoral-training-partnerships/) or ESRC Centre for Doctoral Training (CDT) https://esrc.ukri.org/skills-and-careers/studentships/centres-for-doctoral-training/) the student(s) will be located in an ESRC-accredited DTP or CDT and they are studying on an accredited pathway.

The Fellow must obtain a letter of support from the Director of the DTP or CDT where the student will be located, which must be submitted with the proposal.

In addition to the ESRC’s core social science research training requirements, students will be required to complete and should have access to generic and transferable skills training at the DTP or CDT they are linked to. Our detailed training requirements are set out in the ESRC Postgraduate Training and Development Guidelines 2015 (https://esrc.ukri.org/skills-and-careers/studentships/doctoral-training-centres/postgraduate-training-guidelines/).

Topic of the studentships

Associated studentships are designed to add value to the proposed research outlined in the Fellowship proposal, whilst providing a clear opportunity for a distinct and independent course of enquiry for the student. The Fellowship should still be viable without the studentship and should have distinct objectives that are not reliant upon the studentship.

The studentship must not be a displacement of the normal research support required for the Fellowship.

Each studentship must be at least 50% within the social sciences.

Funding

Studentships will be available on the following basis:

- For students who already have an MRes or equivalent which meets the ESRC core social science training requirements set out in the ESRC Postgraduate Training and Development Guidelines as assessed by the DTP/CDT (https://esrc.ukri.org/skills-and-careers/studentships/doctoral-training-centres/postgraduate-training-guidelines/) 3.5 years of funding will be available by which time they are expected to have completed their degree. This period is longer than standard ESRC PhD period of funding and reflects the standard length of the Turing PhD Programme.
For those who do not, there will be a requirement for the students to complete an MRes at their host RO before commencing their PhD. Therefore an additional year’s funding will be available, taking the total period of funding to 4.5 years. Additional funding will be provided at the UKRI standard rate for the RO.

The studentship funding will be paid to the Fellow’s RO through their existing ESRC DTP or CDT Doctoral Training Grant and will be subject to UK Research and Innovation (UKRI) Terms and Conditions for Research Council Training Grants which apply to all ESRC Doctoral Training Grants (TGs), and will govern the associated studentships attached to the Fellows. See https://esrc.ukri.org/skills-and-careers/studentships/esrc-students/

Rates

Please note that that to receive the funding outlined below students must meet the residential eligibility requirements set out below.

MRes

- Students required to complete an MRes prior to commencing their PhD will be based at their host RO and paid at the standard ESRC rates. (https://esrc.ukri.org/skills-and-careers/studentships/prospective-students/what-is-an-esrc-studentship-worth/)

Doctoral

- Doctoral stipend: the stipend will be paid at: £20,500 per year (subject to annual increases). This includes London Weighting and is higher than the standard ESRC stipend to ensure it is commensurate with other students at Turing.
- Fees: will be paid at the UKRI level. Current fee levels can be found at https://www.ukri.org/skills/funding-for-research-training/
- The student will be able to claim up to £2,600 for materials/computer purchase. All students are required to purchase a new computer as specified by Turing to ensure compliance with their security requirements.
- The student will be reimbursed by Turing for travel and subsistence to conferences and meetings up to the value of £2,000 a year.
- The student will be able to claim a fixed allowance for travel, and where appropriate, accommodation between Turing and host RO. This may vary depending on the location of the home institution.

Supervision and residency

- The Fellow will be the student’s primary supervisor; secondary supervisors may be from the same RO or other ROs who form part of Turing partner universities.
- Students will be expected to spend the majority of their time at the Institute headquarters at the British Library. Students will also spend time at the RO where they are registered to ensure a rich research relationship over the course of the studentship. The student will be expected to discuss and agree their attendance with their supervisor and Turing, to fit with the programme of research. During the time at Turing, the students will be expected to participate in the relevant training programmes. In 2017-18 this included a minimum of 50 contract hours from an
extensive programme which are taught and assessed within the Institute (see call specification Annex 2 at https://esrc.ukri.org/funding/funding-opportunities/esrc-alan-turing-institute-joint-fellowship-scheme-2018/). Turing reserves the right to change the training programme accordingly and reasonably.

- Turing will be flexible where changes of circumstances may necessitate changes to the model, working with all parties to put the interests of the student first.

### Recruitment process

The Fellow and their RO is responsible for the recruitment of the associated studentships and will need to liaise with the DTP regarding the student's eligibility. This will also be subject to approval by Turing.

All students must meet the ESRC academic and residential eligibility requirements.

#### Academic conditions

- In order to receive ESRC studentship funding the student must have qualifications/experience equal to the standard of a good honours degree at a first or upper second class level from a UK academic research organisation.
- Degree qualifications gained from outside the UK, or a combination of qualifications and/or experience that is equivalent to a relevant UK degree, may be accepted.

#### Residential conditions

To be eligible for a full award (stipend and fees), you must:

- have settled status in the UK, meaning there are no restrictions on how long you can stay
- have been 'ordinarily resident' in the UK for three years prior to the start of the studentship grant. This means you must have been normally residing in the UK (apart from temporary or occasional absences)
- not have been residing in the UK wholly or mainly for the purpose of full-time education. This does not apply to UK and EU nationals.

To be eligible for a fees only award, you must:

- be ordinarily resident in an EU member state, in the same way as UK students must be ordinarily resident in the UK.

Note: These eligibility criteria are based on the Education (Fees and Awards) Regulations 2007 and subsequent amendments. These regulations cover England, Northern Ireland, Scotland and Wales.

Once the students have been identified by the Fellow they will be required to share their details with Turing. An interview will be arranged for the student at Turing (which the Fellow will participate in), following which Turing will confirm whether they will accept the student onto the programme. Where possible the recruitment of ESRC students will be integrated with the main recruitment call at the Turing. If this is not possible then details of the identified student(s) should be shared with Turing no later than 1 March 2019. Fellows can identify more candidates for interview than available studentships and work with Turing to identify the strongest candidate.
Interviews of students will take place in March/April 2019 with decisions confirmed as soon as possible afterwards. Interviews will take place at the Alan Turing Institute in London. Students will be required to commence their studentship on 1 October 2019; delayed starts are not normally permitted as this would prevent students participating in the Masterclass Programme which starts annually in October. Students who undertake an MRes year at the RO will commence their studies at the Turing by October 2019, when the full stipend will be awarded.

Pastoral welfare
In addition to the support students will receive at their host RO the Turing will provide the following:

- **Researcher Development and Training Team**
  The Researcher Development and Training Team will be the first point of contact for students to assist with personal matters, including support with accommodation. They will provide a ‘listening ear’ and then arrange for the students to access the appropriate professional services secured by Turing as described below.

  As part of the induction programme, the student will receive a contact/telephone list of relevant people and details of doctors, dentists, hospitals, etc. The Researcher Development and Training Team will help the student register with these services.

- **FIRSTASSIST**
  Assistance programme (EAP) that provides support regarding:
  - Health and wellbeing information
  - Stress at home or work
  - Financial issues including debt
  - Family and relationship matters
  - Consumer issues

  An EAP is a personal support programme that can greatly assist employers and their staff to achieve a positive balance in life. The service gives access to a range of specialist support and information including:
  - Telephone support ([https://www.healthassured.org/employee-assistance-programmes/telephone-assistance-eap-plus/](https://www.healthassured.org/employee-assistance-programmes/telephone-assistance-eap-plus/)) and advice provided by qualified and experienced therapists
  - Up to six Structured Telephone Counselling (STC) or face-to-face counselling sessions per issue with telephonic assessment used to determine whether STC or face-to-face counselling is most appropriate.
  - Serious illness and accident support
  - Online Health Portal – [www.healthassuredeap.co.uk](http://www.healthassuredeap.co.uk)

  The service is completely confidential and can be accessed via a free phone number and is available 24 hours a day, 365 days a year. The service is available to employees and immediate family members residing at the same address.

- **Graduate Tutors**
Students will have access to a pool of Turing Graduate Tutors, all of whom have experience at their home university of supervising and supporting PhD students. The Graduate Tutors can be contacted by email or telephone for an informal conversation at any point.

• **Welfare meetings**
  All students will have a welfare meeting each term with a member of the Turing academic programme team. The team member will ask questions mainly around supervision and ensure that the student is happy and that there are no problems. The team member keeps a formal record of the meeting and follows up on any questions raised.

• **Disability Officer**
  An HR Manager with special responsibility for disability issues within Turing. The post holder will have previous experience of dealing with individuals with learning and physical disabilities and will develop a close relationship with the organisations that support a relevant disability such as the British Dyslexia Association. The post holder will seek advice from such organisations and support the student to access whatever help is needed.

  If a student has a long-term disability and as a result of that disability they are obliged to incur additional expenditure in connection with their studies, they may be eligible for extra allowances, known as Disabled Students’ Allowance (DSA). All Research Council-funded students are eligible for these allowances. The host RO will be responsible for organising the assessment of students who they believe are eligible for DSA, and will work with the Disability Officer at Turing to ensure the students’ needs are effectively considered at their host RO and Turing.

• **Harassment and bullying**
  The Turing has a policy covering harassment and bullying, a copy of which will be given to students as part of their induction.

• **‘Buddy’ scheme**
  Each student will be allocated a ‘buddy’ from that group of people who will offer help and support to allow them to settle in as quickly as possible. We would hope to match up people with similar interests such as music or art. The students will not be obliged to take advantage of the scheme, but it is there if they want it.

• **Line manager/Supervisor induction**
  Student supervisors will be told during their induction that Turing expects them to refer any Turing-related student issues to the Academic Programmes Team at an early stage so that a plan of action can be agreed.

• **Continuous development**
  As Turing is a new organisation, focus groups will be held to gather information on what we are doing well and what can be improved, so we can tailor the student experience to meet their needs and the needs of Turing.
• **Other benefits**  
Students at the Institute are registered as associate members of the University of London Student Union. This gives them access to the Union’s clubs, societies, courses and training and discounted gym membership.

• **Host organisation contact**  
The Turing Academic Programmes Team expects to build a relationship with a contact point in each university for student welfare. Turing will try to resolve issues in the best possible way for the student and in a timely manner while the student is under our care. We will ensure the welfare contact is kept appraised of the issues as they arise and what action we intend to take for resolution. However, occasionally there will be issues that cannot be resolved at Turing level, and we will in those instances pass the issue to the host university to deal with.