



**London Interdisciplinary Social  
Science Doctoral Training  
Partnership**

**Managing and accessing the  
benefits of your LISS DTP  
studentship**

**2018-19**

## **Welcome to the London Interdisciplinary Social Science Doctoral Training Partnership, and congratulations on winning a studentship!**

This handbook will provide you with explanations of key rules and regulations of your studentship and how to access the full range of benefits attached to your studentship. The primary source of information we've used to create this document is your funder, the Economic & Social Research Council (ESRC)'s Postgraduate Funding Guide- <http://www.esrc.ac.uk/files/skills-and-careers/studentships/postgraduate-funding-guide/> We recommend that you bookmark the link above so that you can refer to it; the guidelines tend to change every few years, and this link should contain the most up-to-date version of the guide. The LISS DTP team also take advice direct from the ESRC on any exceptional issues with relation to our funded students. You can find a contacts table on pages 13-14 that will help direct you to the appropriate member of the LISS DTP team to assist you with any queries.

We are responsible for administering the ESRC grant that pays for your studentship and includes additional funds for training, opportunities within your PhD such as overseas institutional visits and internships, and cohort development activities. As part of this administration, we will have registered you on the Research Council UK's database system, [Je-S](#). This record contains your personal contact details (which you should keep updated yourself by logging in with the password you created) and we also place additional information on this record to indicate the details of your award, including your award start and end date and your thesis submission deadline for ESRC monitoring purposes.

***Facilitating the timely completion of LISS DTP students' awards/degrees is the responsibility of the LISS DTP team and has implications for the future funding our institutions can receive from the ESRC. We understand that complications and changes in circumstances can arise during your studies. Please get in touch with us as soon as you experience any problems or issues. We will do our best to assist, drawing on support/guidance from staff at the institution where you are a registered student- either King's College London, Queen Mary University of London or Imperial College London- to ensure that you receive information and support.***

# Regulations & Guidance For Managing Your Studentship

## Duration of your award & thesis submission deadline

*It's important to remember that the end date of your ESRC award refers to the end of your funded period of study. Your final submission deadline may be later than your funding end date, if your doctoral degree allows for unfunded 'writing-up time'.* ESRC regulations state that after you reach your award funding end date you have a maximum of 12 months unfunded writing-up time to complete/submit your dissertation, but your institutional/departmental rules may allow less time than this. Please consult with the LISS DTP team if you have any questions, but a good general rule is that you should always work to the earlier of your deadlines- institutional or ESRC- to ensure that you comply with both ESRC and institutional regulations. The ESRC and LISS DTP advise that you complete/submit your thesis as close to your funding end date as possible, as evidence suggests students often find it very difficult to complete their PhDs unfunded or while holding full-time jobs.

You will hold one of two award formats- 1+3 (Masters + PhD) or +3 (PhD only). If you are a 1+3 award holder or won a +3 award before you commenced any doctoral study, the duration of your award will be:

For 1+3 students at full-time: 4 years. (For students who undertake their entire award at part-time status- this would be 8 years, 2 year Masters + 6 year PhD).

For +3 students at full-time: 3 years. (For students who undertake their entire award at part-time status- 6 years).\*

\*Some students are awarded +3 studentships after they have already commenced doctoral studies. In these cases, the length of funding for your award will have been adjusted, such that you will be funded until the end of your 3<sup>rd</sup> year as a full-time student, or the end of your 6<sup>th</sup> year as a part-time student.

In all cases, your award start and end date (ie. the dates at which the funded period of your award starts and ends) will have been listed in your studentship offer letter, which you should keep for reference. Over the course of your studentship if you change between part and full-time status or receive extensions or suspensions to your study period the duration of your award payment period will be adjusted and you will be provided with a new award end date and/or submission deadline, which you should make careful note of.

***ESRC regulations state that after you reach your award funding end date you will have a maximum of 12 months unfunded writing-up time in which to complete your thesis and submit it.*** If you have been granted an extension to your award such that your funded PhD period is longer than 3 years full-time, or part-time equivalent - for example, if you receive a 3 month extension for an Overseas Institutional Visit - then you would only have the balance of your final year- 9 months- as unfunded writing up time, provided your department/institution allows a full year of writing up time. While ESRC guidelines state that part-time students must submit within 2 years of their funding end date (p. 34 of the ESRC Funding Guide), please note that LISS DTP institutions allow part-time students only 1 year maximum of writing-up time and students must abide by this earlier deadline to ensure they meet the institutional regulations to receive their doctorate.

If you have any doubts about your award end date or thesis submission deadline throughout your studies, please contact [liss-dtp@kcl.ac.uk](mailto:liss-dtp@kcl.ac.uk) for clarification.

## **Transfers of your studentship to partnerships/institutions outside of LISS DTP**

Permission to transfer a LISS DTP studentship must be obtained in advance from the ESRC and would be facilitated for you by the LISS DTP team. You are only allowed to transfer your ESRC studentship to other UK institutions that hold accredited DTCs/DTPs/CDTs (Doctoral Training Centres, Partnerships or Centres for Doctoral Training). You must transfer to a DTC/DTP/CDT that can provide appropriate support for your research project. A variety of documentation is required for an institutional transfer; please contact LISS DTP: [liss-dtp@kcl.ac.uk](mailto:liss-dtp@kcl.ac.uk) for more details if this becomes necessary or desired.

## **Transfers between part-time and full-time registration**

(see p. 27-29 of the ESRC Postgraduate Funding Guide for more details)

In any case of transfer from full to part-time status or vice versa, the remaining length of your studentship will be recalculated on the basis of funding already received and your time commitment.

A student may apply to transfer from full-time to part-time award status or vice versa. Such transfers should start from the beginning of a quarter (eg. 1 October, 1 January, 1 April or 1 July).

**Permanent transfers** (ie. for the remaining duration of your award):

- Cannot be made in the last 6 months of your award period except in very exceptional circumstances.
- Holders of collaborative (CASE) awards will require the agreement of their collaboration partner.
- Should not be used to manage acute health problems where suspension of an award would be the appropriate course of action.
- Can be considered where a change in domestic circumstances means that a dependent requires more of the award holder's time or where the award holder has taken up part-time employment.

***The ESRC expects that, barring exceptional circumstances, permanent transfers will occur only once in the lifetime of an award.***

**Change of status for part-time students for fixed periods** (such as for the duration of your overseas fieldwork): this will be arranged in consultation with the LISS DTP team. Part-time students must take unpaid leave from their part-time jobs for the duration of the full-time transfer period and are subject to the same conditions on 'other work' as a full-time student for the duration of their transfer period.

## **Change to project details or change of supervisor**

(see p. 32 of the ESRC Funding Guide)

A condition of your award is that significant changes to the focus of your research need to be approved in advance by your supervisor and the LISS DTP team. Such approval will not be given unless a clear justification is provided. Only in the most exceptional circumstances should a radical change of topic or direction (and consequently a complete change of title) be approved for the research where a student has a +3 studentship or has commenced the

+3 phase of a 1+3 studentship. The LISS DTP team will then undertake the changes necessary on your Je-S record or, if necessary, consult with the ESRC.

Any requested changes in supervision will need to be approved by your Head of Department, School or Faculty at the institution where you are based and the LISS DTP team must be informed of any changes so your Je-S record can be updated.

### **Holding other grant funding, employment, residency & holiday allowance** (see p.11 & 35 of ESRC Postgraduate Funding Guide for more details)

**Grants/scholarships**: It is fine to receive grants/financial support beyond your LISS DTP studentship where the annual income from these is not equal to or in excess of the annual value of your LISS DTP studentship (2018-19: fees £4260 FT + stipend £16,777 FT, part-time pro rata).

Students who receive other UK or international studentship support equivalent to the value of an ESRC award are no longer eligible for a LISS DTP award. You should inform the LISS DTP team immediately if you are applying for an award from another body to support your postgraduate work, especially in the form of payment of fees or a maintenance grant.

**Employment**: You should consult with your supervisors on any work taken outside of your studentship and obtain their agreement that such work will not delay the submission of your Masters work/doctoral thesis. Additional work taken outside your studentship will be part of yearly discussions between you and LISS DTP's Deputy Director, Training & Cohort Development.

***LISS DTP can approve suspensions of studentships for up to 12 months in order for a student to undertake work deemed beneficial to the quality of their doctoral research or future professional career.*** When your studentship is suspended, your tuition fees and stipend are not paid, so you would return to your studies with the same time remaining on your award as when you left, and your submission deadline also shifts to reflect the time away from your studies. Please contact Dr Linnaea Stockall, Deputy Director, Training & Cohort Development if you wish to discuss such a suspension: [Linnaea.stockall@kcl.ac.uk](mailto:Linnaea.stockall@kcl.ac.uk)  
Your supervisor must be consulted and approve.

LISS DTP studentship award holders are encouraged to undertake some paid teaching or other research work during their studentship, provided that they spend a minimum of 1650 hours a year on their doctoral research and training (pro rata for part-time students). This figure equates to a 37.5 hour work week for 44 weeks. Further information follows on the arrangement of internships.

***Full-time LISS DTP studentship award holders cannot hold either a full-time job or a permanent part-time job during the period of their award. Part-time LISS DTP studentship holders cannot hold a full-time job.***

**Residency**: (see p. 7-8 of funding guide) - *All study undertaken as part of your LISS DTP award must be carried out within the UK, except as part of overseas fieldwork which is an integral part of the study, conferences, or training.* You may not, for example, write up your thesis whilst resident outside the UK during the funded period of your award. In such a case fees and/or maintenance grant will not be payable. You must be resident close to your

research organisation at which you are registered and the ESRC expects there to be direct contact between you and your supervisor. This applies to full-time and part-time students.

**Holiday:** Full-time students are allowed up to eight weeks' holiday (including public holidays) each year as approved by their supervisor. (Pro-rata calculations should be made for part-time students and periods less than a year). You do not need to approve holiday with the LISS DTP team. During your holidays your stipend payments will continue as normal and your award end date and submission deadline will not change.

## Applying for Disabled Student Allowance (DSA) at your institution

Any disabled student who, because of disability, is obliged to incur additional expenditure in connection with their studies, may be eligible for an allowance. The Research Councils have adopted a harmonised approach to DSA. Additional guidance and a claim form is available on the RCUK website: <http://www.rcuk.ac.uk/skills/training> Requests for DSA must be undertaken in consultation with the Disability Office at the university where you are registered:

King's College London: <https://www.kcl.ac.uk/campuslife/services/disability/index.aspx>

Queen Mary University of London: <http://www.dds.qmul.ac.uk/>

Imperial College: <http://www.imperial.ac.uk/disability-advisory-service/>

## Maternity, Paternity & Shared Parental Leave

(see p. 25-26 of ESRC Funding Guide)

***If you become pregnant such that the expected date of confinement will occur during the period of your award, you are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks will be paid at full stipend rate.*** The following 13 weeks will be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the basic doctoral stipend. The final 13 weeks are not paid. *Maternity leave is an example of a paid/partly-paid suspension of study (most suspensions result in your fees/stipend being stopped), so when you return to your studies you will resume your studentship with the same amount of paid time remaining as when you left and your submission deadline will shift to reflect your time away from study.*

Due to the structured nature of most taught research training/Masters programmes, students who take maternity leave during any research training programme are expected to re-join their course at the stage at which they left it, ie. in order to ensure that all elements of the training are successfully completed in advance of their doctoral study. This may require taking a full 52 weeks of maternity leave but this would depend on the structure of the course and the frequency with which training is provided. Applications for and queries about maternity leave should be directed to the LISS DTP team and your institutional/departmental administrators and your supervisor should be informed. Your maternity leave application must be supported by a [MAT B1 form](#).

Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend.

Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave (dependent on the amount of leave being claimed by your partner). Any



paid leave will be at full stipend. Circumstances of shared parental leave should be discussed with the LISS DTP team.

There is no qualifying period for maternity, paternity, adoption or shared parental leave.

### **Leave for illness**

(see p. 32 of the ESRC Funding Guide)

If you fall ill or have a planned medical procedure that you know will impact your ability to complete your PhD on schedule, please contact Dr Caitlin Patrick ([caitlin.patrick@kcl.ac.uk](mailto:caitlin.patrick@kcl.ac.uk)) and Dr Linnaea Stockall ([Linnaea.stockall@kcl.ac.uk](mailto:Linnaea.stockall@kcl.ac.uk)) from the LISS DTP team and inform your supervisor as soon as possible. Dependent on the length of time you expect to be unable to work, we will help you decide on a course of action and whether it is appropriate to immediately suspend your studies/studentship. Our LISS DTP institutions have minimum periods for suspension of studies; periods of illness under 1 month cannot involve a suspension. ***Your stipend payments can continue during suspensions to study covered by medical certificates for up to 13 weeks, within any 12 month period. (Please provide these certificates to the LISS DTP team. They will be held confidentially and securely).*** You will have up to 13 weeks of additional stipend payments, as covered by your certificate, added to your studentship award to cover this period of illness once you return to study and, if your studentship has been officially suspended, your official submission deadline will change to reflect this time away from study.

If your period of illness continues for longer than 13 weeks, your studentship must be suspended at this point and your stipend payments will stop. When you return to study you will return to the same number of award months remaining as you had when you left and your final submission deadline will change to reflect the time you were suspended from study. This type of suspension should be arranged in consultation with your supervisor, department/institution and with the LISS DTP team. Suspensions on account of illness will not normally be approved for periods in excess of 12 months.

**1+3 students** – please note that the 13 weeks' paid sick leave rule would not normally apply in your Masters year. If you are taken ill in your Masters year for more than a few weeks you would normally be expected to request a suspension of your LISS DTP award through the team. Part-time students in this position should note the rules and regulations with regard to the payment of fees and notify their supervisor and the LISS DTP team in the case of long-term illness.

### **Termination/suspension of awards**

(see p. 30-31 of the ESRC funding guide)

**Terminations:** The ESRC advises that the termination of a studentship should be a last resort and, when a student is identified as experiencing difficulty, every effort must be made by the supervisor and institutional authority to work with the student to enable successful completion of their studies. The termination date and reason should be submitted to ESRC by LISS DTP staff.

ESRC funding is provided to support students undertaking a PhD. If you complete your studies and submit a doctoral thesis before the end of your studentship, your stipend funding can continue until the end of the quarter in which you have submitted if you have an agreed programme of work related to your doctoral project which you propose to pursue.

If you take up paid full-time employment before the end date of your award, your award must terminate on the date of appointment. If an award is prematurely terminated for any reason, you must repay any monies including maintenance grant, fieldwork contribution, etc. overpaid to you. All debts that arise as a result of overpayments, for whatever reason, must be actively pursued by LISS DTP. All reclaimed monies must be returned to the training grant. A studentship may be terminated, or its conditions varied, at any time, at the absolute discretion of the ESRC.

**Suspensions:** Studentships are intended to be held on a continuous basis. Sometimes, however, you may need to interrupt your studies, for example as a result of persistent health problems or those of dependants, or to take up the opportunity of temporary, short-term work which can be justified as being highly relevant to your thesis or research training. Suspensions require supervisor and LISS DTP approval. ***Suspensions can only be considered during the funded period of the studentship. If a student interrupts their registration after their ESRC funding has finished a suspension cannot be considered.*** In those instances, the LISS DTP team and the student's institutional administration may consider an extension to the student's submission date.

Suspensions can be approved provided that:

- The period of suspension does not exceed one calendar year in any one instance.
- Total periods of suspension do not exceed one calendar year during the lifetime of the award.
- The student's supervisor has given their permission for the student to suspend their studies. For CASE awards, the collaborative partner must also indicate their approval of any requested suspension period.
- The student's supervisor certifies that the suspension of studies will not delay the submission of the final thesis by more than the length of the suspension.
- The request is made in advance; retrospective requests cannot be accepted.

Suspension of studies requests must not be considered on the grounds of financial hardship.

Due to the nature of training received in the Masters year of a 1+3 award (and equivalent structures), suspensions should be for 12 months to allow the student to re-join the course at the same point at which they left it.



## Accessing the Benefits of Your Studentship

Your LISS DTP studentship provides you with many opportunities to secure additional funding for activities that will be beneficial both to your doctoral thesis and your future career. You can read more below about what opportunities are available. This information, plus relevant application forms or instructions on how to apply for these additional opportunities are available on the LISS DTP website: <https://liss-dtp.ac.uk/studentships/managing-your-liss-dtp-studentship/> There are also links in our LISS DTP general handbook and on our website directing you to more general support available through your institution for career and skills development.

### Training needs assessment & yearly meetings with the LISS DTP Deputy Director, Training & Cohort Development

At the beginning of your first year, you'll be asked to complete a Training Needs Assessment and Research Plan in consultation with your supervisor(s), which will provide the starting point for a one-on-one meeting in October with the Deputy Director, Training & Cohort Development, Dr Linnaea Stockall to review your plans. In subsequent years, you'll review this Needs Assessment and Plan and make the necessary revisions as your project develops.

### Research Training & Support Grant

(see p. 18 of the ESRC funding guide)

As a funded student, you are eligible for Research Training Support Grant funds (RTSG). This allowance is intended to be used to pay for expenses which you/your supervisor/your department/institution deem to be in direct support of your research. Examples include:

- UK fieldwork expenses
- UK, EU and overseas conferences, training courses and summer schools
- language training courses usually undertaken in the UK prior to an overseas fieldwork trip
- reimbursement of interpreters, guides, assistants, participants
- survey costs eg printing, stationery, telephone calls
- purchase of small items of equipment eg cameras, recorders, films,
- gifts for local informants
- books and other reading material not available through libraries

***Each student is able to apply for funds up to a value of £750 p/a over the course of their studentship.*** Funding can carry over if it is not used in one year and it is possible to draw on funding from years ahead if one year of the award is determined to require a large number of expenses. Students are encouraged to work out a budget for the lifetime of their studentship with their supervisor at the beginning of their award and seek additional sources of funding where necessary. This budget should be reviewed and updated on a regular basis.

In exceptional circumstances, LISS DTP may consider requests from students to purchase laptops or other computer equipment using this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and

must be essential for successful completion of the PhD. In these instances, any equipment purchased in excess of £200 will remain in the custody of LISS DTP following completion of the student's award.

To apply for RTSG funds, you should complete the online application form on the [Managing Your Studentship webpage](#). Applications will be reviewed on the 1st Monday of each month. Only 1 application/student/quarter can be reviewed (Q1-Oct-Dec, Q2: Jan-March, Q3: April-June, Q4: July-Sept). If you have questions about the eligibility of certain expenses, please contact Dr Linnaea Stockall- [linnaea.stockall@kcl.ac.uk](mailto:linnaea.stockall@kcl.ac.uk)

## **Overseas Fieldwork**

(see p. 21-22 of the ESRC funding guide)

Full-time students undertaking the doctoral element of their award are eligible to apply to LISS DTP for overseas fieldwork expenses. Masters students are not eligible to claim this allowance. Part-time students may be eligible for an overseas fieldwork grant if they transfer to full-time status for the duration of the fieldwork. Please contact the LISS DTP Manager ([caitlin.patrick@kcl.ac.uk](mailto:caitlin.patrick@kcl.ac.uk)) in advance of applying for overseas fieldwork funding if this applies to you.

***Full-time ESRC studentship award holders undertaking the doctoral element of their award are able to make one claim for overseas fieldwork expenses in the life of the award.*** Your proposed overseas fieldwork should have been outlined in the relevant section of your LISS DTP application and in your project summary. However, if you and your supervisor decide that a fieldwork period would be valuable once you have started your studentship, please raise this as soon as possible with Dr Linnaea Stockall, LISS DTP Deputy Director, Training & Cohort Development: [Linnaea.stockall@kcl.ac.uk](mailto:Linnaea.stockall@kcl.ac.uk)

Overseas fieldwork must be an integral part of the PhD and take place during the life of the award. Studentships will not be extended to reflect periods in the field. You must obtain approval for overseas fieldwork prior to undertaking it; retrospective claims for overseas fieldwork expenses cannot be considered. You are strongly advised to submit your overseas fieldwork application a minimum of 3 months in advance of your proposed fieldwork start date.

The application for fieldwork includes an indicative plan/budget for all fieldwork/trips you intend to undertake during your award period. Your overseas fieldwork can last for up to 12 months in total. If you can demonstrate a strong case for a visit longer than 12 months, fieldwork of up to a maximum of 18 months may be granted. If you remain in the field for periods longer than have been formally agreed with your supervisor and LISS DTP's Deputy Director, Training & Cohort Development, you will not be able to make retrospective claims for expenses or for extensions to the period of award/thesis submission date.

**Calculating the value of overseas fieldwork expenses:** *Given ESRC funding allocations, and our current expectations about how many students will require overseas fieldwork for their projects, we anticipate that awards could range up to £5000.* The actual allocation of funds towards fieldwork is at LISS DTP's discretion, based on the funding available within the Doctoral Training Grant. Once the allowance has been calculated, it is the student's responsibility to manage the funds allocated, and to keep receipts and other documentation of expenses incurred. If for any reason the fieldwork is abandoned or is unsuccessful and the student returns to the UK early, the fieldwork allowance less any reasonable expenditure already incurred, should be returned to the DTP.

## Overseas fieldwork expenses CANNOT be used for the following:

- fieldwork within the UK ([RTSG funds](#) should be used towards these costs)
- trips for purposes other than primary research
- trips of longer than 12 months (although exceptional cases can be made for up to 18 months)
- trips during periods of study interruption
- trips during the final 6 months of the studentship
- trips during the writing-up period of the studentship
- overseas conference costs (RTSG funds should be used for these)

Complete guidance is available on the LISS DTP website.

## Extensions:

*Extensions are additional periods of funded time that are added to your studentship, extending your award end date but not your final submission deadline.* They recognise the fact that if you are undertaking activities such as an overseas institutional visits, difficult language training or an internship you will have less time during these periods to undertake your doctoral work. *It's important to note that the availability of these extensions is always subject to the LISS DTP overall budget so we recommend that students prioritise one of these that is particularly important for their project/future career.*

**Difficult language training:** Up to one extra year's extra support may be considered if a student needs to acquire or develop a working ability with a difficult language in order to carry out fieldwork (including UK fieldwork) or other parts of their research; this is over and above the funded length of the studentship. Students on a 1+3 studentship are not eligible to apply during their Masters year. Any anticipated difficult language training should have been mentioned in the student's application and project summary.

Difficult language training 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. If the student has already undertaken a pre-described Masters course, it is expected that some progress with language acquisition will have been made and therefore it is not expected that extensions beyond six months should be made. Extensions for difficult language training do not automatically attract overseas fieldwork costs. Overseas fieldwork costs should only be considered alongside an extension where it is not possible to learn the language outside of the fieldwork site. Please see Annex 3 for guidance on the 'groupings' of languages (p. 42 of ESRC funding guide)

**Overseas institutional visit (OIV):** The purpose of the OIV scheme is to support and encourage the international engagement of ESRC funded students. The scheme funds an extension to the studentship of up to three months (13 weeks), plus some assistance with travel and subsistence costs.

Overseas Institutional Visits should allow students to: undertake additional specialist research training not available in the UK; develop language skills; establish research links that will be beneficial to their current or future academic career; disseminate early research findings; attend and participate in seminars directly related to their research.

Students must have successfully passed the PhD upgrade and be in the second or third year of their PhD studies to apply for an extension to cover a visit. ***Visits taking place in the final year of the studentship must be completed at least three months before the end date of the award and prior to the extension period being implemented.*** Students will be required to submit a report at the end of the OIV; without the report, extension funding will not be released.

Visits must involve visiting a Higher Education institution and will not be permitted if the Foreign & Commonwealth Office advises against travel to the country in question. Applications must be student-led and the purpose of the visits funded must not be for overseas fieldwork as this is supported through other mechanisms.

If you wish to undertake an OIV, you must complete the application form available on the LISS DTP website and submit it to: [liss-dtp@kcl.ac.uk](mailto:liss-dtp@kcl.ac.uk) Plans for Overseas Institutional Visits should be included in the annual Training Needs Analysis and Research Plan meeting with the Deputy Director, Training & Cohort Development. ***We anticipate demand to be high, and that applications will be competitive. A yearly call for applications will be sent out between May-July for the upcoming year.***

**Internships:** Internship extensions can be up to 13 weeks and are designed to allow LISS DTP-funded students to develop a sharper sense of the wider non-academic relevance of their research as well as professional and transferrable workplace skills in line with the Vitae Researcher Development Framework. Internships may also build expertise in knowledge co-generation, where research questions, analytical frameworks and knowledge exchange processes are co-designed with academic and practitioner input.

As your stipend will continue to be paid while you undertake an internship, this also means that you will be able to develop collaborative and networking opportunities with employers who might not otherwise be able to pay for your time. ***If you are offered a paid internship or work placement, you will most likely need to suspend your studentship for its duration.***

Some of the Masters degrees that 1+3 students undertake have an in-built internship or similar collaboration with an external partner. 1+3 students and their supervisors may also develop such collaborations on an ad hoc basis, for example in the summer period between Masters and doctoral degrees. No extension is available for internships undertaken before the PhD portion of the studentship, but some financial support may be available. If you are interested in undertaking an internship during your Masters degree period that is not already in-built into your programme, please consult with your supervisor and the Deputy Director, Training & Cohort Development: [Linnaea.stockall@kcl.ac.uk](mailto:Linnaea.stockall@kcl.ac.uk)

LISS DTP is informed of internship opportunities, mostly within major UK government departments, once to twice a year through various ESRC schemes and will advertise these as they are sent to us. You are also welcome to set-up your own internship, through your own initiative, supervisor or institutional support, and apply for an internship extension using the LISS DTP application form on our website: [www.liss-dtp.ac.uk](http://www.liss-dtp.ac.uk)

If your internship is not arranged by LISS DTP, your application should also contain a confirmation letter from the host organisation that they have agreed to the internship. ***You will be expected to submit a report at the end of your internship outlining how the experience has enhanced your understanding of the wider significance of your research, your personal and professional skills and/or your understanding of knowledge co-generation.***

Some funding may be available to support travel costs incurred by overseas internships/collaborations. Contact the Deputy Director, Training & Cohort Development:

[Linnaea.stockall@kcl.ac.uk](mailto:Linnaea.stockall@kcl.ac.uk) to discuss this in advance of submitting your internship extension application. You will also be expected to make use of your stipend payments to cover costs.

**Quantitative methods teaching preparation:** It is an ESRC priority to help raise the quantitative skills of UK social science undergraduates and a need has been demonstrated to enthuse and train undergraduates in the use of quantitative methods. A key part of this will be to develop and train academic staff to design and deliver innovative quantitative methods training across the undergraduate curriculum. Providing doctoral students who are engaging with quantitative methods the opportunity to think, develop and deliver short training 'courses' around their particular interests will help build capacity in quantitative methods training and increase the employability of doctoral students if they enter the academic job market. For example, students may prepare their work into a publicly available training dataset with associated lab-based exercises. This would be particularly important in disciplines and subjects outside of economics and psychology where there is less availability of appropriately trained staff and good teaching examples and datasets.

To apply for this 3 month extension, students must be specialising in the application of advanced quantitative methods during their thesis and they must have completed the data analysis and/or data collection that is to form the basis of their proposal for the quantitative methods teaching to extend their award.

An application for this extension can be found on the LISS DTP website. Proposals should be submitted by the student and their supervisor which outline how the extension will be used to either develop skills or experience in quantitative methods teaching, or how they will contribute to quantitative methods provision within the student's institution. The proposal should outline what hard output there will be at the end of the extension (eg. a new teaching dataset made publicly available, or a new short course), and should be accompanied by a supporting statement from the Director of the focal teaching programme.

***Students will be expected to provide a short report at the end of their extension period to evidence how they have developed/implemented their quantitative teaching skills in order for the 3 additional months of funding to be granted.***

## The LISS DTP team- contact suggestions

Studentship Query Type	LISS DTP Team member to contact
<ul style="list-style-type: none"> <li>• Accessing specialist training beyond the LISS DTP training programme</li> <li>• Yearly training needs assessment</li> <li>• Questions regarding overseas fieldwork, overseas institutional visit, difficult language training, quantitative methods teaching preparation or internship extensions and funding</li> <li>• Suggestions for new LISS DTP programming or events</li> </ul>	Dr Linnaea Stockall, LISS DTP Director Training & Cohort Development: <a href="mailto:linnaea.stockall@kcl.ac.uk">linnaea.stockall@kcl.ac.uk</a>
<ul style="list-style-type: none"> <li>• Determining your studentship award start/end date, submission deadline</li> <li>• Suggestions for new LISS DTP programming or events</li> </ul>	Dr Caitlin Patrick, LISS DTP Manager: <a href="mailto:caitlin.patrick@kcl.ac.uk">caitlin.patrick@kcl.ac.uk</a>

<ul style="list-style-type: none"> <li>• Feedback on existing LISS DTP programming or events</li> <li>• Queries regarding ESRC &amp; LISS DTP regulations and your studentship</li> <li>• Assistance/problems with receiving stipend payments or having your fees paid for your studentship at King's College London</li> <li>• Queries about regulations for your degree at King's College London</li> </ul>	
<ul style="list-style-type: none"> <li>• Assistance/information regarding booking onto LISS DTP programming via the online Skills Forge system</li> <li>• Assistance/information regarding logging onto the LISS DTP e-learning pages</li> <li>• Problems with programming that is scheduled at King's College London</li> </ul>	<p>Emma Buckley-Watson, LISS DTP Coordinator: <a href="mailto:emma.buckley-watson@kcl.ac.uk">emma.buckley-watson@kcl.ac.uk</a></p>
<ul style="list-style-type: none"> <li>• Assistance/problems with receiving stipend payments or having your fees paid for your studentship at Queen Mary</li> <li>• Problems with programming that is scheduled at Queen Mary</li> <li>• Queries about access to or availability of other training programming at Queen Mary (such as career and professional development training)</li> <li>• Queries about regulations for your degree at Queen Mary</li> </ul>	<p>Angela Kamara, LISS DTP Queen Mary Administrator: <a href="mailto:a.kamara@qmul.ac.uk">a.kamara@qmul.ac.uk</a></p>
<ul style="list-style-type: none"> <li>• Assistance/problems with receiving stipend payments or having your fees paid for your studentship at Imperial College</li> <li>• Problems with programming that is scheduled at Imperial College</li> <li>• Queries about access to or availability of other training programming at Imperial (such as career or professional development training)</li> <li>• Queries about regulations for your degree at Imperial</li> </ul>	<p>Louise Sherlock, LISS DTP Imperial College Administrator: <a href="mailto:l.sherlock@imperial.ac.uk">l.sherlock@imperial.ac.uk</a></p>