

SeNSS DIFFICULT LANGUAGE TRAINING: POLICY AND PROCEDURE

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Summary of SeNSS's DLT Policy

- Under the SeNSS DLT policy, a student may be awarded up to one year's extra financial support – in the form of an extension to their studentship award - if they need to acquire or develop a working ability with a particular language in order to carry out fieldwork or their research project generally.
- Please note that, normally, the total period of extensions on any award cannot exceed 12 months.
- Masters students are not eligible to make a DLT application, unless the extension they are requesting falls within the +3 element of their award.
- Students requesting an extension to their studentship award period must submit a formal application, supported by their supervisor, at least two months before beginning their language training.
- Students must discuss their applications with their primary supervisors.
- The student must complete the SeNSS DLT application form, and send it to their primary supervisor, who must complete their section of the application form, before forwarding it to the person designated by their home institution to deal with OFW applications.
- The designated person will review the 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 an application raise complex issues or questions, the Manager will confer with either the Director or the Deputy Director in deciding the application.

1. Difficult Language Training Policy framework

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/>

SeNSS ESRC-funded students may need to learn a language in order to successfully complete their research project. To enable them to learn a language, students may be awarded up to a maximum of **twelve month's extra financial support** (in the form of an extension to their studentship award) if they need to acquire or develop a working ability with a particular language in order to carry out fieldwork or their research project generally.

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

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

2. What DLT covers

- Under the SeNSS DLT policy, a student may be awarded up to one year's extra financial support – in the form of an extension to their studentship award - if they need to acquire or develop a working ability with a particular language in order to carry out fieldwork or their research project generally.
 - Please note that, normally, the total period of extensions on any award cannot exceed 12 months.
- This extra period of support is in addition to the length of the student's ordinary award.
- Extensions beyond six months should only be allowed if the student needs to spend an extended period of time overseas in order to obtain these language skills, that is, where the student cannot access the necessary training in the UK.
- If the language is required in order to conduct fieldwork, please note that this fieldwork can take place either in the UK or abroad.
- Where a student needs to spend time overseas to obtain particular language skills, this does not automatically mean that they 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 the student to learn a particular language anywhere but at the site of their fieldwork.

3. DLT: eligibility

- Only where it is essential to the success of the research project will applications for DLT be considered. The case for this must be made in the DLT application form.
- In order to submit a DLT application, students must have stated on their SeNSS studentship application form that they will require language training, or have indicated that they were not sure about whether or not they would need to undertake language training. If a student indicated that on their form that they would not require language training, they are not permitted to apply for an extension on the grounds of DLT once they have started their studentship.
- Students must have the support of their supervisor in making this application.
- Students following a pre-described Masters course are not eligible to apply for DLT during this period of their training.
- If a student has already undertaken a pre-described Masters course, it is expected that some progress with language acquisition will have been made during this period, and therefore it is not expected that extensions beyond six months should be made.

4. Languages included under the DLT policy, and the length of extension they may attract

- 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 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 granted for DLT will also depend on the following factors:
 - The amount of training or the skill level the student has already received or attained in that particular language;
 - The recommendation of their supervisor/supervisory team.

5. DLT financial management

- There is no separate element of the DTG for covering DLT. Funding for DLT extensions must be drawn from the DTG; no additional funding will be provided.
- As this is the case, DLT applications will be decided centrally, in order to ensure that DTP expenditure does not exceed the DTG.
- Students can apply for RTSG to cover the costs of learning the language. The SeNSS RTSG policy and procedure is available at: <http://senss-dtp.ac.uk/senss-student-policies/>
- Students may only make one application for DLT during their 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.

6. DLT: SeNSS partner institution responsibility

- Partners will be responsible for:
 - Ensuring that their students seeking DLT are eligible for making an application in accordance with sections 2, 3 and 4 above.
 - Ensuring that, where students will need to undertake DLT overseas, the OFW policy and procedure are followed if those students are applying for OFW funding. As noted, the SeNSS OFW policy and procedure is available at: <http://senss-dtp.ac.uk/senss-student-policies/>

7. DLT application procedure

- Students wishing to undertake DLT must make a formal application if they require an extension to their award.
- DLT applications must be made at least two months prior to embarking on DLT where the student requires an extension to their award.
- Students must discuss their applications with their primary supervisors.
- Once the student has completed their section of the application form, they must email it to their primary supervisor.
- The primary supervisor, where they support the application, must complete their section of the form, and forward it to the person designated by their home institution to deal with OFW applications.
- The designated person will review the 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 an application raise complex issues or questions, the Manager will confer with either the Director or the Deputy Director in deciding the application.
- Normally, SeNSS aims to make a decision on DLT applications within two weeks of having received the application.
- The outcome of the decision will be conveyed by SeNSS to the student and their primary supervisor, copying in the administrative lead concerned.

8. SeNSS DLT application form: template

Please ensure that you have read and understood the SeNSS Difficult Language Training: Guidance for Students document before completing this form. This policy document is available at: <http://senss-dtp.ac.uk/senss-student-policies/>



SeNSS DIFFICULT LANGUAGE TRAINING:

APPLICATION FORM

Before completing this application form, please read the SeNSS Overseas Fieldwork Policy, which is available at <http://senss-dtp.ac.uk/senss-student-policies/>

If you are eligible to apply for a DLT extension to your award, please discuss your planned application with your supervisor before completing this form. If your supervisor is supportive of your application, complete this form and submit it to your supervisor, so that they can complete their section of this form.

Please note that you will need to ensure that this form is submitted to SeNSS at least THREE CALENDAR MONTHS before you intend to travel.

If you have any queries, please contact your home institution's SeNSS administrative lead in the first instance. Their contact details are provided at the end of this form.

1. Student's application

Student's personal details

Surname	
Student registration number (or equivalent)	
First Name	
Pathway	
University	

Primary supervisor's name	

Please confirm the following:

<p>SeNSS will only consider applications for a DLT extension if you stated in your SeNSS studentship application that you either: 1) planned to undertake DLT; or 2) were uncertain about whether or not you would need to undertake DLT.</p> <p>Please confirm that you noted this in your SeNSS studentship application</p>	
<p>SeNSS will only consider applications for a DLT extension where this training must be undertaken in order to successfully complete your research project.</p> <p>Please confirm that the DLT you intend to conduct is essential to successfully completing your research project</p>	YES / NO (delete as appropriate)
<p>DLT applications may only be made by students who are in the doctoral element of their award.</p> <p>Please confirm that you are in the doctoral element of your award</p>	YES / NO (delete as appropriate)
<p>Please name the language you wish to acquire or develop</p> <p>Please state whether you have any existing ability to use this language (read, write, speak), and to what level</p>	<p>Name of language: _____</p> <p>Group of languages this language comes within (see section 4 of the DLT policy):</p> <p>Group A <input type="checkbox"/></p> <p>Group B <input type="checkbox"/></p> <p>Group C <input type="checkbox"/></p> <p>Group D <input type="checkbox"/></p>

	<p>Existing ability to use this language: YES / NO (delete as appropriate)</p> <p>If yes, then what level is your ability to use this language, e.g. beginner, working ability: _____</p>
<p>Please state whether you are applying for a three, six, nine or twelve month DLT extension</p>	<p>Three / six / nine / twelve months</p>
<p>You will be required to learn this language in the UK, if at all possible. If this is not possible, you may need to apply for OFW funding to enable you to study this language in the field.</p> <p>a) Is training in this language available in the UK? b) If not, then please indicate if you will also be making a separate application for OFW funding in order to learn this language in the field</p>	<p>a) YES / NO (delete as appropriate) b) YES / NO (delete as appropriate)</p>
<p>You must apply for an extension based on DLT at least two months before starting language training.</p> <p>Please confirm that you have allowed two months between submitting this application and when you plan to begin your training</p>	<p>Yes / No (delete as appropriate)</p> <p>Date on which you propose to start language training: _____</p>

Please explain why this language training is essential to the success of your research project. If you are applying for a 12-month extension for DLT, please provide a justification for this length of extension:

Student's signature	
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Date	
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2. Supervisor’s supporting statement

This section must be completed by the student’s primary supervisor.

In drafting your brief supporting statement (maximum 250 words), please explain why it is essential to the student’s research project that the student learn this language. Please confirm that you support the proposed length of extension (three, six, nine or twelve months) and why this length is essential to the research project. If the student already has some competence in this language, please confirm that additional training is essential in order for the student to successfully complete their research.

Supervisor’s name	
Supervisor’s signature	
Date	

Supervisors: once you have completed your section of the form, please email it to your institution’s SeNSS administrative lead, whose contact details are included at the end of this form.

3. Administrative Lead to complete

Please confirm that the responses given to the questions in section 2 have been checked and are correct as far as it is possible to	Yes / No (Delete as appropriate)
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ascertain	
Administrative lead / alternate's name	
Administrative lead / alternate's signature	
Date	

4. SeNSS Manager to complete

Date form received	
Application approved, and brief justification	Yes / No
Director / Deputy Director's decision sought, and brief justification	Yes / No
Director / Deputy Director's decision, and brief justification	
Length of extension approved, and brief justification	
Any other comments	
Date decision conveyed to applicant (cc: supervisor and admin lead)	

SeNSS Administrative Leads: who to contact

If you have any queries about this policy, or about applying for a DLT extension to your studentship award, please contact the administrator at your chosen SeNSS 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 Gawthrop: esrcdtp@rhul.ac.uk
- **University of Surrey:** Shane Dowe: phdstudentships@surrey.ac.uk
- **University of Sussex:** Shelley Jenkins: esrcdt@sussex.ac.uk

Document history

Date	Action
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	Circulated to OG for comment; OG feedback incorporated into document
31.10.17	Discussed at OG meeting
01.11.17	Manager updated document in accordance with OG discussion, and circulated to OG for final comment
03.11.17	Manager circulated document to Director and Deputy Director for comment
06.11.17	Comments from OG, Director and Deputy Director incorporated into revised document (version 6Nov17)
15.11.17	Discussed and approved by the SeNSS core team
24.11.17	Approved by MB