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CHASE studentships are funded by the Arts and Humanities Research Council and member organisations.

This handbook is for CHASE-funded students and their supervisors.





Welcome from the CHASE Director

I'm delighted to welcome you to CHASE, to congratulate you on your award, and to wish you every success during your time with us. The decision to undertake doctoral research is an exciting and significant one, so it's a privilege and pleasure for us to have the opportunity to work with you at this stage in your career.

CHASE offers both its doctoral researchers and its supervisors an opportunity to work across institutional and disciplinary boundaries in an intellectually vibrant, collaborative atmosphere. Across CHASE there are over 1,000 academics in the arts and humanities, many of whom are also leading practitioners: artists, curators, novelists, poets, musicians, and lawyers. Led by our faculty and our doctoral students, we are working together to create an environment that will support both your research and your development as a researcher. We want our research culture to be at once responsive and responsible, socially engaged and socially challenging, while also being attuned to its wider engagement with national and international research networks and intellectual publics. You and your research are vital to the development of that culture and to the shape of CHASE over the coming years. Engaging actively and collaboratively with your peers and supervisors, as well as with the wider academic community beyond CHASE, will both enrich your own doctoral research and foster the dynamic research culture that we are keen to establish.

I am indebted to my predecessor Vicky Lebeau for her leadership of CHASE in its first years, and excited to be joining as Director as our third cohort brings CHASE up to full strength, with doctoral researchers at every stage of their PhD journey. Many have already contributed to CHASE via our active Student Advisory Group, or by running student-led conferences and events. We will provide as many opportunities as we can for you to meet, and to share your work with us and with one another. The Encounters conference on 28-29 November, hosted by

the Attenborough Centre for the Creative Arts at the University of Sussex, will provide the first of these opportunities to meet and exchange ideas and I very much look forward to that. I would be delighted to hear any ideas you have for participating in or organizing research and development events (or smaller 'gatherings') that would foster a collaborative and productive research culture in CHASE.

The pursuit of doctoral research is one of the most interesting, exhilarating and (sometimes) daunting experiences you can have. You are pursuing your studies at a time of significant changes in the postgraduate landscape, when there is a great deal of discussion at national and international levels, on the future and shape of the PhD. CHASE is committed to making a key contribution to these discussions and your involvement and contribution as doctoral researchers is absolutely integral to this. To help you engage as fully as possible in the CHASE academic community, the CHASE Virtual Research Environment provides a wealth of information about our research training programmes as well as wider opportunities available to you for professional development.

We hope that this handbook will help you find the information that you need throughout the year; please read it alongside your home institution's documentation. The CHASE team will be in contact regularly. Again, my congratulations on your CHASE award and I look forward to meeting you in November.

Dr Denise deCaires Narain
CHASE DTP Director
July 2016

Being a CHASE student

CHASE is a consortium of equals. It is a network that embraces all academic staff and doctoral researchers working in the arts and humanities, as well as creative practitioners and professional services staff.

Your CHASE studentship, and the funding and support that it offers, will provide you with unparalleled opportunities to engage with expertise across the consortium and to create and sustain networks of researchers. The future success of CHASE will be reflected in your successes as a researcher and your future career as a member of the alumni networks of both your institution and CHASE.

The experience of being a CHASE funded scholar is designed to empower you. Starting a PhD marks the shift from directed learning to researching, and your PhD thesis will make a significant original contribution to your field. Through your research you will contribute to the health of the arts and humanities and engage in the ongoing debate about the future of the arts and humanities PhD, whether by submitting an outstanding 'traditional' written thesis or championing the innovation of creative approaches to developing and disseminating research.

Your supervisors will be your main points of contact but there will be numerous academics, students and professional staff with an interest in your subject. The links may not be obvious but will become clear the more you talk to people across the consortium. CHASE also encourages themed networks, and support is available to encourage these networks throughout the year.

CHASE also encourages you to think about your development as a researcher during and beyond your studentship. CHASE training and development will help you to expand your skills and provide new perspectives. If you do a placement during your studies you will be bringing your advanced research skills and deep knowledge of your subject to an organisation. The organisation will benefit enormously from your intellectual engagement and help you to explore ways of disseminating your expertise to wider publics and appreciate how the skills you develop in the act of doing a PhD are very transferable to roles outside of the academy.

Doctoral research is difficult, and it is normal to need some help from time to time. The good news is that there is a wide range of support available. Every CHASE institution has a careers service and student support service: they are there for you. Your peers – both at your institution and across the CHASE cohort - will provide a valuable support network.

Ultimately, CHASE will be what you choose to make it. You will represent CHASE when presenting your research at a conference; when engaging with cultural partners and the wider public, whether through a placement, attending a training event; or when sharing your research with the wider public. You can also represent CHASE by joining the Student Advisory Group, and actively engaging in the future planning of the consortium. Over to you!

PhD timeline

Every PhD journey is different but here is an indication of some of the events, opportunities and academic milestones.

<p>YEAR 1 Winter Term</p>	<ul style="list-style-type: none"> ■ On Arrival: Institutional Induction ■ Within First Month: First supervision - agree upon supervisory relationship and schedule of work (see p.17 for supervision policy) Complete RDF planner and identify training needs (see p. 9) ■ Autumn Encounters (see p. 8)
<p>YEAR 1 Spring Term</p>	<ul style="list-style-type: none"> ■ January: SAG elections held annually (see p.16)
<p>YEAR 1 Summer Term</p>	<ul style="list-style-type: none"> ■ Summer Encounters ■ Complete probation review/upgrade ■ Attend a conference and give a paper (see p.12 for funding opportunities) ■ Consider a CHASE placement for year 2 or 3 (see p.14)
<p>YEAR 2 Winter Term</p>	<ul style="list-style-type: none"> ■ Teaching: Institutional opportunities to gain teaching experience for students wishing to pursue an academic career (see p. 21 for CHASE teaching policy) ■ Autumn Encounters
<p>YEAR 2 Spring Term</p>	<ul style="list-style-type: none"> ■ Organise a conference or symposium (see p. 22 for ways to advertise this to the CHASE cohort and p.18 for support funding)
<p>YEAR 2 Summer</p>	<ul style="list-style-type: none"> ■ Summer Encounters ■ Undertake an international research trip (see p.12)
<p>YEAR 3 Winter</p>	<ul style="list-style-type: none"> ■ Think about an external examiner and discuss with your supervisors ■ Autumn Encounters ■ Begin writing up process
<p>YEAR 3 Spring Term</p>	<ul style="list-style-type: none"> ■ 30 Months: Begin preparations for the submission process ■ Begin to think about and apply for post-doctoral research grants and/or employment
<p>YEAR 3 Summer</p>	<ul style="list-style-type: none"> ■ June: Summer Encounters ■ After 36 Months: Submission followed by Viva examination ■ Consider submitting an article to a peer-reviewed journal ■ Viva examinations will usually take place within 6 months of thesis submission

Note: part-time doctoral research will include the same features over a longer time-frame

Training and development

CHASE offers a host of opportunities for developing your skills and professional expertise.

Welcome from the Chair of the Training and Development Group



During your studies you will become specialists in your respective academic fields, but we firmly believe that academic excellence is most readily achieved by building a broad skills base. To this end, as well as advanced skills and methods training across all humanities disciplines, we will provide you with the opportunity to reflect on and improve your skills in digital humanities and public engagement. As your studies

develop, you will have the opportunity to undertake a funded placement with one of our prestigious partner organisations. Whether or not you are aiming at an academic career, we strongly encourage you to build your skills throughout your time as a CHASE PhD student. The Training and Development Group monitors all CHASE training and aims always for the highest levels of delivery and satisfaction. If you have training needs which you feel are not catered for then do let us know - it's what we're here for!

Dr Matthew Grant
Chair of CHASE DTP Training and Development Group
July 2016

Please see p.10 for training and development opportunities

Your development

CHASE is committed to providing you with skills and expertise to succeed in your doctoral research and in your chosen career path.

Alongside the training offered by your home institution, CHASE offers a programme of cross-institutional and interdisciplinary training. That programme is developed by CHASE faculty and in consultation with CHASE doctoral researchers. You can also undertake a placement at a CHASE partner or external organisation. You can also access online training courses via the CHASE Virtual Research Environment (VRE). There is an expectation that you will undertake at least 10 days of training and development activity each year.

In order to get the greatest benefit from these opportunities, it is essential that you plan your training and development alongside your research. An important first step is to discuss your development needs with your supervisors at one of your initial meetings. To help you explore your training needs, you have access to the Vitae RDF Planner tool (see p.9) or your institution may have its own training needs analysis process. The important thing is to have a structured discussion with you supervisor about your development needs.

This discussion will help you not just to plan your studentship, but to start to consider your options after graduation. CHASE will enable you to consider how your skills as a researcher could be applied in various career settings. Please read the AHRC Doctoral Researcher Training Framework, a short document which provides useful examples of research skills, and the broader context for your development as a doctoral researcher.

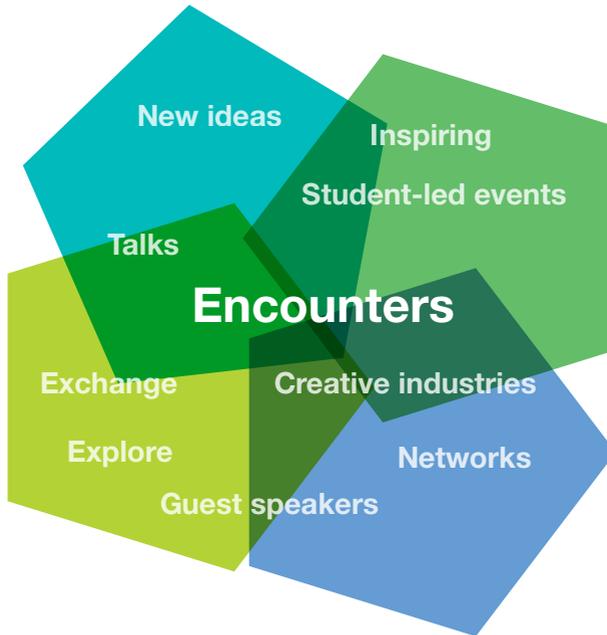
It may seem a long way off but it is important to explore what you want to do after completing your doctoral research. The answer may well have some bearing on your decisions regarding training, placements etc. You should discuss this with your supervisor and/or your institution's careers service.

www.ahrc.ac.uk/skills/earlycareerresearchers/rtframeworks



Encounters

We discuss new ideas, and benefit from talks given by academics and speakers from the arts, the cultural and creative industries, and beyond.



Encounters is the biannual conference for the entire CHASE community. These student-focussed events provide an opportunity for CHASE-funded students, their supervisors, members of the CHASE staff, and representatives from non-HEI partners to meet. We discuss new ideas, and benefit from talks given by academics and speakers from the arts, the cultural and creative industries, and beyond.

Students participate in designing the Encounters programme. Our last conference included a range of sessions on securing research funding, placements and student led initiatives. We also hosted a social event the evening before the conference so that CHASE students could meet and talk informally prior to the conference.

However, Encounters, like CHASE, is an ever evolving project and no two conferences have been or will be the same as we continue to work together to find new ways of exploring the Arts and Humanities and deliver cohort-appropriate training.

Please note: attendance at Encounters is compulsory for CHASE-funded students.

Upcoming Encounters dates

Tuesday 29 November
2016 University of Sussex

Friday 23 June 2017
University of East Anglia

Virtual Research Environment

The CHASE Virtual Research Environment (VRE) is provided by the Open University. You can use the VRE for the following:

- Access to online training courses (including core research skills)
- Information about institutional training
- CHASE forms and documentation
- Online discussion forums and student profiles
- Vitae RDF planner (see below)
- Information on placement opportunities and career development
- Manage your CHASE profile (see below)

VRE: www.open.ac.uk/students/research/CHASE

The CHASE team will provide you with a personal login for the VRE. Read the Welcome tab to find out more, and explore the other sections.

Your professional profile

As a doctoral researcher, you should start to build your professional profile online. There are various platforms on which you can create a presence, and your supervisor or careers service will be able to advise on which will be most useful for you.

The CHASE website includes a searchable database of student profiles. You should update this to include information about your research, any other activities, and a photo. Your CHASE profile page can be useful when applying to present your work at conferences, or for placement opportunities, so it is worth taking the time to make it work for you.

To add your profile, please visit www.chase.ac.uk/student-profiles-2 and click the button to 'Add CHASE student profile'. You can supply your own photograph, or a photographer will be on hand to take profile pictures at Encounters conferences.

Researcher Development Framework (RDF)

Developed by Vitae, an organisation dedicated to supporting early career researchers, the Researcher Development Framework sets out the skills needed to be successful in research.

You can access a range of resources related to the Researcher Development Framework via the Vitae website, and read through the RDF briefing for doctoral researchers.

Vitae website: www.vitae.ac.uk

The framework sets out the wide-ranging knowledge, intellectual abilities, techniques and professional standards expected to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of your research.

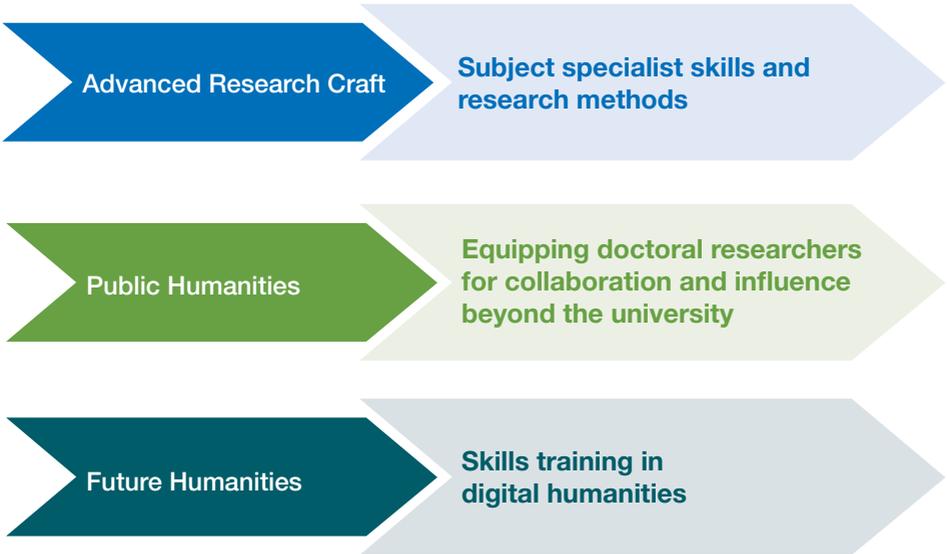
The RDF Planner takes you through the sections of the framework, and helps you to map your own achievements and areas for development. It is accessed via the CHASE VRE. Please watch the short video at the Vitae website to learn more about how to use the RDF planner.

Vitae YouTube Channel: <https://www.youtube.com/user/Vitaewebsite>

CHASE Training and Development

In addition to the core training provided by your institution, CHASE offers high level training and development opportunities specific to the arts and humanities.

These are organised under three broad themes:



We create environments in which PhD researchers, research staff and researchers working at cultural organisations can discuss and debate the future of disciplines and fields, explore burgeoning areas of research activity, and identify future priorities for research and methodological approaches. CHASE training and development should be viewed as an opportunity to contribute to these debates.

How to book

CHASE training is co-ordinated by the central CHASE team and will be advertised via the email bulletin and website. The sessions are open to all students in arts and humanities at CHASE institutions, but funded students enjoy a short priority booking period. Sessions should be booked online as directed. You can claim travel expenses to attend CHASE training sessions (see p.13).

Institutional training

All CHASE member institutions provide a programme of core research and professional development skills training for doctoral researchers. Sessions will be provided by your doctoral or graduate school, by your academic school or department, or by your careers service – this varies between institutions. These opportunities will be explained to you at your institutional induction.

If you need training on a topic that is not offered at your institution, as a CHASE-funded student you are also able to access the training sessions offered by other institutions, and to claim travel expenses to attend (see p.13). You can find out about the different sessions available via the Virtual Research Environment.

Other training and development opportunities

Some CHASE partner organisations offer their own training courses for doctoral researchers. We will publicise these in the email bulletin throughout the year.

The AHRC offers programmes for researcher development:

- The International Placement Scheme provides funded research fellowships at world-leading international research institutions.
- New Generation Thinkers aims to develop a new generation of academics who can bring the best of university research and scholarly ideas to a broad audience through BBC broadcasting. See AHRC website for more details on the above opportunities www.ahrc.ac.uk

Institutional resources

CHASE includes 2 of the world's finest university museums (the Courtauld Institute Gallery and the Sainsbury Centre for Visual Arts); key national archives and resources (such as the History Data Service, the Mass Observation Archive and the Witt and Conway libraries); university theatres and cinemas (e.g. the George Wood Theatre, the Gulbenkian); laboratories and studios (for instance Goldsmiths' Digital Culture Unit, the OU Institute of Educational Technology, Sussex Humanities Lab and the Courtauld's conservation facilities). There may be facilities at CHASE that would benefit your research; please see <http://www.chase.ac.uk/chase-members> for further details.

Support Funding

CHASE-funded students can access financial support for their research costs, training and personal development, and travel to CHASE events.

Funding is either linked to needs identified by your project proposal, or your training needs analysis (using the Vitae RDF Planner – see p.9). You should discuss your funding needs with your supervisor at your initial meetings, and produce a budget which you can discuss with your local administrator.

The funding is available under the following three headings:

	Research Training Support Grant (RTSG)	Student Development Fund (SDF)	Cohort Development Fund (CDF)
What is it for?	Expenses in direct support of a student's research.	Expenses that support needs-based training and development activities for individual students, including placements. CHASE allocates some of SDF to an Academic Fund at each member institution for rapid response.	Expenses that support CHASE training and development (see p.10).
What type of activity does this cover?	Research costs including: conference attendance in the UK or overseas; study visits in the UK or overseas; fieldwork; other primary research costs, e.g. artist's materials.	Training and development activities including: research skills training (including specialist IT) where not offered within CHASE; advanced subject or language training where not offered within CHASE; travel to training and development events; professional development activities including presenting at conferences; travel to supervision/consultation meetings at other institutions where there are joint supervision arrangements.	Travel expenses including: travel to Encounters conference (note: this does not require prior approval); travel to CHASE meetings.
How much funding is available overall?	RTSG is calculated at a rate of £200 per student per year. SDF Academic Fund is calculated at a rate of £1000 per studentship. These rates should not be seen as individual allocations – the AHRC makes clear that funds are to be allocated on the basis of student need – but offer an indication that support funds are finite, and CHASE is bound to manage them responsibly for the benefit of all students.		

	Research Training Support Grant (RTSG)	Student Development Fund (SDF)	Cohort Development Fund (CDF)
What is the maximum cost per activity?	Applications will not normally be for sums in excess of £1,000. Applications in excess of £1,000 will be referred to the CHASE DTP Manager for approval.		
Can CHASE pay costs directly?	Approved applications for large costs (e.g. training courses) of £250 and above may be paid directly by your institution. Smaller costs (e.g. domestic travel expenses) will be reimbursed on submission of an institutional expenses claim form.		
Can I travel 1st Class?	Only standard class travel will be approved.		
How do I make the most of the funding?	<p>You are encouraged to consider your needs for support funding across your studentship at regular intervals (in the autumn each year, for instance) and to discuss them with your supervisor and local administrator, to ensure that CHASE can fully support your plans. The following two case studies offer possible scenarios for using CHASE student funding. They are intended to be illustrative rather than prescriptive, as each individual's needs will be different:</p> <p>CASE STUDY 1: A project requires field research in central Asia. The research plan includes this field trip in the summer of the first year. CHASE provides £2,000 funding for the field trip as it is core to the research project, but due to its high cost, explains that there will be no further access to further funds for conference attendance.</p> <p>CASE STUDY 2: A project requires language training in Danish in the first year. Costs for this training are met by CHASE as essential for the individual student's skills development. The cost of the training course is £500. The student plans from year one to attend a UK conference in their third year, and their expenses for attendance are met by CHASE.</p>		
Anything else I should know?		All applications for training and development activities must be in response to an identified development need. CHASE uses the VITAE RDF planner tool to record development objectives and needs (see p.9), so please consider this carefully and explicitly reference the planner in your application(s).	The CHASE application form is not required for expenses relating to cohort training events or Encounters conference.
How do I apply?	Please complete all appropriate sections of the CHASE Application Form for Student Support Funding and submit to your local administrator www.open.ac.uk/students/research/chase/guidelines-forms (VRE login required). All funding applications must have the support of your supervisor and institutional CHASE academic lead. If your expenditure is approved, please submit an Expenses Claim Form with receipts to your institutional CHASE administrator. Expenses claims must be accompanied by a short reflective report on the activity undertaken using the Support Funding Report form. Please note that CHASE administrators will allocate funding applications to the most appropriate fund heading. Expenses claims more than 5% more than the sum applied for may be subject to re-approval.		

Placements

CHASE offers the opportunity to work with any host organisation on a project lasting between one and six months, either full time or part time, to enable you to develop your skills and gain professional experience outside an academic setting. We will help you with your project ideas, and have existing relationships with a range of non-HEI partners.

CHASE will provide financial support for your placement:

- An extension to your existing stipend for the duration of the placement
- Extra costs (e.g. travel and accommodation) if necessary



What is a placement project?

The planned work undertaken during a placement should both further the aims and objectives of the host organisation and provide you with the opportunity to develop transferable skills that will enhance your career potential either as an academic researcher or beyond the higher education sector.

CHASE placement hosts have so far included the British Museum, the ICA, the British University Film and Video Council, the British Library, Corinium Museum, and Victoria & Albert Museum. Forthcoming placement hosts include international organisations such as the Delaware Art Museum. You can find testimonials at www.chase.ac.uk/research-placements.

Where do I start?

The CHASE website has a list of placements advertised as specific opportunities – these are advertised in the CHASE bulletin. However, we can also support you in developing your own bespoke project ideas. CHASE holds regular placements workshops to help you with all aspects of the process of searching for and securing a placement.

To find out more about CHASE placements:

Contact Steven Colburn
CHASE DTP Placements
& Partnerships Officer
Tel: 01273 873673
steven.colburn@chase.ac.uk



Eleanor Careless reflects on her placement at the ICA

“...this placement granted me a unique opportunity to develop skills across a broad spectrum, from working collaboratively in a team to event management and contemporary curation. Throughout, I spoke to or corresponded with fascinating people, from film directors to prominent critics to well-known actors to the ICA curators themselves, and felt fully immersed in the rich and varied programme of art, talks, music and film at the ICA. Working with relative independence within a supportive environment enabled me both to make connections within the art world, and gave me a sharper sense of the lie of the academic landscape beyond”.

Student Advisory Group

Student Advisory Group (SAG) represents the interests of all CHASE students.

The CHASE Student Advisory Group (SAG) consists of nine CHASE-funded students, one from each member institution as well as up to nine others across the consortium, meeting at least twice per year. With a representative from each institution, SAG is your voice within CHASE. We work with the CHASE Management Board to develop the projects you need for your PhD development, put forward any queries or concerns about your funding, your institution or your training - you can always come to one of us.

Historically, SAG has successfully worked with CHASE to develop clearer funding guidelines, propose the Brief Encounters CHASE Journal, refine CHASE training workshops, address student concerns about teaching hours and help develop Encounters into a vital networking and development event. SAG is currently being consulted on post-PhD employability workshops and on the creation of a CHASE alumni network. The minutes of all SAG meetings are available on the VRE and the 'CHASE DTP' Facebook group.

Alongside each institutional representative, there are four elected positions within SAG: the Chair, who ensures SAG functions according to the terms of reference; the Secretary, who organises SAG meetings and prepares the agenda and the minutes; the Treasurer, who is responsible for the SAG budget and spending; and the Web Officer, who is responsible for communication between SAG and the consortium. This year's elected cohort is as follows:

Chair

Benjamin Monk, University of Kent
bm360@kent.ac.uk

Secretary

Leah Sidi, Birkbeck, University of London
lsidi01@mail.bbk.ac.uk

Treasurer

Elena Maria Dirstaru, University of Essex
emdirs@essex.ac.uk

Web Officer

Julia Maria Secklehner,
Courtauld Institute of Art
Julia.Secklehner@courtauld.ac.uk

Members of SAG are elected to their position every year. Calls for nominations are sent out in January and the new SAG is formed in April. For the most up-to-date information on your institutional representative look at the 'CHASE DTP' Facebook group, our webpage at www.chase.ac.uk/chase-student-advisorygroup, or just get in contact with one of the above.

The Management Board takes all suggestions - so if you have any CHASE ideas, feedback, or if you're thinking of planning an event, please get in touch and we will help as best we can. Feel free to contact one of the team or myself.

All the best for your CHASE PhD - you're in for a fantastic few years.

See you at Encounters!

Benjamin Monk
SAG Chair 2016 - 2017
bm360@kent.ac.uk

Supervision

CHASE has a Code of Supervisory Policy and Practice, which has been agreed as best practice by all member institutions. This can be read in full on the VRE, and includes the following principles:

All CHASE-funded students will be assigned a supervisory team with a minimum of 2 members: a main contact supervisor, who is the chief point of contact for the student, plus 1 or more additional supervisors able to provide additional expertise and to provide cover if the main contact supervisor is not available. Either of these supervisors may be designated the Supervisory Team Lead, who takes overall administrative responsibility for the student.

The main contact supervisor will be specified when an offer is made to the student. The student will receive the names, contact details and responsibilities of other members of the supervisory team at registration (or shortly afterward), and will have a chance to meet all team members within 1 month of commencing full-time studies.

The main contact supervisor will maintain regular contact with the student. Arrangements for supervision will be agreed by the supervisory team and student within 3 weeks of registration, with records kept by the student of each supervisory meeting. Notes, including action points, will be agreed by all present. The frequency of these meetings will depend on the nature and stage of the student's research but for full-time students, it is recommended that there are fortnightly meetings in the first term. Other members of the team are not expected to meet the student as frequently, but the full team should meet with the student at least twice a year in addition to participating in the Annual Review.

Institutional arrangements may vary slightly, but will be within the spirit of these guidelines.

Cross institutional supervision

CHASE offers a range of models for engaging additional support and expertise for your project, from one-off consultations with academics and practitioners to co-supervision between CHASE member institutions. Please see the Guide to Additional Supervision on the VRE for further details.

Terms and conditions

All CHASE studentships are governed by the following:

RCUK Conditions of Research Council Training Grants

www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/TermsConditionsTrainingGrants

RCUK Training Grant Guide

www.rcuk.ac.uk/RCUK-prod/assets/documents/publications/TrainingGrantGuidance

AHRC Training Grant Funding Guide

www.ahrc.ac.uk/documents/guides

In addition to the terms above, CHASE studentships are awarded subject to the following requirements:

1. All CHASE-funded students must comply with the appropriate regulations of their home institution.
2. All CHASE-funded students are required to attend all Encounters conferences.
3. All CHASE-funded students are required to use the Vitae RDF Planner tool to map their professional development.

The terms of individual student awards can be found in the Award Letter. Please contact your local CHASE administrator for more information.

Funding opportunities

CHASE Networks

CHASE supports a number of research networks across the Consortium. These cover a range of subjects including gender studies, digital humanities, psychoanalytic studies, literature, screen studies, human rights and more. A full list can be found at the CHASE website.

Many networks are open, and contacts are provided for each network if you would like to get involved.

www.chase.ac.uk/ndf

CHASE cohort development fund: annual open call for proposals

CHASE issues an annual call to all faculty members at CHASE institutions to submit training proposals to add to the CHASE training and development programme (p10).

CHASE can fund training initiatives that involve collaboration between at least two CHASE institutions and have a clear focus on training. Faculty are welcome to contact the CHASE team to find out more and to discuss proposals in development.

Student-led training and development activities

CHASE enables funded students to apply for support to organise training and development activities. If you would like to organise a conference, request some group training, or hold a discussion group, you can apply to the CHASE Training and Development Group. You are advised to contact the CHASE team to discuss your project prior to submitting a proposal.

In the past year, CHASE has funded a range of activities from single day events to multiple-day, multi-site programmes, including a 7-day interdisciplinary research exchange project in Nida, Lithuania and the CHASE journal, a student-led platform for all scholars across the consortium to publish scholarly work.



Brief Encounters

Brief Encounters is an open-access peer-reviewed postgraduate journal, founded in April 2016 by doctoral researchers from across the CHASE consortium. The journal showcases the interdisciplinary research of CHASE-funded and affiliated individuals as well as non-HEI partners.

Who can submit to Brief Encounters?

- CHASE-funded students
- Postgraduate students at CHASE institutions (regardless of funding status)
- Alumni of CHASE institutions
- Individuals employed by CHASE institutions
- Individuals employed by Non-HEI CHASE partners

Brief Encounters is comprised of short but still academically rigorous pieces, providing individuals with the opportunity to publish in an alternative format to the traditional 7-8,000 word articles often required by academic publications. The Editorial Board seeks contributions which reflect the diverse and multifaceted nature of the consortium. Articles should be brief (500-4,000 words in length) and reviews should engage with emerging scholarship in your field (500-1,000 words in length). We also welcome innovative alternative submissions for our online exhibition space, which may include, but are not limited to, video-essays, short documentaries, posters, musical Interpretations, and photography. Work featured on the website must be accompanied by a critical commentary (500-4,000 words in length), which will be published in the journal.

As an open-access journal, Brief Encounters supports the dissemination of knowledge to a global readership with the intent that the research it publishes encourages the exchange of ideas outside of traditional academic circles.

For our current Call for Submissions and for more information, please see our website: www.briefencounters-journal.co.uk

If you have any queries, please contact journal@chase.ac.uk

Glossary

CHASE – Consortium for the Humanities and the Arts South-East England.

DTP – Doctoral Training Partnership. An organisation (usually a group of university institutions) providing innovative training environments for doctoral level research, with the opportunity for PhD students to undertake broader training or development opportunities, such as language proficiency, overseas research visits, or placements with non-academic partners.

AHRC – Arts and Humanities Research Council. The national funding body for research in arts and humanities, the AHRC is a non-departmental public body sponsored by the Department for Business, Innovation and Skills, along with the other UK Research Councils.

Non-HEI – Non-Higher Education Institution
For a list of the Non-HEIs that are working with CHASE, visit www.chase.ac.uk/chase-partners

Management Board – the CHASE Management Board comprises academic and administrative leads for member institutions, as well as student and non-HEI partner representatives. It manages the operation of the DTP.

TDG – Training and Development Group. The TDG oversees the CHASE training programmes and other training and development provision, including Encounters conferences and student placements.

SAG – Student Advisory Group See p.14 for more information.

RTSG – Research Training Support Grant. See p.12 for funding guide.

SDF – Student Development Fund. See. p.12 for funding guide.

CDF – Cohort Development Fund. See p.12 for funding guide.

VRE – Virtual Research Environment. Administered by the Open University, the VRE holds information on online training, forums, training event resources and student profiles. You will receive your VRE login at the beginning of your studentship.

RDF Planner – Based on the Vitae Researcher Development Framework, the RDF planner is a professional development tool for researchers. Your login will be sent to you within the first few weeks of your studentship. See p.9 for details.

Administrative Lead – Each CHASE institution has a lead contact in professional services who, along with their teams, works closely with the CHASE team to advise on local policy and provide cohort information.

Encounters – CHASE biannual one day conference. See p.8 for more information.

FAQs

- Q** How do I go about arranging an event/conference/workshop aimed at CHASE students?
- A** Please see the call for student-led training and development activities: www.chase.ac.uk/cdf-call. Here you will find more information on the requirements, application process and the next deadline for proposals.
- Q** Can CHASE help with the promotion of my event that would be of interest to the wider CHASE cohort?
- A** Yes, there is an online form available at www.chase.ac.uk/chase-events that allows you to send information for publication on the CHASE website and circulation via the monthly bulletin and Facebook.
- Q** Is my studentship taxable? Do I need to declare it on my HMRC Self-Assessment tax return?
- A** No, your studentship is tax-free.
- Q** What is the policy for teaching during my studentship?
- A** CHASE studentships do not include any expectation that holders will teach. Any teaching should therefore be arranged via a separate contract with your institution. Please consult your local administrator. See p.22 for contacts, for your institution's policy on graduate student teaching, and see also RCUK's Training Grant Guidance www.rcuk.ac.uk
- Q** I have a specific training programme in mind, how do I apply for support funding?
- A** All applications for training and development activities must be in response to an identified development need. Having discussed with your supervisor(s), please visit www.chase.ac.uk/training-development for more information.
- Q** What are the expectations surrounding paid work?
- A** Students may also undertake a small amount of other paid work, provided the supervisors give consent and it does not delay or interfere with the research project. Please check with your institution before embarking on paid work.
- Q** What additional funding is available?
- A** CHASE-funded students can access financial support for their research costs, training and personal development, and travel to CHASE events. To read the guidelines and application notes visit the VRE.
- Q** I am attending one of the CHASE training and development programmes, can I claim travel expenses?
- A** Yes. We don't require supervisor approval for students to register for CHASE training because it is categorised as 'cohort development' and so open to all.
- Q** When will I receive my stipend payments?
- A** Please contact the administrator at your local institution. See p. 22 for contacts.
- Q** How can I put forward a proposal for a placement?
- A** Contact the Placements and Partnerships Officer with an outline of a project you wish to develop: steven.colburn@chase.ac.uk
- Q** I am unable to log in to the Virtual Research Environment (VRE) and I have tried to reset using the forgotten password option.
- A** Please notify enquiries@chase.ac.uk and we will ask for your password to be reset.
- Q** Who do I contact with regards to maternity/paternity leave, interruption, or changing my mode of study from full time/part time or vice versa?
- A** Please get in touch with your institutional contact, listed on p.22.

Communications

Let's talk

CHASE is a two-way conversation. Here's how it works:

Email bulletin

We know you get a lot of emails. We promise not to fill your inbox with spam; in return, we ask that when we do write to you, you open it and read it.

In the first week of each month we will send you the CHASE email bulletin, with details of funding opportunities, training programmes, CHASE events and other initiatives happening across the consortium that should be of interest to you. The bulletin is a great way to tell others about your new article/blog/event – just email enquiries@chase.ac.uk or complete the form at www.chase.ac.uk/chase-events and we will spread the word.

CHASE Community

The Community page on the CHASE website will link you to events, blogs and news. You can participate by emailing enquiries@chase.ac.uk.

Calendar

The Community page has a calendar showing CHASE training, conferences, and other events of note, usually with booking information. You can add your event using the online form.

Contacts

Institutional Contacts

Contact for: Studentship funding, stipend payments, progress, non-academic matters and other areas relating directly to your PhD (see table below).



Institution	Contact	Details
Birkbeck, University of London	Mr Scott Miller Head of Academic Services	scott.miller@bbk.ac.uk
The Courtauld Institute of Art	Records and Assessment Officer	examinations@courtauld.ac.uk
Goldsmiths, University of London	Ms Lesley Hewings Head of Graduate School Office	L.Hewings@gold.ac.uk
Open University	Dr Caitlin Adams Research & Enterprise Manager	Caitlin.adams@open.ac.uk
SOAS, University of London	Ms Mispa Same Essaka Doctoral School Manager	doctoralschool@soas.ac.uk
University of East Anglia	Ms Daphne Rayment, CHASE and Digital Humanities Manager	D.Rayment@uea.ac.uk
University of Essex	Ms Kay Wiggins, Executive Officer	kay@essex.ac.uk
University of Kent	Ms Suzie Morris, Graduate School Administration Manager	s.m.morris@kent.ac.uk
University of Sussex	Ms Shelley Jenkins, Senior Doctoral Training Co-ordinator	s.l.jenkins@sussex.ac.uk

CHASE Academic faculty

Your first point of contact relating to academic matters will be your supervisor. You can also refer to your director of doctoral or graduate studies if necessary – see your institutional handbook - or your CHASE academic lead:

The Courtauld Institute of Art, Dr Anthony Eastmond: antony.eastmond@courtauld.ac.uk

Birkbeck, University of London, Professor Catharine Edwards: c.edwards@bbk.ac.uk

Goldsmiths, University of London, Dr Susan Schuppli: s.schuppli@gold.ac.uk

SOAS, University of London, Professor Richard Fardon: rf@soas.ac.uk (Until January 2017)

SOAS, University of London, Professor Nadje Al-Ali: na@soas.ac.uk (From January 2017)

University of East Anglia, Professor Peter Waldron: p.waldron@uea.ac.uk

University of Essex, Dr Matthew Grant: mgranta@essex.ac.uk

University of Kent, Professor Gordana Fontana-Giusti: G.Fontana-Giusti@kent.ac.uk

Open University, Professor Paul Lawrence: paul.lawrence@open.ac.uk

University of Sussex, Professor Maria Lauret: m.lauret@sussex.ac.uk

Student Advisory Group

chasesag@gmail.com

Central CHASE team

The CHASE team, based at the University of Sussex, co-ordinates the activities of the Doctoral Training Partnership. We provide central resources and systems, and work closely with colleagues across the member institutions to help staff and students access CHASE opportunities as easily as possible. We are here to support you and your research.

Contact for general enquiries/website/VRE/ your contact details

Clare Hunt

CHASE DTP Coordinator

Tel: 01273 873518

enquiries@chase.ac.uk

Contact for placements

Dr Steven Colburn

CHASE DTP Placements & Partnerships Officer

Tel: 01273 873673

steven.colburn@chase.ac.uk

Additional contact

Rob Witts

CHASE DTP Manager

Tel: 01273 873251

robert.witts@chase.ac.uk



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