CHASE DTP2
Handbook 2022-23

Contents   page

Welcome from the CHASE Director

On behalf of everyone involved in CHASE, let me begin by congratulating you on your award and wishing you a warm welcome. Through the application rounds you have already impressed us with your passion for ideas and preparedness for research, and we are confident that you will be great ambassadors for the arts and humanities. We are delighted to be able to support your research and to work with you on your doctoral journey.

As I hope you already know, CHASE offers so much more than a scholarship. This Doctoral Training Partnership (DTP) harnesses the expertise from across our consortium of leading research institutions to provide a dynamic intellectual environment for your research. You will find a range of training programmes and events to develop skills to complete your doctorate and to extend your repertoire of professional skills and experience in ways that will enhance your employability either within the academy or beyond.

Just as importantly, you are also taking your place in the wider community of CHASE researchers. There is a wealth of experience and knowledge amongst your peers that you can draw on, whether in relation to research, publication, conferences, placements or training. The regular CHASE Encounters conferences provide an excellent opportunity for peer-to-peer conversations, and we support a growing range of researcher-led special interest networks. Our open access postgraduate journal, Brief Encounters, is a great platform for disseminating your research, or getting experience in editorial work. The Student Committee provides another forum to get involved and help shape what we do.

CHASE relies on everyone's active involvement to sustain and enhance this dynamic research environment. We are always keen to find ways to include doctoral researchers across the consortium, not just those to whom we are able to offer scholarships; so we do look to our funded students to help leverage the opportunities that CHASE offers, for example in developing research networks and events, as set out in the 'Expectations of Award Holders' (page 6). As Director, I am continually impressed by the enthusiasm, expertise and energy that I have encountered in the CHASE community, and it has been inspiring to see how staff and scholars work so hard to support each other, especially through the challenges of recent years.

CHASE is committed to being an organisation where everyone can operate without fear or prejudice, where individual differences and the contributions of all staff and researchers are recognised and valued, and where we will channel our expertise to confront inequalities and injustices in our institutional and everyday practices. In this spirit, a year ago we launched the Stuart Hall Foundation CHASE AHRC Studentships to go some way to repairing the 'broken pipeline' for Black, Asian and Minority Ethnic students into doctoral research. The studentship attracted almost 150 applications, and we are delighted to be now welcoming the first recipients of that award.

In light of the Climate Emergency, CHASE is also committed to minimising the environmental impact of our various activities. We have recently published our policy on sustainability, a result of consultation and conversation with researchers across the consortium, and with other DTPs. We keep all our policies and practices under constant review, and we welcome your input.

I trust that you will find doctoral research absorbing, rewarding and even exhilarating, but there is no doubt that it can also be daunting as you make the transition from student to independent researcher. Please remember there is a whole network of support of different kinds that you can draw on throughout your PhD. In addition to the support offered by your supervisors and your home institution, (cont.)

Welcome from the CHASE Director (cont.)

from your reps and your peers, you can also get advice and information from the CHASE Academic and Administrative Leads based in each of the CHASE institutions. You can read the CHASE mental health support statement here.

The central CHASE team is based at Sussex. Get in touch with us via enquiries@chase.ac.uk or your student reps if you have any queries, concerns or suggestions at any point. We hope this handbook - along with the induction event and plentiful resources on the CHASE website – will help you get the most out of your time with us.

It just remains for me to wish you well as you embark on your research. I look forward to meeting you and to learning about your work as it progresses.

Kate
Professor Kate Lacey
CHASE Director
September 2022

Being a CHASE-funded Doctoral Researcher

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 doctoral researcher 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, doctoral researchers 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 develop 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 Committee, and actively engaging in the future planning of the consortium. Over to you!

CHASE Award-Holders: Statement of Expectations

In addition to the formal conditions of your award to comply with the appropriate regulations of your home institution, CHASE DTP has the following expectations of you in relation to your training and to your participation in our researcher community. CHASE aims to support all doctoral researchers across the Consortium, and so, as a recipient of public funds in the form of your studentship, you have a particular responsibility to contribute actively to supporting and sustaining researcher-led networks and events. Engaging in these ways will also serve your own professional development as a researcher through your doctorate. The following is an indicative list of ways you can get involved:

Contributing to your researcher community: we expect you to engage with your peers in the researcher community both within your institution and across the consortium. We offer support for researcher networks and for developing mentoring schemes to help doctoral researchers support one another. We understand that researchers will engage with their peers in different ways, and you should do so in ways that are comfortable and appropriate for you.

Encounters conferences: we expect you to attend and participate actively in all biannual Encounters conferences, unless you are unable to with good reason. You should contribute to organising at least one Encounters event session during your studentship and should present or otherwise contribute to sessions as often as possible. This will provide you with skills and experience, and help you to meet others from the CHASE cohort.

Training and development: we expect you to engage in a minimum of 10 days of training and development pro rata per year, in line with the Researcher Development Concordat. CHASE and your institution will provide a range of opportunities, and you can also look for training from other sources. You must complete an annual Training Needs Questionnaire based on the Vitae Researcher Development Framework, which will help you and your supervisors to focus on your training and development, and to reflect on your progress. You must always, without fail and as soon as reasonably possible, notify the organisers of any training events if you are unable to attend; repeated failure to attend booked training sessions without good reason may affect your ability to access support funds, as costs will be deducted from your allowance.

Communications: we expect you to check your emails regularly and read the monthly bulletin circulated by the CHASE team with news and opportunities. We expect you to provide information for your profile on the CHASE website. We will let you know in induction how to keep this up to date.

Reporting to AHRC (Arts and Humanities Research Council): we expect that you will acknowledge the support provided by AHRC and CHASE when presenting your work externally, and when publishing your research. We expect that you will keep us informed of any activities supported by your studentship via activity report forms and an annual activity survey, and share these with peers via blog posts, presentations at Encounters, and other methods.

Engagement, influence and impact: we expect that you will actively seek to work with others and ensure the wider impact of research. This might include serving as a representative either on the CHASE Student Committee or through institutional representative bodies; peer mentoring; teaching; public engagement activities; engagement with enterprise or policy-making; or other ways of participating in global academic citizenship.

PhD Timeline

Every PhD journey is different. This is not an exhaustive guide but an indication of some of the opportunities available to you, as well as what is required of you as a CHASE-funded researcher. Individual institutions will have differing milestones and processes, for guidance please contact your institution.
Part-time doctoral research will include the same features over a longer time-frame.

		Compulsory activities		Optional activities
Year 1	Autumn	Induction Autumn Encounters (virtual) CHASE Essentials	10 days of training & development	Language training
	Spring	Complete training needs analysis		Language training
Year 2	Summer	Summer Encounters (in person)		Language training
	Autumn	Autumn Encounters (virtual) CHASE Essentials	10 days of training & development	Consider applying for a placement
	Spring	Complete training needs analysis		Consider submitting a Brief Encounters contribution
Year 3	Summer	Summer Encounters (in person)		Consider contributing to Encounters session
	Autumn	Autumn Encounters (virtual) CHASE Essentials	10 days of training & development	Consider applying to the AHRC International Placement Scheme
	Spring	Complete training needs analysis		Consider presenting at a conference
Year 4	Summer	Summer Encounters (in person)		Consider applying to the AHRC Research in Film Awards
	Autumn			
	Spring	Your studentship may extend into a 4th year due to a placement, or language training, or because your project qualifies for additional time Please see page 11 for more information		
	Summer			

Training

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

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.

We expect 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.

Training Needs Analysis (annual survey)

You will be asked to complete a training needs analysis during the Autumn term each year, to help you to explore your training needs, and so that we can coordinate training across the cohort effectively.

This process will help you not just to plan your studentship, but to start to consider your options after completion. 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.

CHASE cohort training

Alongside the training offered by your home institution, CHASE offers high level training and development opportunities specific to the arts and humanities. There are two strands:

CHASE Essentials is a year-round programme of training and development workshops and residential programmes to help you become a successful researcher and prepare for your future. The training is designed for early, mid and late stages of the PhD but most of them can be undertaken at any point of your studies.

Advanced Research Craft is a series of interdisciplinary and inter-institutional training events designed by faculty and doctoral researchers from CHASE member institutions.

How to book

CHASE training registration is co-ordinated by the central CHASE team and sessions will be advertised throughout the year via the email bulletin and website. The sessions are open to all doctoral researchers in arts and humanities at CHASE institutions, but CHASE-funded researchers enjoy a short priority booking period. Sessions must be booked online as directed. All attendees can claim travel expenses to attend CHASE training sessions via their institution.

[Link to current training opportunities](#)

[Take a look at the current list of CHASE networks](#)

Training at your institution

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 researcher you are also able to access the training sessions offered by other institutions (subject to availability), and claim travel expenses to attend. Please use the links below to see the opportunities on offer.

- [Birkbeck, University of London](#)
- [SOAS, University of London](#)
- [University of Essex](#)
- [The Courtauld Institute of Art](#)
- [University of Kent](#)
- [Goldsmiths, University of London](#)
- [University of East Anglia](#)
- [University of Sussex](#)

Institutional resources

CHASE includes two 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 SOAS library, the Mass Observation Archive and the Witt and Conway libraries); university theatres and cinemas (e.g. the George Wood Theatre, the Gulbenkian, Attenborough Centre for Creative Arts, Birkbeck Institute for the Moving Image); laboratories and studios (for instance Goldsmiths' Digital Culture Unit, Sussex Humanities Lab and the Courtauld's conservation facilities).

There may be facilities at CHASE that would benefit your research; please see [CHASE Members](#) for further details.

Encounters

[Encounters](#) is the biannual conference for the entire CHASE community. These researcher-focussed events provide an opportunity for CHASE-funded doctoral researchers, 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. Doctoral researchers at the host institution participate in designing the Encounters programme. Details of past conferences can be found on the CHASE website.

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 doctoral researchers.

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.

AHRC 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.

Online Resources

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.

Please take the short online course 'Building Your Academic Web Presence' (1 hour) on the CHASE VLE

The CHASE website includes a searchable database of doctoral researcher 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 use the link below and click the button to 'Add CHASE doctoral researcher profile'. You can supply your own photograph, or a photographer will be on hand to take profile pictures at Encounters conferences.

You can add your doctoral researcher profile here.

CHASE VLE

The CHASE Virtual Learning Environment hosts learning resources for doctoral researchers, developed by staff in the CHASE Doctoral Training Partnership, and supported by the DTP's Cohort Development Fund. These include 23 Things, an online course on digital scholarship and productivity.

You can access the CHASE VLE here.

There is no requirement to login to access most parts of the VLE, but if you would like to take part in a training module you will need to register with WordPress.

CHASE Knowledge Exchange Hub (KEH)

Knowledge exchange provides the opportunity to work with people whose approach may differ from your own, whether methodological, professional, or otherwise. By sharing research and ideas, scholars and industries benefit from a greater range of expertise and have a greater impact on society.

CHASE Knowledge Exchange Hub (KEH) is a resource for CHASE researchers, supervisors, and non-higher-education institutions with an interest in the arts and humanities. KEH provides practical advice and guidance on all aspects of knowledge exchange, including how to approach external partners for placements, how to design an entrepreneurial placement project, and how to obtain funding for collaborative activities. KEH also holds events and training sessions focusing on knowledge exchange throughout the academic year, including during induction week and at the two Encounters conferences. See our events pages for recordings of past events and a schedule of upcoming events, or check the monthly CHASE bulletin for updates.

Researcher Development Framework

Developed by Vitae, an organisation dedicated to supporting early career researchers, the Researcher Development Framework (RDF) 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.

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 is used as the basis for the CHASE Training Questionnaire.

Find out more about the Researcher Development Framework at the Vitae websi

Support Funding

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

Funding is linked either
(i) to needs identified by your project proposal, or
(ii) your training needs analysis (using the Vitae Researcher Development Framework).

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.

Three funds are available:

1. Research Training Support Grant (RTSG)
RTSG supports the costs of doing your research. You can apply for RTSG funding:
*   to undertake overseas and UK study visits, including fieldwork;
*   to attend conferences, whether as a delegate or as a speaker;
*   to cover other primary research costs, e.g. consumables or artist materials;
*   to cover costs of specialist equipment where this is not available through your department. Please note that any equipment purchased using RTSG will be owned by your home institution, and you will need to return it when you complete your doctoral research.

2. Engagement Provision (EP)
Engagement Provision supports your professional development. You can apply for EP funding:
*   to cover fees charged for training courses;
*   to support travel and subsistence costs associated with undertaking a placement, or engaging with an external collaborator.

3. Cohort Development Fund (CDF)
CDF supports the costs of CHASE cohort training. You can apply for CDF funding:
*   to travel to CHASE training events including Encounters.

What is the maximum cost per application?
Applications will not normally be for sums in excess of £1,000. Applications in excess of £1,000 will be referred to the DTP Manager for approval. Where necessary (e.g overseas fieldwork), CHASE will support total costs from RTSG and EP of up to £10,000.

Can CHASE pay costs directly?
Approved applications for large costs (e.g. training courses) of £250 and above may be paid direct- ly 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?
No. Only standard class travel will be approved.

Can I travel by car?
CHASE encourages the use of public transport for environmental reasons. Car mileage may be paid in cases where it is not possible to use public transport. Please check your institution's finance policy before travelling.

Can RTSG be used to pay for a laptop or other office equipment?
Under normal circumstances, CHASE does not consider laptops or personal computer purchases to be a high priority use for RTSG, as computing facilities are offered by all CHASE institutions.

You can apply for RTSG to purchase specialist equipment required for your research; however any equipment worth more than £200 will belong to your institution and should be returned when your registration finishes. Any equipment purchases must be made in line with institutional policy requirements.

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 Researcher Development Framework to understand development objectives and needs, so you should be careful to explicitly refer to the RDF in your application(s).

How to apply

1. [Download the Support Funding Application Form here.](#) Please complete all appropriate sections of the form and submit to your institutional CHASE administrator (contacts listed on the form). All funding applications must have the support of your supervisor and institutional CHASE academic lead. High value applications also require a short supporting statement from your supervisor.

2. If your expenditure is approved, you can spend the funds. [Download the Support Funding Reflective Report Form](#) and provide a short report on what you've used the funding for.

3. Submit your institution's expenses claim form with receipts to your institutional CHASE administrator. Expenses claims must be accompanied by your reflective report. Expenses claims that are more than 5% above the sum applied for may be subject to re-approval.

Please note, these forms are subject to change so please download when you are ready to apply to ensure you have the latest version.

You do not need to apply for travel expenses for Encounters and CHASE funded training programmes. Please use your institutional process for claiming these costs.

Researchers without CHASE funding
Doctoral researchers not funded by CHASE can claim expenses for attending CHASE training events. Please use the student funding support form to apply for funding.

Contacts
You can contact your institutional administrative lead under [Institutional Contacts on the CHASE website](#).

Further support

Disabled Students' Allowance (DSA)

Disabled Students Allowances (DSA) are provided by UKRI to help with additional expenditure for the costs of study-related requirements that may be incurred as a result of disability, mental health problems or specific learning difficulties that means additional support is needed to undertake a UK Research and Innovation funded studentship. The allowances can cover the cost of non-medical personal assistance, items of specialist equipment, extra travel costs and general expenses. Please contact your institutional administrative lead for more information.

Support for carers

A range of University policies can be used to help doctoral researchers and staff who need support with caring responsibilities either on a short- or longer-term basis. We would ask doctoral researchers to consult with their own HEI in the first instance about what support may be available.

The DTP can provide a small budget to fund out of pocket expenses incurred by attending programmes offered by the DTP that impact usual caring responsibilities. The key aspect is that there is a payment to a registered third party. Please note that we will not be able to make the specific care arrangement for you. Applications will be accepted throughout the year. Payment will be made by way of an expense claim form with receipts attached.

For compulsory activities run by the DTP, such as required employability placements or whole cohort training events, full additional costs will be covered.

For optional activities run by the DTP, where these are run and therefore fully funded by the DTP, the contribution method is appropriate up to a defined limit (approx. £100).

For activities that are not organised by the DTP, no contribution will be made.

To apply for carers support

Please send em email request using your academic email address with 'CARER APPLICATION' in the subject header to enquiries@chase.ac.uk. We recommend at least one month's notice if possible.
The DTP will aim to inform you of a decision within 2 working weeks.

In order to apply we will require the following information:-
• Details of the event/s you wish to attend: what, where, when, why
• Details of the support you require, and your proposed provider of that support
• Details of additional carer costs associated with attending the event/s.

Costs will be reimbursed via your institution following the event.

Policies
You can find a list of CHASE policies and statements here

Cohort Development Fund & Open Call for Networks

CHASE issues a regular calls to all CHASE funded doctoral researchers, networks and faculty members at CHASE institutions to submit training proposals to add to the CHASE training and development programme. CHASE can fund training initiatives that involve collaboration between at least two CHASE funded doctoral researchers and/or faculty from at least two institutions and have a clear focus on training. You are welcome to contact the CHASE team to find out more and to discuss proposals in development.

You can find out more about applying to the Cohort Development Fund here.

And the Network call here

Placements

CHASE offers the opportunity to work with any 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 develop your project ideas, and make contact with relevant potential placement hosts.

CHASE will provide financial support for your placement:

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

Placements for non-funded doctoral researchers

Doctoral researchers not funded by CHASE can apply for a range of curated placement opportunities. Please follow the link for further details of these. Link to placement list can be found here.

To find out more about CHASE placements, visit the Knowledge Exchange Hub

Step by step guidance on applying for a placement can be found here

CHASE Networks

The CHASE Networks play an important role in enriching the research environment for postgraduate researchers across CHASE institutions. Typically doctoral researcher-led, they are organised around methodological approaches or practices, sites of activism, and researcher well-being. The networks operate as spaces for PGRs to connect over shared research approaches and broader concerns related to academia. They also deliver events and initiatives that enable PGRs to network, collaborate, and develop their research together.

Take a look at the current list of CHASE networks

CHASE Student Committee

Student Committee (SC) represents the interests of all CHASE doctoral researchers.

With a representative from each institution, SC is your voice within CHASE. SC works 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 speak to a member of SC.

Historically, SC has successfully worked with CHASE to develop clearer funding guidelines, propose the Brief Encounters CHASE Journal, refine CHASE training workshops, address concerns about teaching hours and help develop Encounters into a vital networking and development event. SC is currently working with the CHASE team to develop stronger links between researcher networks.
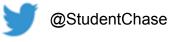
Alongside each institutional representative, there are four elected positions within SC: the Chair, who ensures SC functions according to the terms of reference; the Secretary, who organises SC meetings and prepares the agenda and the minutes; the Treasurer, who is responsible for the SC budget and spending; and the Web Officer, who is responsible for communication between SC and the consortium. Contact details are below.

How to join

Members of SC are elected to their position every year. Calls for nominations are sent out in January and the new SC is formed in April. For the most up-to-date information on your institutional representative look at the 'CHASE DTP' Facebook group, or the SC webpage.

Contact your SC rep

You can contact the CHASE Student Committee on chasesc233@gmail.com

@StudentChase

Changing your studentship

CHASE funding is flexible and allows for changes in your PhD project, and in your life circumstances.

Extending your funding

You should be aiming to submit your PhD within your funded period. It is possible to extend your funded period to a maximum of 4 years (7 or 8 years for part-time registration). Up to 6 months additional funding may be available if needed to complete your project, or to acquire language skills, and a further 6 months is available for one or more placement projects.

Language training

If your project requires language skills acquisition, this can extend your funded period. Because language learning would usually be done at the start of the project, additional time is usually included in the offer letter. This is usually up to 6 months but can be up to 12 months in exceptional circumstances. However, it is also possible to apply for this via the Planned Extension Form.

Planned Extension

If your studentship started after September 2019, you can apply to extend your studentship by up to 6 months on one of the following criteria:

1. Skills acquisition: the candidate's Training Needs Analysis has identified skills development needs and significant time will be needed to address these needs. There is a plan for how the development needs will be addressed. Training may already have been undertaken or started at the point of application.
2. Complex methodology: the project has complex factors that require additional time; for instance, the project requires knowledge of a second field of research; or has creative or practice-based elements that will require additional time. There is a plan for how this additional time will be used.
3. Innovation or collaboration: the project requires collaboration with an external organisation, or has other innovative elements that will require additional time. There is a plan for how this additional time will be used.

4. Change to project: the scope of the project has changed from the original project plan due to the research process. This change has been agreed with supervisors.

[To apply for an extension to your funded period, please complete the Planned Extension Application Form.](#) You can apply for a planned extension at any point before the start of your final year.

Full-time and part-time study

AHRC permits changing your mode of study once from full-time to part-time, or vice versa. Part-time studentships are usually paid at 50% of the full-time rate. Part-time students have equal access to support funding and placement opportunities.

Suspension

During the period of an award, the AHRC will allow suspensions of the award for up to 12 months for illness or other exceptional personal circumstances. When a studentship is suspended the funding end date and the submission date automatically move forward by the duration of the suspension. You will not receive stipend payments during a period of suspension.

Sick pay

CHASE supports up to 13 weeks' sick pay per year over the duration of the award. This time can be added to the end of your funded period if necessary. You must ensure that you have a medical certificate (e.g. doctor's note) to cover any period of absence. If you are still unwell at the end of 13 weeks, you can suspend your award as above.

Maternity and paternity leave

CHASE offers 52 weeks of maternity leave if the expected week of childbirth will occur during the period of their award. The earliest Maternity leave can commence is 11 weeks before the expected week of childbirth. The first 26 weeks will be paid at full stipend rate (pro-rated as necessary for part-time awards). The following 13 weeks will be paid at a level commensurate with statutory maternity pay (approximately 40% of the full stipend rate) and the final 13 weeks are not paid.

Partners are entitled to up to two weeks paid

Ordinary Paternity Leave on full stipend. Partners are also entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks, with their studentship extended accordingly. Please contact your administrative lead for full details of maternity and paternity leave.

Withdrawing from the award

In some exceptional cases, a student may choose to withdraw from the PhD. If you are thinking of withdrawing, it is very important to discuss this with your supervisors and other sources of support and advice, as there may be other courses of action available. If you withdraw from your studentship you may be asked to repay any stipend payments for the period after your official withdrawal date, but you will not be asked to repay any other funding you've received.

Covid-19

CHASE is updating its guidance for researchers affected by covid-19 in light of ongoing changes. For the most up-to-date guidance, please see Coronavirus updates and FAQs

CHASE Supervision

Your institution has a Code of Practice for Research Degree Programmes that sets out expectations in line with the QAA's UK Quality Code for HE. The CHASE member institutions share many common arrangements and parallel practices in supervision and CHASE has developed a model of best practice that will supplement these institutional codes, and ensure equity of access and quality of supervision for our students across the Consortium. Member institutions will continue to hold responsibility for individual student progress; however, a CHASE supervision policy will be used by all member institutions for managing CHASE-funded students in relation to training opportunities and cross-institution supervision.

1. 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 administrative responsibility for the student. All appointments will require the approval of the home institution's Research Degrees Committee or equivalent.

2. 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, and will have a chance to meet all team members within 1 month of commencing full-time studies.

3. CHASE policy requires that each supervisor has:
   • a PhD (or, exceptionally, if conducting practice-based research, equivalent experience in the last 3 years)
   • evidence of research activity relevant to student's research project in the past 5 years
   • awareness of CHASE supervisory practice via briefing notes and

introductory sessions
- sufficient time in his or her workload to carry out supervision duties.

Additionally, a member of the supervisory team should have at least 3 years of experience in successful supervision of PGR students, with at least 1 member of the team being a permanent member of staff and having supervised to completion.

4. 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 and recorded online. 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.

5. When students are absent from their home institution due to fieldwork, placements or study visits, supervision meetings with the main supervisor or team members may be arranged via video call or email.

6. If a supervisor leaves an institution, the local CHASE academic lead will ensure that suitable arrangements are made, the primary consideration being the student's best interests. Typically another member of the team may take over as main contact supervisor. Where mutually agreed the original main contact supervisor may continue to have input. Arrangements for replacing another member of the supervisory team other than the lead will be devolved to the local level but notified to the CHASE Director, with progress examined in the regular institutional monitoring reports. If necessary the student will be able to draw on CDF funding for any additional expenses relating to changed supervision.

7. CHASE will monitor upgrade and completion rates annually. Annual Reviews of each student are already scrutinised by a committee at each research organisation; any obstacles to progress trigger a local process of investigation.

Frequently Asked Questions

Q How do I go about arranging an event/conference/workshop/training programme aimed at CHASE doctoral researchers?
A Contact the CHASE team who will discuss your ideas with you and advise on making a formal funding application. More information here.

Q Can CHASE help with the promotion of my event that would be of interest to the wider CHASE cohort?
A Yes, email enquiries@chase.ac.uk and let us know!

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 for your institution's policy on graduate student teaching.

Q What are the expectations surrounding paid work?
A Doctoral researchers 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 doctoral researchers can access financial support for their research costs, training and personal development, and travel to CHASE events. See page 10 for details.

Q I am attending one of the CHASE training and development programmes, can I claim travel expenses?
A Yes. Please use your institution's procedures the claiming these expenses. Attendance at CHASE led training including Encounters does not require prior approval.

Q When will I receive my stipend payments?
A Payment schedules vary between CHASE institutions. Please contact the administrator at your local institution.

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 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.

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 training environments for doctoral level research, with the opportunity for PhD doctoral researchers to undertake broader training or development opportunities, such as language proficiency, overseas research visits, or placements with non-academic partners.

DTP1 - Refers to the period of funding and studentship awards made between 2014-2018

DTP2 - Refers to the period of funding and studentship awards made between 2019-2023

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, Energy & Industrial Strategy , along with the other UK Research Councils.

UKRI - UK Research and Innovation is a body which works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation.

Non-HEI – Non-Higher Education Institution. CHASE Non-HEI partners are listed here. Management Board – the CHASE Management Board comprises academic and administrative leads for member institutions, as well as doctoral researcher 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 doctoral researcher placements.

SC – Student Committee

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.

Statement of expectations

All CHASE studentships are governed by the following:
UKRI Terms and Conditions of Training Grants
AHRC Training Grant Funding Guide

In addition to the formal conditions of your award to comply with the appropriate regulations of your home institution, CHASE DTP has the following expectations of you in relation to your training and to your participation in our researcher community. CHASE aims to support all doctoral researchers across the Consortium, and so, as a recipient of public funds in the form of your studentship, you have a particular responsibility to contribute actively to supporting and sustaining researcher-led networks and events. Engaging in these ways will also serve your own professional development as a researcher through your doctorate. The following is an indicative list of ways you can get involved:

Contributing to your researcher community: we expect you to engage with your peers in the researcher community both within your institution and across the consortium. We offer support for researcher networks and for developing mentoring schemes to help doctoral researchers support one another. We understand that researchers will engage with their peers in different ways, and you should do so in ways that are comfortable and appropriate for you.

Encounters conferences: we expect you to attend and participate actively in all biannual Encounters conferences, unless you are unable to with good reason. You should contribute to organising at least one Encounters event session during your studentship and should present or otherwise contribute to sessions as often as possible. This will provide you with skills and experience, and help you to meet

others from the CHASE cohort.

Training and development: we expect you to engage in a minimum of 10 days of training and development pro rata per year, in line with the Researcher Development Concordat. CHASE and your institution will provide a range of opportunities, and you can also look for training from other sources. You must complete an annual Training Needs Questionnaire based on the Vitae Researcher Development Framework, which will help you and your supervisors to focus on your training and development, and to reflect on your progress. You must always, without fail and as soon as reasonably possible, notify the organisers of any training events if you are unable to attend; repeated failure to attend booked training sessions without good reason may affect your ability to access support funds, as costs will be deducted from your allowance.

Communications: we expect you to check your emails regularly and read the monthly bulletin circulated by the CHASE team with news and opportunities. We expect you to provide information for your profile on the CHASE website. We will let you know in induction how to keep this up to date.

Reporting to AHRC (Arts and Humanities Research Council): we expect that you will acknowledge the support provided by AHRC and CHASE when presenting your work externally, and when publishing your research. We expect that you will keep us informed of any activities supported by your studentship via activity report forms and an annual activity survey, and share these with peers via blog posts, presentations at Encounters, and other methods.

Engagement, influence and impact: we expect that you will actively seek to work with others and ensure the wider impact of research. This might include serving as a representative either on the CHASE Student Committee or through institutional representative bodies; peer mentoring; teaching; public engagement activities; engagement with enterprise or policymaking; or other ways of participating in global academic citizenship.

Keeping in touch

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.

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 contributor form and we will spread the word.

Calendar
The website 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.
Join the CHASE DTP Facebook group and follow @CHASE_DTP on Twitter for regular updates and to make contact with other CHASE-funded doctoral researchers.

Contacts

CHASE Administrative leads
Contact for studentship funding, stipend payments, progress, non-academic matters and other areas relating directly to your PhD

CHASE Academic leads
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.

Student Committee
The CHASE Student Committee (SC) consists of nine CHASE-funded students, one from each member institution as well as up to nine others across the consortium.

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.

Follow CHASE

@CHASE_DTP

Facebook Group

CHASE Alumi
One you have completed your PhD, you will continue to be a part of the CHASE community through the Alumni Network. The Network is designed to enable former CHASE funded researchers to connect with other scholars and professionals, maintain relationships with peers, keep up to date with CHASE news, access relevant opportunities, collaborate with us further and continue to benefit from CHASE conferences and events. You will receive a regular newsletter and be featured in the Alumni Database. In the mean time, do make sure to add CHASE to the education section of your Linkedin profile (CHASE DTP) and follow KEH_CHASE on twitter.

@CHASE_KEH