

**E4 DTP**

Edinburgh Earth, Ecology and Environment  
Doctoral Training Partnership

# E4 DTP Essentials

(Almost) everything you need to know for your PhD

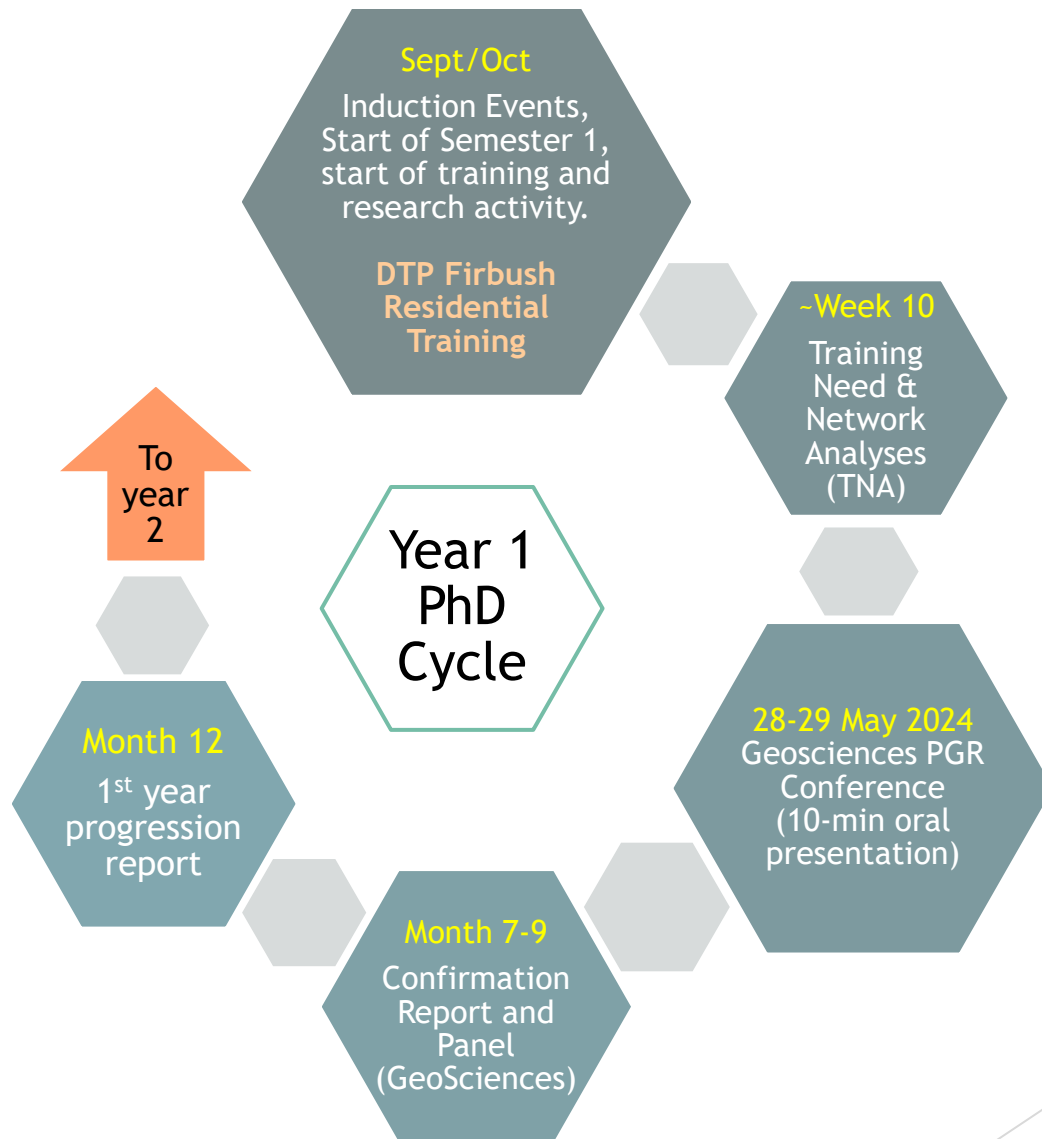


Natural  
Environment  
Research Council

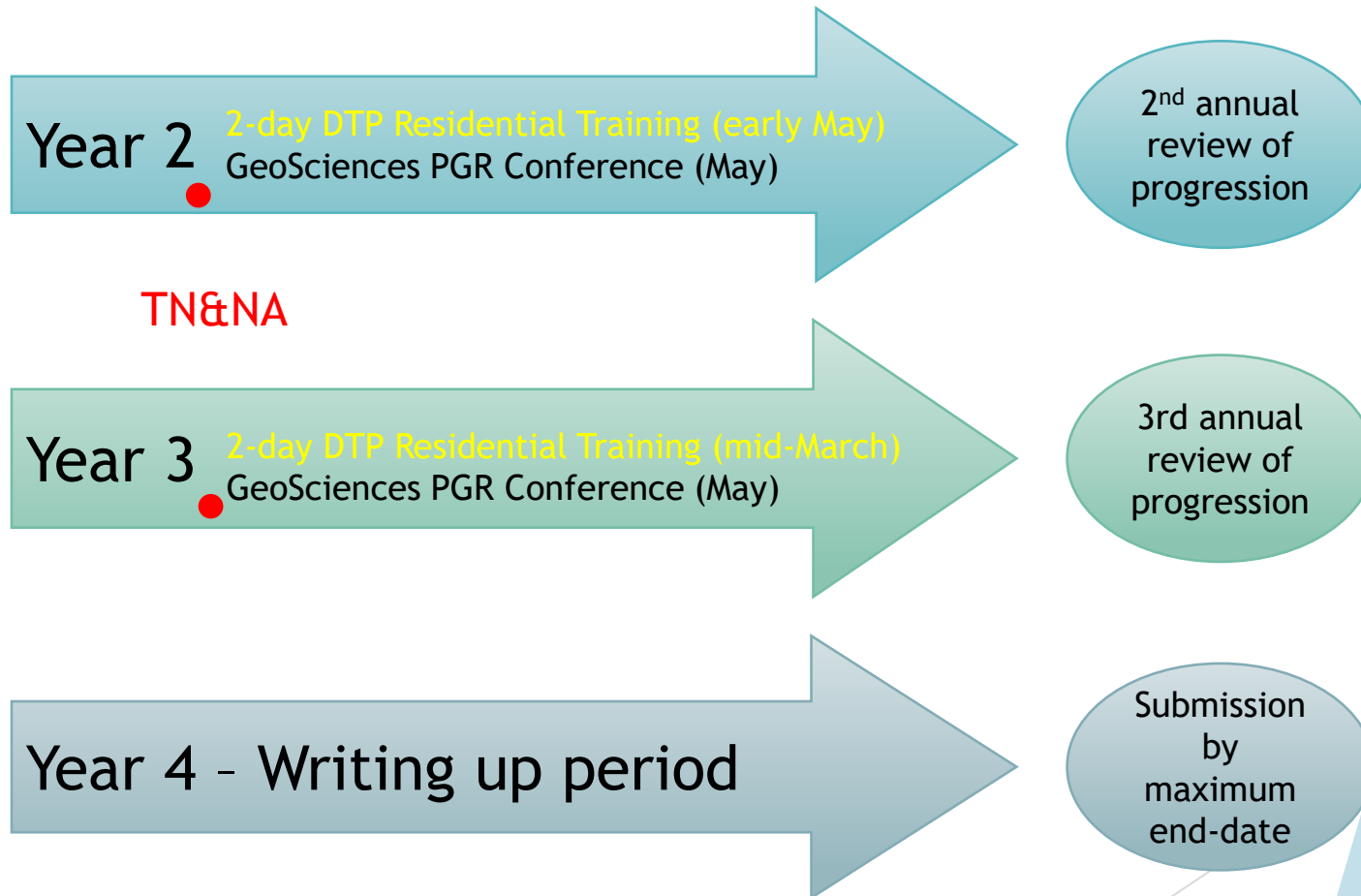


THE UNIVERSITY  
of EDINBURGH

1. PhD cycle and milestones
2. Leave and concessions
3. Funding
4. Resources
5. E4 students responsibilities



# Annual PhD Pattern



# Concessions

## Interruption

- Time off - PhD clock stops temporarily
- Stipend stops too except for maternity/paternity and sick leave (**NERC paid sick leave entitlement is 3 months every 12-month period - check UoE sick leave policy**)
- Maximum end date and funding end date are both deferred accordingly

## Extension

- Extra time granted in year 4 - To compensate time you have lost
- Stipend will NOT normally extend - Funding end date will NOT be deferred.
- Maximum end date is deferred accordingly

International students have some conditions on interruptions and extensions beyond end date.

# Leave of absence

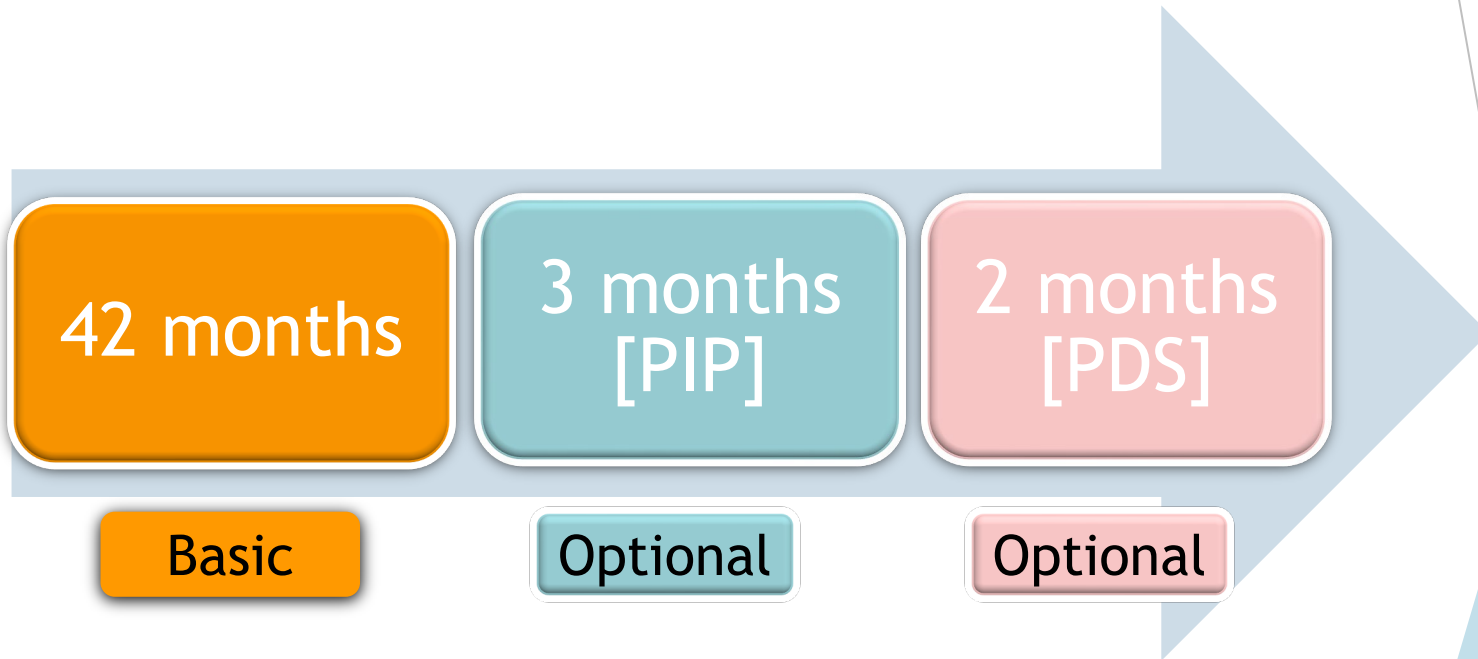
- ▶ Absence from the University but still on course (fieldwork, internship included in the PhD, research visit etc.)
- ▶ Absences of **more than 30 consecutive days** must be signalled to the PGR office and recorded (form)

# Annual Leave

- ▶ Annual Leave entitlement for PhD students is **minimum 6 weeks and maximum 8 weeks p.a.** (inclusive of public holidays and December-January closure which usually takes 4 days)
- ▶ To be taken in agreement with your supervisor
- ▶ Notify the PGR office of leave dates



# NERC E4 DTP PhD Stipend Length



# E4 DTP Stipend Extension Schemes

## PIP

[Professional  
Internship  
Programme]

- Broaden skills and experience / add value to PhD / Form connections outside academia etc.
- E4 DTP Partners (BGS, NMS, CEH etc.) / Industry, business, policy makers, media, charities / UK or abroad
- Up to 3 months extra stipend / No interruption, no extra time / Can be split up / Application form + support letter from host institution

Year 2 to 4

## PDS

[Professional  
Development  
Scheme]

- Support DTP students who have been working on papers related to their PhD during their PhD
- Submitted 2 papers by the 3.5 year as 1st author
- 2 months extra stipend
- No extra time
- Application at least 2 months before the end of stipend (application form)

Year 4

8



# E4 DTP Overseas Research Visit & Conference Fund (ORVCF)

## Stimulate new overseas collaboration and networks

- Overseas research visits
- International conferences
- Can support a PIP if overseas

## 2 calls per year

- 1<sup>st</sup> December and 1<sup>st</sup> June
- Urgency applications considered in between

## Approx. £5k to distribute for each call

- Max £500 for European conferences / £750 for other continents
- Max £1,500 for research visits

## Application process

- 1-page case for support including budget
- A support letter from the hosting partner / proof that paper or poster has been accepted

# RTSG and Additional Research Costs

**RTSG**

£1,150 per  
year  
(3 years)  
[+ £575 in year 4]

**ARC**

depending on  
project

Held in your school in  
a personal account

Must be spent before  
the end of your stipend

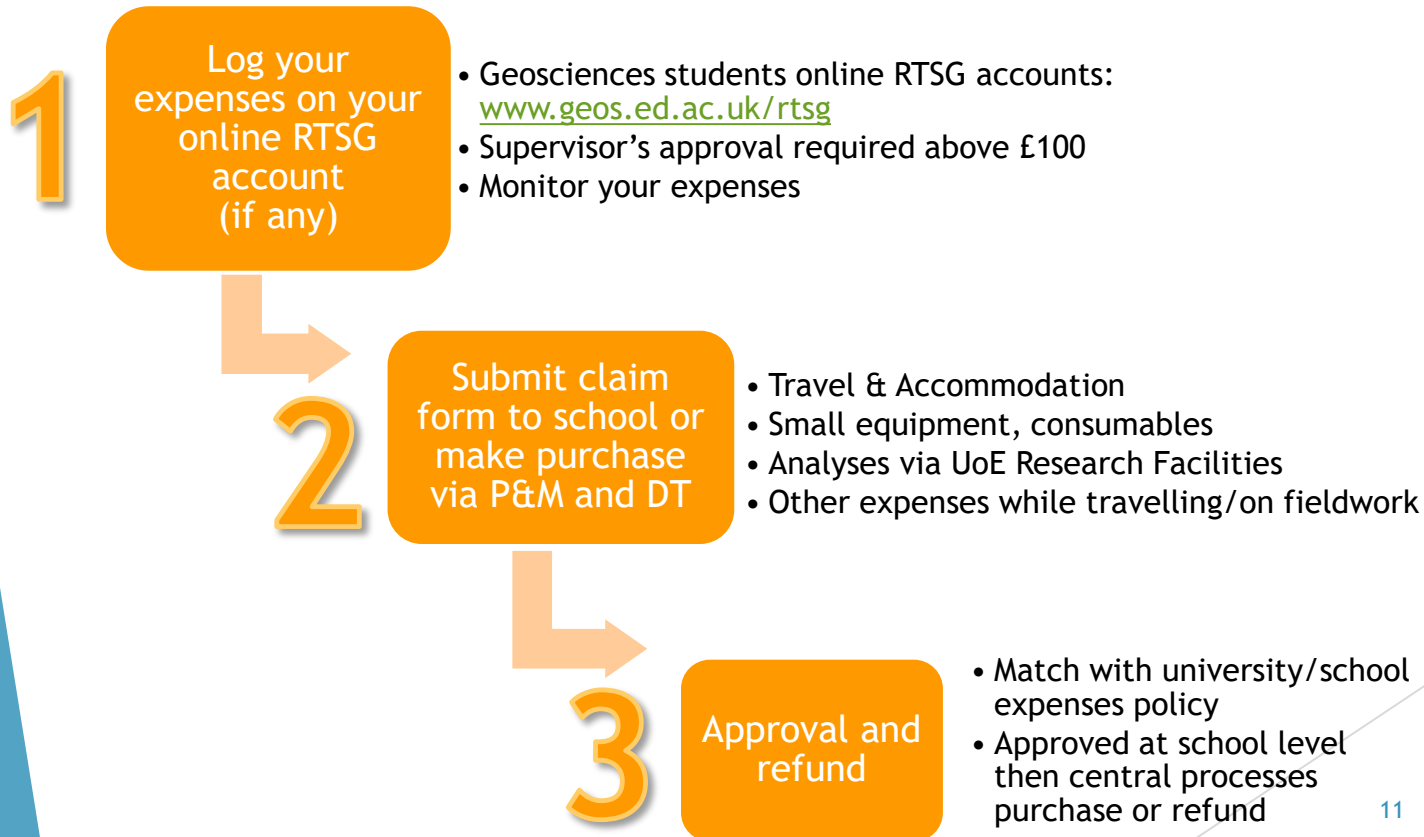
**CASE studentships:** CASE money is held on a  
separate Research Grant Account



# How to spend your RTSG/ARC

**GeoSces students:** More details on the PGR student hub: [RTSG \(Research Training and Support Grant\) - GeoSciences PGR Students Information Hub - Wiki Service \(ed.ac.uk\)](https://www.geos.ed.ac.uk/rtsg)

**Non-GeoSces students:** check local processes with your school PGR office



# Using your RTSG money

## 1. Travel and Accommodation:

- ▶ **Diversity Travel** for **ALL** travel/accommodation - [Booking travel: FAQs | The University of Edinburgh](#)
- ▶ Give RTSG codes (available on the wiki)
- ▶ DT Exceptions
- ▶ check [Sustainable Travel Policy \(2021\) | The University of Edinburgh](#)

**CASE money:**  
Use Research Grant codes when claiming and monitor your budget separately from RTSG/ARC

## 2. Equipment, consumables and everything that can be bought via P&M

- ▶ Purchase requisition via P&M: [People and Money User Training Guides | The University of Edinburgh](#) or contact school finance team ([orders.geos@ed.ac.uk](mailto:orders.geos@ed.ac.uk))

## 3. Consumables which cannot be bought via P&M, e.g. while on fieldwork

- ▶ Pay from your pocket
- ▶ Keep all receipts
- ▶ Submit an expense claim form to your school
- ▶ Advance possible (form)
- ▶ Check [Expenses Policy | The University of Edinburgh](#)

# What can I use RTSG/ARC for?

- ▶ Travel to conferences, field work and associated costs (e.g. baggage fees, visa fees and local transport) in line with the [University expenses policy](#) (but NOT passport fees)
- ▶ Subsistence during a research visit or conference (c. £20 for dinner, £5-£10 for breakfast/lunch) - (but NOT alcoholic drinks)
- ▶ Poster Printing (use the UoE printing services)
- ▶ Costs for research visits associated with a project, such as visits to second supervisors
- ▶ Specific items of computing equipment (approval for any IT equipment must be sought **PRIOR** to purchase)
- ▶ Publications of your PhD work (check [Open Access funds](#))
- ▶ Equipment and research costs
- ▶ Lab consumables costs
- ▶ Research-related books
- ▶ Memberships and subscriptions to relevant groups (i.e. SAGES, GradSchool, etc)

# What can I **not** use my RTSG for?

- ▶ Private travel insurance (as the University provides travel insurance via its own provider)
- ▶ Any costs associated with a period of personal time/annual leave added onto an official research visit
- ▶ Alcohol
- ▶ Any travel expenses that were not booked via Diversity Travel (exceptions apply)
- ▶ Any passport renewal fees, driving licence, etc.
- ▶ Personal items (e.g. travel adaptors, medicines, toiletries, **items of clothing\***)
- ▶ IT equipment of the following types **purchased without prior consultation with the IT team**: anything connecting to network (i.e. laptop, tablet, NAS), any item purchased from a supplier that isn't on the University list of approved suppliers
- ▶ Any and all costs classed as utilities (including internet)
- ▶ Costs for home furniture (you are provided a work station on campus)

\* **Except** items that you are required to buy for fieldwork purposes BUT value for money will be scrutinised and we may ask you/your supervisor for justification for any single item over £100. Be sensible!

Anything claimed against your RTSG must be **auditable**, i.e. can be proved as necessary and legitimate. If in doubt, please check with the finance team or PGR Team **BEFORE making a purchase.**

# Who to speak to... about...

Your peers	<ul style="list-style-type: none"><li>•Anything!</li></ul>
Supervisors	<ul style="list-style-type: none"><li>•Research related matters</li></ul>
Advisor or equivalent	<ul style="list-style-type: none"><li>•Supervision related matters</li><li>•External advice on PhD</li></ul>
School PGR support Office	<ul style="list-style-type: none"><li>•PhD Routine incl. desk</li><li>•School generic training and events for PhD students</li><li>•RTSG access / Stipend administration</li></ul>
School finance team	<ul style="list-style-type: none"><li>•P&amp;M queries (in particular PO requests and purchases)</li><li>•RTSG claims, RTSG advance</li></ul>
School IT Team	<ul style="list-style-type: none"><li>•IT equipment issues and purchase (including software)</li></ul>
DTP Admin team	<ul style="list-style-type: none"><li>• Stephanie Robin E4 Manager or Cris Blyth E4 Support Administrator</li><li>• NERC funding / training queries / DTP Schemes</li><li>• Concession queries (sick leave and maternity leave, interruptions etc.)</li><li>• Anything that might affect funding/length of PhD</li><li>• Grant Institute room 350b / <a href="mailto:e4dtp.support@ed.ac.uk">e4dtp.support@ed.ac.uk</a> / chat on Teams</li></ul>
DTP Directors	<ul style="list-style-type: none"><li>• Richard Essery in GeoSciences</li><li>• Emma Cunningham in Biological Sciences</li><li>• Massimo Bollasina in GeoSciences (training)</li><li>• Feedback on the DTP organisation</li></ul>
E4 DTP Student Advisory Board (SAB)	<ul style="list-style-type: none"><li>• Feedback on DTP activities and organisation</li></ul>

# E4 Student Advisory Board

- Voluntary basis. ~5 students per cohort but all welcome. Can rotate.
- Meets once a year (a 2-hour lunch-meeting in December) and participates to other ad-hoc DTP boards or events (such as the E4 DTP Training Management Board in December or NERC annual monitoring visits)
- Collects feedback from students on the DTP activities and reports to the DTP management team. The SAB drafts a report after the December meeting, to which the DTP management team responds.
- Gives advice on suggested improvements and helps the DTP management team to implement changes.

Current SAB composition, previous SAB reports and management responses are available on the E4 DTP intranet pages:

<https://www.ed.ac.uk/e4-dtp/e4dtp-administration/for-current-dtp-students/dtp-student-advisory-board>



# PhD Training and Events News

## GeoSciences PGR News:

- GeoSciences PGR Students MS Team (Click [here](#) to join the Team)
- PGR students Information Hub [Wiki](#)

## E4 DTP News:

- Email from the manager via sympa list: [e4dtp@mlist.is.ed.ac.uk](mailto:e4dtp@mlist.is.ed.ac.uk)
- [E4 Intranet pages](#)
- MS Teams (E4 Channel on the GeoSciences PGR Students Team - link above)
- Twitter @e3dtp / LinkedIn Group

## University News for doctoral students:

- UoE Doctoral College - Monthly summary of [PGR news](#)
- UoE IAD Doctoral Student monthly [Newsletter](#)

## NERC News:

- NERC Email Alerts - Research community news, events and jobs  
<https://public.govdelivery.com/accounts/UKNERC/subscriber/new?preferences=true#tab1>
- NERC LinkedIn Alumni Network

# Policies and Procedures

**NERC Terms and Conditions of Training Grants + Training Grant Guide**

<https://www.ukri.org/publications/terms-and-conditions-for-training-funding/>

**University Code of Practise for Supervisors and Research Students**

<https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>

**College of Science and Engineering Sharepoint  
Postgraduate Research Section**

<https://uo.e.sharepoint.com/sites/CSCE/AcademicAffairs/SitePages/Home.aspx>

**E4 DTP Processes (website and handbook)**

<https://www.ed.ac.uk/e4-dtp/e4dtp-administration/for-current-dtp-students>

**School Policies for PGR - PGR Handbooks / wiki services etc.**

See list of contacts on the E4 handbook

# E4 student responsibilities in a nutshell

## Train

- 25 days core training
- 25 days tailored training
- And more!

## Record & Report

- Training Needs Assessment (Nov)
- Training Log (Aug)
- Researchfish (Jan)
- Other DTP reports as required by E4 (PIP, ORVCF etc.)

## Share & Communicate

- Twitter @e3dtp
- Publications: quote NERC grant: NE/S007407/1
- NERC & E4 logos on posters
- Share experience and skills
- Attend DTP/PGR socials



## We hope you enjoy your PhD studies and remember:

- 4 years seem like a very long time but they go by very quickly!
- The PhD journey is often an uneven path, whichever difficulties you face and whenever you do, reach out for help as early as possible.
- You are not alone and we are here to help!

