

SeNSS DIFFICULT LANGUAGE TRAINING POLICY: GUIDANCE FOR STUDENTS

Contents

<i>Summary of SeNSS's Difficult Language Training Policy</i>	2
1. What is Difficult Language Training?	2
2. What does a DLT extension cover?.....	3
3. Am I eligible for making a DLT application?.....	3
4. What languages are included under the DLT policy, and what length of extension can I apply for, for learning my specific language?	4
5. How do I make an application for a DLT extension?	5
6. SeNSS Administrative Leads: who to contact.....	5
7. FAQs.....	6

The SeNSS Difficult Language Training (DLT) policy is based on the rules set down in the ESRC Postgraduate Funding Guide, which is available at:

<http://www.esrc.ac.uk/files/skills-and-careers/studentships/postgraduate-funding-guide/>

Please note: if you intend to undertake DLT AND you require an extension to your award period in order to do so, you MUST make an application at least TWO MONTHS before you plan to begin your DLT.

Summary of SeNSS's Difficult Language Training Policy

- Under the SeNSS Difficult Language Training (DLT) policy, you may be awarded up to one year's extra financial support - in the form of an extension to your studentship award - if you need to acquire or develop a working ability with a particular language either in order to carry out fieldwork (in the UK or abroad) or your research project generally.
- Please note that, normally, the total period of extensions on your award cannot exceed 12 months.
- If you are a Masters student, you will not be eligible to make a DLT application, unless the extension you are requesting falls within the +3 element of your award.
- In order to request a DLT extension to your studentship award period, you must submit a formal application, supported by your supervisor, at least two months before beginning your language training.
- Please note that you must discuss your DLT application with your primary supervisor before making an application. If your supervisor supports your application, please complete the application form, which is available at: <http://senss-dtp.ac.uk/senss-student-policies/>
- Once you have completed your DLT application form, please send it to your primary supervisor so that they can complete their section of the application form. Your supervisor should forward it to the person designated by your home institution to deal with DLT applications.
- The designated person will review your application and, if it is in line with the SeNSS policy, will forward it to the SeNSS Manager for consideration.
- The SeNSS Manager will approve all straightforward DLT applications. Should your application raise complex issues or questions, the Manager will confer with either the SeNSS Director or Deputy Director in deciding it.

1. What is Difficult Language Training?

As a SeNSS ESRC-funded student, you may need to learn a language in order to successfully complete your research project. Although the ESRC terms this “difficult” language training, this policy in fact covers learning any foreign language. For a description of how languages are grouped together, and the maximum extensions they attract, please see section 4 of this policy.

There is an expectation on the part of SeNSS that, if you will be conducting overseas fieldwork (OFW), you will acquire or develop a working ability to speak the language of the people residing in the country or area in which you will be working.

Please note that there is also funding available through RTSG to pay for the costs of learning a language. To view the SeNSS RTSG policy, and to apply for RTSG funding, please go to: <http://senss-dtp.ac.uk/senss-student-policies/>

2. What does a DLT extension cover?

To enable you to learn a language, you may be awarded up to a maximum of **twelve month's extra financial support** (in the form of an extension to your studentship award) if you need to acquire or develop a working ability with a particular language in order to carry out fieldwork – in the UK or abroad - or your research project generally. Please note that, normally, the total period of extensions on your award cannot exceed 12 months.

This extra period of support is in addition to the length of your ordinary award, as stated in your award letter. Extensions beyond six months will only be allowed if you need to spend an extended period of time overseas in order to obtain these language skills, that is, where you cannot access the necessary training in the UK.

Where you need to spend time overseas to obtain particular language skills, this does not automatically mean that you will also qualify for OFW funding. An application for OFW costs will only be considered alongside a DLT extension where it is not possible for you to learn a particular language anywhere but at the site of your fieldwork.

3. Am I eligible for making a DLT application?

- Only where it is essential to the success of the research project will applications for DLT be considered. You must make your case for this in your DLT application form.
- In order to submit a DLT application, you must have stated on your SeNSS studentship application form that you will require language training, or have indicated that you were not sure about whether or not you would need to undertake language training. If you indicated on your studentship application form that you would not require language training, normally you will not be permitted to apply for an extension on the grounds of DLT once you have started your studentship.
- You must have the support of your supervisor in making this application. If your supervisor does not support your application, it will not be considered by SeNSS.
- If you are taking a pre-described Masters course, you are not eligible to apply for DLT during this period of your training, unless you are requesting an extension during the +3 element of your studentship award.
- If you have already undertaken a pre-described Masters course, it is expected that you will have made some progress with language acquisition during this period. It is unlikely that you would be granted an extension beyond six months in these circumstances.

4. What languages are included under the DLT policy, and what length of extension can I apply for, for learning my specific language?

The ESRC provides the following “rough guide” to the way in which extensions for difficult language training should be interpreted. In other words, these are not rules; they are general guidelines, with each case being decided on its merits.

The Groups of languages listed below are not exhaustive or exclusive.

Group A:

- These are unwritten languages or languages in the early stage of being analysed, and for which no grammars, vocabularies, or other learning aids are available.
- This Group might include Amerindian, Papuan languages, etc.,
- Languages in this group can attract a 12-month extension, if this is justified.

Group B:

- These are languages for which there are limited descriptive and learning resources available.
- This Group includes languages which:
 - present intrinsic difficulties for speakers of English because they are click, tonal, object-verb-subject, agglutinating, etc.
 - require knowledge of a non-alphabetic script, such as Chinese, Japanese, Arabic and South- and South-East-Asian languages.
- Languages in this group can attract a nine-month extension if this is justified.

Group C:

- These are difficult languages, as defined in Group B, which have been well-described in grammars, vocabularies etc., but for which no learning aids exist, and the language will have to be learnt mainly in the field from unskilled teachers.
- This Group might include various African, Melanesian, and Amerindian languages plus some in the Indian sub-continent.
- Languages in this group can attract a six-month extension if this is justified.

Group D:

- These are languages similar to those in Group C but for which intensive learning materials exist such as courses, language laboratory, materials, tapes, etc.
- This group includes all European languages.
- Languages in this group can attract a three-month extension, if this is justified.

Please note that the length of the extension you may be granted for DLT will also depend on the following factors:

- The amount of training or the skill level you have already received or attained in that particular language; and,
- Whether your supervisor/supervisory team supports your application, and what they say about the length of extension you are applying for.

Please note that you may only make one application for DLT during your studentship.

Extensions for difficult language training do not automatically attract OFW funding. Fieldwork costs will only be considered where it can be demonstrated that the language can only be learnt in the field. Please note that the SeNSS OFW policy and procedure is available at: <http://senss-dtp.ac.uk/senss-student-policies/>

Where the DLT is proposed to take place outside the UK, SeNSS must be convinced that such training is not available within the UK.

5. How do I make an application for a DLT extension?

If you plan to undertake DLT, you must make a formal application if you require an extension to your award.

Please make your DLT application **at least two months prior to embarking on DLT** if you are requesting an extension to their award. You must discuss your application with your primary supervisor before making an application. Please note that, if your supervisor does not support your application for a DLT extension, then SeNSS will not consider it.

The DLT application form is available at: <http://senss-dtp.ac.uk/senss-student-policies/>

Once you have completed your section of the application form, please email it to your primary supervisor, so that they can complete their section of this form. Your primary supervisor will then need to forward the form to the person designated by your home institution to deal with DLT applications.

The designated person will review your application and, if it is in line with the SeNSS policy, will forward it to the SeNSS Manager for consideration. The SeNSS Manager will approve all straightforward DLT applications. Should your application raise complex issues or questions, the Manager will confer with either the SeNSS Director or the Deputy Director in reaching a decision. Normally, SeNSS aims to make a decision on your DLT application within two weeks of having received it. SeNSS will email you to let you know what its decision is, copying in your primary supervisor and your institution's SeNSS administrative lead.

6. SeNSS Administrative Leads: who to contact

If you have any queries about this policy, or about applying for a DLT extension, please contact the SeNSS administrator at your home university in the first instance:

- **City, University London:** Dr Claudia Kalay: researchsupport@city.ac.uk
- **University of East Anglia:** Mel Steele: senss.dtp@uea.ac.uk
- **University of Essex:** Laura Ruddick: laura@essex.ac.uk
- **Goldsmiths, University of London:** Chris Robson: graduateschool@gold.ac.uk
- **University of Kent:** Rosalind Beeching: graduateschool@kent.ac.uk

- **Reading University:** Joanna John: esrcdtp@reading.ac.uk
- **Roehampton University:** Fiona Eddleston: SeNSS@roehampton.ac.uk
- **Royal Holloway, University of London:** Jane Gawthrope: esrcdtp@rhul.ac.uk
- **University of Surrey:** Shane Dowle: phdstudentships@surrey.ac.uk
- **University of Sussex:** Shelley Jenkins: esrcdt@sussex.ac.uk

7. FAQs

We plan to build up this FAQ section based on the queries you share with us throughout your studentships about DLT extensions.