**NORTHUMBRIA AND SUNDERLAND AHRC**

**CENTRE FOR DOCTORAL TRAINING**

**APPLICATION FOR AHRC STUDENT DEVELOPMENT FUND**

Please read the guidance notes at the end of this document carefully to ensure you are eligible to apply. This form must be submitted at least two months before the funds are required, e.g. 2 months before the visit takes place. Use Section One if applying for a placement or internship, or use Section Two if applying for funds for training.

|  |  |
| --- | --- |
| **Name of award holder** **(in capitals):**  |  |
| **Department:** |  | **University:** |  |
| **Email:**  |  | **Start date of Doctorate:** |

**FOR COMPLETION BY THE STUDENT**

**SECTION ONE: APPLYING FOR A PLACEMENT OR INTERNSHIP**

Use Section One if applying for a placement or internship, or use Section Two if applying for funds for training.

1. **Please state your reasons for applying and include the following information:**
	1. How the placement is an integral part of your research project?
	2. What skills/development will be gained through the placement/internship and how will this be of benefit to your doctoral research?

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ii) **Details of the placement or internship**

Give the exact dates of the placement or internship

|  |  |
| --- | --- |
| **Duration of the placement or internship (please include travel dates as well)** | **Institution, City, Country** |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** |
|  |  |  |

**SECTION TWO: APPLYING FOR A SKILLS DEVELOPMENT COURSE**

Use Section One if applying for a placement or internship, or use Section Two if applying for funds for training.

1. **Please state your reasons for applying and include the following information:**
	1. Are you applying for a skills development course/other form of high cost training needed to help you complete your research?
	2. Please provide details of course/other high-cost training
	3. What skills/development will be gained through the placement/internship and how will this be of benefit to your doctoral research?

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1. **Details of the skills training**

Give the exact dates of the training:

|  |  |
| --- | --- |
| **Duration of the training (please include travel dates as well)** | **Institution, City, Country** |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** |
|  |  |  |

**SECTION THREE: COSTS**

If actual costs are not known provide estimates. Give as much detail as possible and attach quotations.

|  |  |  |
| --- | --- | --- |
| **Type** **(i.e. travel, accommodation, research expenses etc)** | **Details****(i.e. dates, destination, etc)** | **Cost** **£ P** |
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|  |  |  |  |
|  | **Total:** |  |  |

**SECTION 4: BREAK IN STUDIES**

If you have applied to do a placement or internship you may need to suspend your studies. If this is not applicable, please move to Section Five**.**

1. Have you applied for a suspension of studies? Yes/ No
2. What are the dates of your planned suspension? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB: It is your responsibility to arrange the suspension with the Graduate School.

**SECTION FIVE**

I confirm that I have/will meet any requirements for Risk Assessment for my Department

**For Overseas Visits only:**

I confirm that I have/will meet any Visa requirements

I confirm that I have read the accompanying Guidance Notes. I undertake to inform the Student Registry if the study visit is cancelled or the length of the visit is reduced, and I understand that my institution will be required to refund to the Student Registry any money overpaid.

|  |  |
| --- | --- |
| Signed:  | Date: |

**NOW PASS THIS FORM TO YOUR SUPERVISOR FOR COMPLETION**

**SECTION SIX - FOR COMPLETION BY THE SUPERVISOR**

Please state the purpose of the placement, internship or training and indicate the importance to the

student’s research. Completion of this section signifies your support for their attendance.

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| **Name:** | **Position:**  |
| **Phone number:** | **Email:**  |
| **Signature:** | **Date:**  |

**Please submit the completed form**

by email to: rn.northumbria-sunderland-cdt@northumbria.ac.uk

or post to The Graduate School, 2nd Floor, Pandon Building, Northumbria University, Newcastle upon Tyne, NE2 1XE

**GUIDANCE NOTES: STUDENT DEVELOPMENT FUND**

If you hold an AHRC studentship as part of the Northumbria-Sunderland AHRC Centre for Doctoral Training, you are eligible to apply for additional funding to support an extension of your studentship funding or to help pay for high-cost training. The relevant additional funding in such cases comes from the Student Development Fund (SDF), which is intended to respond flexibly to the individual training needs of students by facilitating specific training projects of benefit to their doctoral research or broader career.

**Placement/internships**

The expectation is that students will normally apply to the SDF for an extension to their studentship, so that they do not feel obliged to turn down beneficial but time-consuming training opportunities on the grounds that those opportunities might prevent completion of the PhD thesis within the standard funding period of 3 years full-time (or 5 years part-time). Funding covers an additional period of research equivalent to the time a student takes to benefit from the specific training opportunity. For example, if you successfully apply for a 3 month placement, you will continue to be paid a stipend for those 3 months, then you will receive an additional 3 months of funding at the end of your studentship therefore you will receive a stipend for 39 months instead of 36.

The SDF is intended to extend studentships for up to a maximum of one year in response to specific training opportunities which require additional time. It is not intended as a means of extending studentships in cases where the PhD project has simply overrun the main funding period. Where studentship funding is extended with SDF funding, students must still submit their thesis within four years for a full-time studentship or seven years for a part-time studentship.

Training opportunities which might be grounds for this type of application include:

• placements or internships with companies, museums or NGOs which are not an integral part of the PhD project, but might have a positive impact on that project, on the student’s overall development as a researcher, or on the student’s broader career development;

• longer study visits which are not integral to the PhD project, but might benefit that project, the student’s overall development as a researcher, or the student’s broader career development;

• international placements involving an extended period overseas to develop specific language skills which are integral to the PhD project;

• additional time dedicated to the acquisition of specific new skills or techniques;

• fieldwork or study visits which present significant methodological or practical challenges.

If applying for a placement/internship, these must not be an integral part of your research project.

Study visits are not normally allowed in the last three months of a main award.

If the internship/placement is salaried students must suspend their studies during the period of the internship.

If the internship/placement is for a period in excess of five weeks, you will need to apply to suspend your studies.

**High-cost training/skills development**

Students may also apply for SDF support in the form of funding to help pay for high-cost training. In this form, funding does not entail an extension to the period of the studentship. You may apply for funding to meet the cost of specific externally provided training or skills development and will be required to provide evidence of the costs in the form of quotes, fees statements or other written documents from training providers which lay out the costs of the training.

If applying for funding for training/skills development, you must demonstrate how this will be of benefit to your doctoral research.

SDF will not normally be granted within the additional writing-up period following the end of the standard award. This is the case even where that period is already covered financially by a prior successful application for extension to the studentship.

**Applying to the Student Development Fund**

Complete and return the SDF application form, which must be approved by your Supervisor, and considered in the context of your training needs analysis/PhD completion plans.