



**AHRC/ESRC Religion and
Society Youth Call
Collaborative Research
Studentships**

Guidance Notes for Applicants



Arts & Humanities
Research Council



November 2007

Quick Glance Guide

Name of Scheme: Religion and Society Youth Call Collaborative Research Studentship Scheme (CRS)

Aims: Collaborative awards are intended to encourage and develop collaboration between Higher Education Institution (HEI) departments and non-academic organisations and businesses.

Collaborative research studentships provide opportunities for doctoral students to gain first hand experience of work outside an academic environment. The support provided by both an academic and non-academic supervisor enhances the employment-related skills and training a research student gains during the course of their award.

The studentships also encourage and establish links that can have benefits for both collaborating partners, providing access to resources and materials, knowledge and expertise that may not otherwise have been available and also provide social, cultural and economic benefits to wider society.

Scheme Format: A HEI and non-HEI organisation collaborate on a project that falls within the arts and humanities and social sciences subject domain and that can provide demonstrated benefits to both partners. The project is carried out by a research student that is recruited by the partners, jointly supervised by members from each partner organisation and who will gain a doctoral qualification by the end of the award.

Level of Grant: The AHRC/ESRC will offer a standard full time doctoral award in line with the AHRC's eligibility requirements. For guidance purposes, in the 2007/2008 academic year a standard full time full-award consists of £12,600 maintenance and a maximum tuition fee contribution of £3,240. CRS award holders also receive an additional payment of £500 per annum.

Cost to Non-HEI: The non-HEI is expected to make an additional maintenance payment to the student which the Council's recommend should be in the region of £1000 per annum. In addition the non-HEI should cover extra costs incurred by the student as a direct result of working in or visiting its establishments.

Duration: Full time award holders will be funded for a maximum period of 3 years and need to submit their thesis within 4 years of the start of the award. Part time award holders are not available under the Religion and Society Youth Call.

How to apply: The partners must jointly complete and submit the application form which can be downloaded from the AHRC website (www.ahrc.ac.uk/religion). Full guidance notes accompany the form but if you have any further questions not answered in the documentation then please contact a member of the Religion and Society programme team (contact details are at the end of the form).

These notes are intended for UK Higher Education Institutions (HEIs) and their partner organisations wishing to apply for a Religion and Society collaborative research studentship. Please read all the information in this guide along with the notes accompanying the application form before completing the application form.

Key features of the AHRC/ESRC Religion and Society Youth Call Collaborative Research Studentship

- Collaboration between a UK higher education institution (HEI) department and a non-academic partner.
- Non-academic partners must normally be UK-based operations, and may be in the private, public or voluntary sectors, typically being industrial, business, commercial, public or government organisations. The partner body's research interests should fall within the domain of the AHRC and/or the ESRC.
- Religion and Society Youth Call collaborative research studentships will be offered on a full-time three year basis, leading to the submission by the student of a doctoral thesis based on the work carried out within the project.
- Students selected for a studentship by the HEI must meet all the usual AHRC eligibility criteria with regard to residency and academic qualifications.
- Collaborative students will receive the standard maintenance grant and tuition fee payments from the AHRC/ESRC, plus a further contribution from the non-academic partner and an additional sum from the AHRC/ESRC. Whilst the scheme is open to 'fees-only' students they will not receive maintenance payments from the AHRC/ESRC and the collaborating organisation would not be required to make maintenance contributions.
- The non-academic partner will be expected, where necessary, to make a contribution to the partner HEI department to cover the provision of necessary resources or materials not already available or possessed by the HEI and to cover extra costs and expenses (such as travel and equipment) incurred by the student as a direct result of working in or visiting their establishments.
- Supervision of collaborative students is the joint responsibility of the HEI department and the non-academic organisation. The lead supervisor should be the academic supervisor, with responsibility for providing high-quality support and training in subject-specific and more generic areas, as well as for monitoring and assessing the student's development and continuing training needs. The supervisor in the partner organisation is expected to ensure the student has access to good facilities and strong support, to help provide high-quality training in work-place and transferable skills and to mentor and train the student with regard to the particular collections, materials or business aspects of their organisation that the student is working on.
- Collaborative students should normally spend a minimum of three months and no more than eighteen months working with the partner organisation during their three-year award. How this is configured will depend on individual projects.
- Collaborative working brings its own responsibilities and all partners, including the selected student, must agree to working with the other partners on the specified project and to collaborate and co-operate at all times.
- Applications for Religion and Society Youth Call collaborative research studentships are to be made through a competitive bidding process separate from the AHRC's annual postgraduate competition, the AHRC's annual Collaborative Doctoral Awards and the ESRC's open CASE collaborative studentships competition. The HEI department and non-academic

organisation make a joint application in February 2008 for an award, and then if successful seek to appoint an appropriately qualified student by the following mid-summer to take up the studentship the following October.

About the scheme

Religion and Society Youth Call Aims and Objectives

The Youth call will further the existing aims of the Religion and Society Programme by:

- developing understanding of religion and society through the thematic focus of religion and youth;
- developing an enduring research field in terms of theory, methods, sources, materials and case studies which will enable comparative analyses to be undertaken;
- exploring new approaches for studying religion, youth and society, including appropriate methods for the analysis of texts, narratives and non-verbal material such as art, music, popular culture, new media;
- promoting effective working between disciplines and building new connections and understandings as outcomes;
- promoting effective working relations between researchers and researched, including the development of user-led research;
- developing interdisciplinary themes and approaches that become embedded in the research agenda and resources of the social sciences and arts and humanities;
- making a significant international impact within the field;
- facilitating exchange between researchers and a wide range of individuals and organisations committed to understanding and promoting knowledge about religion, youth and society, including those in government agencies, public, charitable and voluntary bodies, the creative industries, the cultural sector;
- providing historical perspective;
- providing insights of practical and policy relevance;
- developing the research community by supporting new researchers and integrating them with established ones, including collaborating with researchers in organisations beyond the HE sector;
- contributing to public awareness by disseminating findings and addressing current issues of public concern through outputs directed at a wide audience (including web pages, exhibitions, performances, public lectures and broadcasts);
- encouraging the more effective use of existing data resources, and the development of long-term qualitative and quantitative resources and skills.

Background

1. The studentships offered under the Religion and Society Youth Call are similar to the Collaborative Doctoral Awards already offered by the AHRC and the studentships offered under the CASE scheme by the ESRC. Collaborative awards are intended to encourage and develop collaboration between Higher Education Institution (HEI) departments and non-academic bodies.
2. Religion and Society Youth Call collaborative research studentships provide opportunities for PhD students to gain first hand experience of work outside an academic environment. The support provided by both an academic and non-academic supervisor enhances the employment-

related skills and training a research student gains during the course of their award. Within the Religion and Society Youth call grant holders may be expected to attend one or more workshops at which they will share and discuss their research.

3. At the same time the studentships encourage and establish links that can have the benefits for both collaborating partners, providing access to resources and materials, knowledge and expertise that may not otherwise have been available and also provide social, cultural and economic benefits to wider society.

Who Can Apply?

4. Applications should be made jointly by a department in a recognised HEI and a non-academic organisation from the private*, public or voluntary sector. (*A private sector company is defined as being at least 50% privately owned with a 'wealth creation' base in the United Kingdom).
5. As we are covering the remits of both the AHRC and the ESRC under the Religion and Society Youth Call, we will not restrict eligibility to ESRC-recognised departments.
6. The word 'organisation' is used as a generic term and should be interpreted as widely as possible. Collaborations are encouraged from any thematic areas identified within the Religion and Society Youth Call and with a full range of organisations, bodies and businesses, including the creative, cultural and heritage industries, both large and small and to include sole traders and partnerships.
7. In all cases the non-academic partner must have an operating base in the UK.
8. Please note that a museum or gallery that is part of an HEI or a company or organisation that is deemed to be a spin-off or is supported by an HEI is not eligible to apply in this scheme. Organisations with 'IRO' status can only apply to this scheme as a non-academic partner.
9. There is no limit on the number of collaborative proposals that can be submitted by an HEI and a partner organisation or organisations. Similarly a non-academic organisation may be collaborating with a number of different HEIs.
10. The collaborative proposals will need to identify their fit to the aims and objectives and research themes that have been identified under the Religion and Society Youth Call, and should be in the arts and humanities and/or the social sciences. Selection of applications will not be subject to quota systems and there are no priority areas.

Setting up a Collaboration

11. The first step in setting up a collaboration is to establish who may be a suitable partner for the project. Non-HEI organisations may wish to contact a HEI's Research or Industrial Liaison Office to discuss how their activities may benefit a project or HEIs may seek to find a non-HEI organisation which could utilise a particular area of research or knowledge. HEI departments may also wish to contact this office for

guidance and support and they may be particularly useful with regard to setting up agreements or contracts.

12. Experience in the AHRC's Collaborative Doctoral Scheme has shown that collaborations proposed under the scheme are often based on relationships that have already begun on an informal or ad hoc basis and the CDA scheme then provides the opportunity to formalise these links. This does not mean that there has to be a history of working previously with a proposed partner and with one of the key aims of the scheme being to encourage new links the Councils would also encourage applicants to consider submitting a proposal with a partner that they may not have previously worked with.
13. Collaborative working can be extremely rewarding and exciting but it is not an easy option as it takes effort, hard work and most of all commitment to make it work and to manage it successfully. Partners should not underestimate this in setting up a project and should not enter such a partnership if there is any doubt that they will be able to make that commitment.
14. A good collaborative partnership and project will be one that sets up the framework so a doctoral student can undertake the research with all the necessary support and resources readily available and procedures in place to monitor and manage the project. A student should not be expected to manage the collaboration as well as undertaking their research as this leads to conflict and endangers the continuation of the project.
15. Partners may find it useful to look at the previous collaborations that have successfully applied to the first phase of the Religion and Society Programme:
 - University of York (Centre for Women's Studies) and the Women's National Commission. "Muslim Women in Europe: Ascribed and Adopted Identities in Comparative Literature"
 - University of Durham (Theology and Religion) and The Arbory Trust. "British woodland Burial: its theological, ecological and social values"
 - Cardiff University (Law) and the Roman Catholic Archdiocese of Southwark. "The dialogue between society and religion in the use of professional experts in the Roman Catholic Church, with particular reference to marriage cases"
 - University of Manchester (Religion and Theology) and the BSL Bible Translation Project. "Study and evaluation of a process of Biblical translation and its impact on community identity: a case study in contextual hermeneutics"
 - University of Manchester (Environment and Development) and The Methodist Church. "Methodist Central Halls as public sacred spaces"
 - University of Manchester (Psychological Sciences) and the Birmingham Trust for Psychoanalytical Psychotherapy. "A study of the meaning and function of 'continuing-bond' bereavements"
 - Queen Mary, University of London (English and Drama) and Dr William's Library. "The dissenting academy and the control of education by the state, 1662-1751"

- Cardiff University (Religious and Theological Studies) and the Hospital Chaplaincies Council. "Spiritual Health and Public Policy"

16. It is important that all those involved in the collaboration reach a common understanding of what the project is trying to achieve and are clear about the expectations and responsibilities of each partner. In identifying an appropriate collaborating partner and reaching agreement on the arrangements for the research project, applicants should consider the following:

- Agree what the project is about, will it make a good PhD and what are the wider benefits?
- Does the project meet the needs of both collaborating partners?
- Is it feasible within the period of an AHRC/ESRC studentship?
- Reach a common understanding of language – what do the terms supervisor and training, for example, mean?
- The arrangements for joint supervision
- The arrangements for sorting out confidentiality issues and intellectual property rights
- The means for identifying an appropriate student
- Provision for training, monitoring and review of the student/project
- Provision of and access to the required resources
- Financial commitments, contributions & procedures
- Expected outcomes, timing and availability of research results
- Mechanism for establishing a formal agreement setting out expectations and responsibilities for the above
- Understand that it is an **EQUAL** partnership with mutual benefits

Remember that the student and their doctoral thesis are central to the project. In line with current submission rate policy full-time doctoral award holders are expected to submit their thesis within four years of starting their award. The student must be in a position to present their thesis at this time and non-academic partners must be aware that any restrictions on access to information or data or on publication of such material, may affect a student's ability to submit.

Application and assessment processes

17. The aim of the Religion and Society Youth Call collaborative research studentship scheme is to promote partnerships and research collaboration between academic researchers in the arts, humanities and social sciences and other non-academic bodies and to establish long-lasting and fruitful partnerships. It also enables doctoral students to conduct their research in collaboration with a non-academic organisation, and to gain experience of work outside the academic sphere.

18. Applications to the scheme are made in February 2008 by the relevant academic department in partnership with a collaborating organisation. Those partnerships successful in being allocated one or more collaborative studentships will then be responsible for appointing

appropriately qualified research students, and for informing the AHRC/ESRC of such appointments. The Councils will apply the same AHRC eligibility criteria in terms of the student's residence and academic qualifications as are applicable in the AHRC's annual open competition for doctoral awards.

19. Applicants will be required to demonstrate that a true relationship exists between the partners and that it is an equal partnership with mutual benefits.
20. A lead applicant from both the HEI and the non-academic organisation must be identified and both must have the permission of their Head of Department and their respective organisations to enter into a collaborative working arrangement.
21. The person designated as the lead applicant from the HEI will be deemed by the AHRC/ESRC to accept the overall responsibility for the progress, management and leadership of the project.
22. Partners should not underestimate the level of commitment required in entering into collaborative working arrangements both in terms of the length of the project and the hours involved in supervising the research student. Experience in the Collaborative Doctoral Awards already offered by the AHRC has shown that the supervision of research students does involve an increased workload in comparison to the supervision of a standard doctoral student. In relation to the length of the commitment, partners must be prepared to commit to the project for the full length of the award at least up to the submission of the research students thesis.
23. The academic department and collaborating organisation will be asked to formulate a suitable research topic and then to submit to the AHRC an application form, by the 14 February 2008 closing date, that provides details about the research project and the timetable for completion. This includes information about the field of research and the purpose of the project.
24. Whilst projects need to have definition and focus, the AHRC/ESRC are keen to ensure that the selected student also has some involvement in the final formulation of research questions and methods and such details can be provided later on the student nomination form.
25. Applicants will also be required to provide information about the supervisory and research training arrangements, and about any previous experience either party has of collaborative awards. The application form will ask for information on context, usefulness and possible applications of the research, looking at plans for dissemination and the anticipated outcomes of the research, highlighting the intellectual as well as the commercial or public service benefits envisaged.
26. The application will also provide information about the non-academic organisation's relevant areas of activity and their research activities. The area of activity that is the subject of the collaborative studentship would have to fall within the Religion and Society Youth Call aims and themes.
27. A central element of the application will be the description of the supervisory and training arrangements for each studentship sought and you should be aware that the reviewers will need to be satisfied that provision is on a par with that provided by ESRC recognised outlets and meets the needs of the AHRC Research Training Framework. Details of

the AHRC framework can be found on the website at http://www.ahrc.ac.uk/university_staff/postgrad/research_training_framework.asp

28. Both the academic department and the partner organisation are required to provide reassurance that robust procedures are in place at each to support the student and to appoint a supervisor in each whose area of research expertise is closely related to the student's research topic. Both bodies will have to provide reassurance about the measures in place to deliver research training that is relevant to the student and their topic and to encourage development of key and transferable skills but the academic supervisor will be required to take overall responsibility for the academic progress of the student. Satisfactory information will also have to be provided about the systems for monitoring the student's progress, assessing their continuing development needs, and delivering and reviewing the provision of agreed training. The Council's will also seek evidence that the collaborating organisation will make available to the student any other relevant support and facilities.
29. Members of the Religion and Society Commissioning Panel will assess and grade the applications during March 2008 and the panel will meet in April 2008 to identify which applications are to be supported.
30. The successful applicants will be required to select jointly an appropriate student through an open, competitive process. Once a suitable candidate has been identified, the student and supervisor will be required to provide information on a student nomination form, provided by the AHRC/ESRC, about the eligibility and proposed research of the student for the Council's to approve and for final confirmation of the studentship to be made.
31. The collaborating organisation will normally be required to make an annual payment to the student in addition to the maintenance grant provided by the AHRC/ESRC. Where the studentship is held by a fees-only student the collaborating organisation can choose to pay this additional maintenance payment at their discretion. The collaborating organisation is also required to cover any additional expenses (such as for travel and equipment) incurred by the student as a direct result of working at the partner organisation.
32. The AHRC/ESRC will require the completion of an annual progress report, by the student and both the academic and non-academic supervisors. These reports, which will need to be submitted each summer, will enable the AHRC/ESRC to monitor both the progress of the student and the project/collaboration itself. Continuation of the studentship into the next academic year is dependent upon the annual report showing that satisfactory progress has been made by the student.

Assessment criteria

33. Applications must meet the aims and themes of the Religion and Society Youth Call which are available in the Programme Specification, and can be downloaded from the website (www.ahrc.ac.uk/religion). In addition, the following aims should also be met:
 - to encourage and develop collaboration between HEI departments and non-academic bodies.

- to establish links that can have benefits for both collaborating partners, providing access to resources and materials, knowledge and expertise and which also provide social, cultural and economic benefits to wider society.
- to provide opportunities for PhD students to gain first hand experience of work outside an academic environment, with the student supported by both an academic and non-academic supervisor, and to enhance the employment related skills and training a research student gains during the course of their award.
- to encourage collaborations from any area within the Religion and Society Youth Call aims and themes and with a full range of organisations, bodies and businesses, including the creative, cultural and heritage industries and industrial and commercial businesses, both large and small.

34. Applications for Religion and Society Youth Call Collaborative Research Studentships will be judged by the following assessment criteria. Applicants must demonstrate that:

- The project provides a good fit with the research themes of the Religion and Society Youth Call programme (see Programme Specification at www.ahrc.ac.uk/religion)
- The project provides genuine scope for high quality doctoral research within the relevant subject area.
- The proposed project is achievable within the given timeframe and the collaboration is appropriate and viable.
- There are real and tangible benefits to be gained from the collaboration not only for the academic and non-academic partners and the student but for a wider audience.
- There is real added value in the doctoral research being carried out within a collaborative framework
- There are clear procedures for the recruitment of a suitably qualified student to undertake the research.
- Both the HEI and the partner organisation will ensure that the student receives a high standard of appropriate supervision and that training requirements will be identified, met and regularly reviewed.
- Applications must also provide evidence that: both the HEI and non-HEI organisation have arrangements in place for monitoring the progress of the project and student and that any necessary resources will be made available.
- A partnership agreement will be put in place and issues such as confidentiality and intellectual property rights have been, or will be addressed.

Timetable

35. **The closing date for applications is 14 February 2008.**

36. The results will be announced in **April 2008**. A student nomination form will then be provided for those projects that are successful. Successful applicants will be required to recruit and provide details of their nominated student for each project by **18 July 2008**.

37. Once the AHRC/ESRC has approved the nomination the studentship will be confirmed and will commence on **1 October 2008**.

38. The timetable is as follows:

November 2007	Application materials available on website. HEI Departments and partners start applying for awards.
14 February 2008	Closing date for Religion and Society Youth Call collaborative research studentships.
February 2008 - March 2008	Applications assessed by AHRC/ESRC Religion and Society Commissioning Panel
April 2008	Outcomes announced.
April - June 2008	Successful HEIs and partners advertise and recruit students
18 July 2008	Student nominations received by AHRC.
August-September 2008	Nominations confirmed. Students receive confirmation of studentships from AHRC and student paperwork completed.
October 2008	Religion and Society Youth Call collaborative research studentships begin

Collaborative Studentships

39. Recruitment and selection of a suitable student is the responsibility of the collaborating partners but the nomination of the selected student(s) will be subject to approval by the AHRC/ESRC.

40. Religion and Society Youth Call collaborative research studentships must be held on a full-time basis. Nominated students must meet the same residency and academic eligibility criteria and are subject to the same regulations, terms and conditions as any standard research student funded by the AHRC.

41. Full details of these criteria can be found on our website at the following address <http://www.ahrc.ac.uk/apply/postgrad/> and in the document 'Guide for Applicants for Postgraduate Awards in the Arts and Humanities: Doctoral Awards Scheme' also available on the website. Please note this document is updated in December each year and applies to students intending to begin their studies the following October.

42. Full-time studentships will be for three years' duration, subject to length of funding eligibility rules, leading to the submission by the student of a PhD thesis based on the work carried out within the project.
43. Standard doctoral tuition fees and maintenance grants will be paid by the AHRC/ESRC on behalf of the nominated student. In addition the Councils will make a further maintenance contribution of £500 per annum to the student.
44. The AHRC/ESRC do not require the non-academic partner to make a financial contribution to the academic department with which it is collaborating, but there is a requirement for it to make an additional maintenance contribution to the student.
45. The Council's recommend a minimum of £1,000 per year for the additional maintenance contribution but recognises that this might present difficulties for smaller businesses, charitable organisations and some public bodies therefore some exceptions may therefore be possible. Please contact the Religion and Society programme team if you need to discuss this matter.
46. Fees-only students will be eligible for tuition fee payments from the AHRC/ESRC but not for maintenance grant payments. The AHRC/ESRC will not require the non-academic partner to make additional maintenance payments to such students, but they may do so if they wish.
47. During the studentship a collaborative doctoral student will spend time working in the non-academic organisation's premises. During this time the student must be engaged in activities which are an integral component of the research to be presented in the thesis. The recommended minimum is three months and the maximum eighteen months, although when and how this time is spent will vary according to the nature of the project and is subject to negotiation between the partners.
48. Information on terms and conditions for postgraduate award holders and how awards are administered can be found in the 'Guide for Postgraduate Award Holders in the Arts and Humanities' available on our website: <http://www.ahrc.ac.uk/holders/postgraduate.asp>

For convenience and additional guidance for partners on the operation of collaborative studentships the section specifically for Collaborative Students is attached at the back of this guide in Appendix A. Please note that this information applies to students registered in the 2007-08 academic year. The guide is updated annually and all information and terms and conditions of awards is subject to change.

Glossary

Higher Education Institution (HEI):	An institution that is recognised and funded by one of the four UK higher education funding councils, or an institution whose postgraduate courses are validated by a recognised HEI.
Academic Supervisor:	A member of the teaching or research staff employed by a HEI who is providing academic input, supervision and guidance to the project.
Lead Applicant:	An employee of the HEI who coordinates and submits the application and subsequently has overall responsibility for the management of the project. The lead applicant may not necessarily be the academic supervisor on the project.
Non-academic organisation:	Organisations may be based in any field or area but the project must utilise research in the arts, humanities or social sciences. They also must be a UK-based operation and may be in the private, public or voluntary sectors. Please note that the interests of the organisation may still be academic in nature e.g. a museum or research group, but they should not have degree awarding powers.
Non-academic supervisor:	An employee of the non-academic organisation who will supervise the student in conjunction with the academic supervisor. The non-academic supervisor's role is predominantly to assist with access and information on their organisations facilities that are relevant to the project and to bring the specific expertise of their organisation to the collaboration.
Partners / Partnership:	Refers to the two organisations leading the collaboration i.e. the HEI and the non-academic organisation.
Award:	The award is made to the project so the CRS award holder is the lead applicant at the HEI and their partner organisation.
Studentship:	That granted by the AHRC/ESRC to fund a nominated research student as part of a Collaborative Research Studentship. The studentships are based upon the same eligibility and regulations as a standard AHRC doctoral award.
Project:	The project is the central aspect of the collaboration and will be based upon the activities and research outlined in the proposal section of the application form.
Research Student:	The student who will be receiving financial support (i.e. the holder of the studentship) to carry out the research on the project with the key aim of being awarded a doctoral level qualification by the end of the award

Appendix A

Extract from:

A Guide for Postgraduate Award Holders in the Arts and Humanities: Academic Year 2007-2008

Additional information for Collaborative Doctoral Award (Studentship) Holders

1. If your studentship award has been made under the Collaborative Doctoral Awards scheme the terms, conditions, information and guidance as stated in this guide, apply to your award. However, there are some additional features of these awards and further guidance and information is given below.

Responsibilities of Collaborative Working

2. Collaborative awards are made to a Higher Education Institution and a collaborating partner to work together on a research project of mutual interest and benefit. They create the framework within which a selected student is able to undertake the research and produce a PhD. All parties, including the student, must be prepared to work in partnership in a collaborative and co-operative fashion and accept the responsibilities to the project and to each other that this method of working brings. The AHRC reserves the right to suspend or terminate a collaborative award at any time if the partnership or collaboration, as originally specified, ceases to function. In some circumstances however alternative solutions may be available. Please see paragraphs 192-195.

What is the value of a Collaborative Doctoral Award?

3. As a doctoral award holder you are entitled to standard tuition fees, college fees (where appropriate), research training funds and for full-time or part-time, full-award holders, a maintenance grant. In addition all award-holders in this scheme will receive an additional sum of £500, towards their maintenance, from the AHRC. This additional payment will be made in April each year.
4. Where the non-academic collaborating partner has agreed to make additional payments to an award holder, arrangements should be made between the partners and the award holder as to the amount, frequency, and mechanism for payment (see paragraph 178 below). The AHRC will assume no responsibility or involvement in such payments nor will it act as intermediary in any disputes over such payments.
5. All award holders are eligible for disabled students' allowance and if you are a full-time doctoral award holder payments towards the costs of fieldwork or study visits. Part-time doctoral award holders may also be eligible for study visit allowances and should contact the AHRC for further advice before applying for these allowances.

Study visits, fieldwork and conferences

6. The AHRC will fund one overseas study visit and attendance at one

overseas conference during the tenure of your award. You may only apply for funding if you have been invited to present a paper at the conference. We do not fund attendance at conferences held within the UK. Full details are in Appendix 2.

7. UK study visits are not subject to restrictions on the number that can be claimed. However, provision to cover costs should have been made by the collaborating partners where it is expected that extensive or prolonged fieldwork or several study visits may be necessary during the course of a project, as the AHRC cannot guarantee to cover all such costs.
8. You should note that costs incurred whilst working at or visiting the premises of the non-academic collaborating organisation are not eligible for support as study visits.

Partnership agreements

9. The AHRC expects collaborating partners to have established a written partnership agreement, by the start date of the project, in order to provide a framework and a clear understanding of the operation of the project. The agreement should set out expectations and responsibilities and cover areas such as those listed below:
 - Specific objectives, obligations and responsibilities of each party
 - Provision of resources
 - Issues of ethics or confidentiality
 - Ownership of research results and intellectual property
 - Outcome of studentships
 - Supervision and training
 - Monitoring and reviewing
 - Timescales/Project plan
 - Financial contributions (inc. timing & mechanism for payment)
 - Working hours of student; time in department/time in workplace
 - Risk Assessment
 - Conflict Resolution
10. As the holder of the studentship you should be given an opportunity to discuss these elements before the final agreement is put in place. Please contact your supervisor if this has not happened or you have not seen a copy of the agreement by the time you begin work on your research. We strongly advise all parties involved in the collaboration not to begin work on the project until an agreement is in place and has been signed.

Intellectual Property Rights, confidentiality and ethical considerations

11. Issues surrounding IPR should be clarified and form part of the formal agreement, **before the start of the studentship**. The partners should already have considered this but you should discuss with your supervisors what kind of outcomes there might be from your research and whilst the details might not be known at the outset, procedures for dealing with it should be put in place. Outcomes whether academic or commercial may need to be variously published, protected or exploited so the rights to ownership and the sharing of any resulting benefits should be closely addressed.
12. Your academic supervisor and the supervisor in the organisation where

you will be working should make you aware of, and provide procedures for, any ethical issues or issues of confidentiality or sensitivity surrounding data or information that you may have access to. It is of course vital that you are able to use your research to publish your PhD within the required timeframe and any restrictions on access to information or data or on publication of such material may affect your ability to submit. Please also refer to paragraphs 150 – 158)

Supervision and training

13. As an award holder undertaking a collaborative studentship you have an exciting opportunity that can offer enhanced benefits to your research, experience, training and skills development. There will be different skills to be offered and varying contributions and benefits to be made by both academic and non-academic organisations and supervisors. There are also potentially greater demands placed upon you in that you will be involved with two sets of supervisors, colleagues and working environments. Having clear lines of communication and an understanding of requirements and responsibilities by all parties should help to minimise any conflict or tension that could potentially arise.
14. The partnership agreement should set out the mechanisms for your supervision and training and for the monitoring of the project. The AHRC will expect partners to ensure that adequate levels of supervision are available and maintained to support you throughout the project. As a minimum you will be expected to have one lead academic supervisor and one lead non-academic supervisor. You should also see the section on the Framework of Research Training Requirements.
15. The award for the collaboration was made on the understanding that your HEI and the collaborating organisation will provide the necessary support, induction, training, supervision and resources, to ensure that the project can be sustained and that you, the student, are able to produce a doctoral thesis within the period of the studentship.
16. It is reasonable for you to expect regular meetings with both supervisors and to have access to them as required to ensure the project and your research is on track. Ultimately your academic supervisor must take overall responsibility for your academic study and welfare and for the leadership, management and supervision of the project.

Working with the collaborating organisation

17. During your studentship you will be spending time on the collaborating organisation's premises. **Throughout this time you must be engaged in activities which are an integral component of the research to be presented in the thesis.** The recommended minimum is three months and the maximum eighteen months, although when and how this time is spent will vary depending on the nature of the project and is subject to negotiation between yourself and your supervisors.
18. The non-academic supervisor must have the permission of their employer and be in a position to offer supervision and support to the project. They must also be able to provide you with, or facilitate access to, necessary resources or those areas of the organisation that you

require to undertake the project.

19. The partnership agreement should lay out the arrangements for your supervision and welfare whilst you are undertaking work within the collaborating organisation and it should also include details of the resources and facilities that will be made available to you.
20. You are expected to conduct yourself in a professional manner at all times, to respect the working practices, policies, environment and conditions of the organisation in which you are undertaking your work and to abide by any special conditions or restrictions, such as confidentiality or access to data or collections, that are placed upon you.
21. The AHRC recommends that you should receive an induction programme in the non-academic organisation similar to that provided for new employees although this will vary depending on the nature of the project and the size of the organisation. The induction should be tailored to your needs but we also recommend, where appropriate, that the induction also be offered to your academic supervisor where it might serve the needs of furthering trust, understanding and good working relationships.
22. Do remember that working with the collaborating organisation is a key feature of a collaborative award. It should provide you with experiences and opportunities that otherwise might not be available during doctoral study. We hope that you will feel welcomed as a part of the organisation and that your time there is not only productive but enjoyable as well.

Interruptions to study

23. If you need to interrupt or suspend your studies, for whatever reason, you must inform your supervisors immediately as they will need to be aware of any implications for the continuation and completion of the project. You must also contact the AHRC for a suspension request form. Please also refer to paragraphs 77-95 for further information about suspensions and interruptions to study.

Transfer of collaborative awards and studentships

24. Collaborative awards are made on the basis of a partnership between a higher education institution (HEI) and a collaborating external organisation. As the holder of the studentship you will have agreed to working with those partners on the specified project and to remaining registered at the relevant HEI. You will not be permitted to transfer your studies on the project to another HEI. There may be exceptions to this where the academic supervisor moves to another institution. If this is the case the AHRC will consider transferring the award to the new HEI but **only** where it is considered imperative to the continuation of the project. In such cases **all** parties involved must be in agreement and you would not be under any obligation to transfer.

Replacement of collaborative studentships

25. If you withdraw from the project or terminate your studentship within the first year the AHRC will allow the collaborating partners to find another student to replace you. If you withdraw after more than one year of work on the project the AHRC will not be able to fund a replacement.

Conversion of collaborative studentships

26. Collaborating partners are required to have mechanisms in place to ensure the continuation of the project. However, if for any reason the collaborative arrangement were to cease before the end of your AHRC studentship it may be possible to continue as a standard doctoral award holder provided that your research is still viable, that adequate supervision is available and that you will be able to complete your thesis within the required time.

Monitoring of Collaborative Doctoral Awards

27. The AHRC will require an annual report to be completed by the student, the academic supervisor and the non-academic supervisor. In April we will notify both the student and the academic supervisor, by email, where the form can be accessed on our website and it must be returned to us by the end of July. We will seek an account of what you have achieved during the year and a progress report on the project from your supervisors. Renewal of awards for subsequent years is dependent on receipt of a satisfactory report. Please also see paragraphs 123-142 above.

Submission of thesis

28. Collaborative doctoral award holders are expected to submit their thesis within the same time-frame as all doctoral award holders, which is no later than four years after taking up your award if you are a full-time award holder or no later than seven years if you are a part-time award holder. The Council has a policy of collecting submission rate data from HEIs and you will be surveyed along with standard AHRC doctoral award holders in the relevant survey year (see paragraph 131).
29. The AHRC recognises that despite good planning and project management, working in a collaborative environment could in some cases leave students subject to external changes or forces that are out of their control. For this reason it is important that the AHRC is informed **at the time** of any impediment to progress and where this may have a significant impact on your ability to submit your thesis within the required time-frame. For more information please see paragraphs 127 and 137 to 140.