



John Anderson Research Studentship Scheme (JARSS)

GUIDE FOR STAFF

**RESEARCH EXCELLENCE AWARDS (REA)
STUDENT EXCELLENCE AWARDS (SEA)**

Last updated: October 2024

John Anderson Research Studentship Scheme (JARSS) Overview

John Anderson Research Studentship Scheme (JARSS) doctoral studentships are available annually for excellent students and excellent research projects. The two primary sources of funding are the Engineering and Physical Sciences Research Council - Doctoral Landscape Award (EPSRC - DLA) and central University funds. The EPSRC DLA has replaced the former EPSRC Doctoral Training Partnership (DTP) award. This change is part of UKRI's new Doctoral Investment Framework, launched in January 2024, which introduced two simplified award categories: Doctoral Landscape Awards and Doctoral Focal Awards. DLAs are designed to cover a broad range of research areas, offering flexible funding that can be tailored to the needs of specific disciplines or sectors, allowing studentships to be tailored for individual projects.

The largest DLA award received by the University comes from the EPSRC. EPSRC has introduced an additional requirement stipulating that a minimum of 25% of students funded through the DLA grant each year must participate in collaborative studentships. Further details on this can be found in the 'EPSRC DLA-funded REAs and SEAs' section below.

As in 2024/25 the JARSS will comprise of two types of studentship allocations: Research Excellence Awards (REA) and Student Excellence Awards (SEA). JARSS is managed centrally by the [PGR Funding Team](#) who align initial JARSS funds with the Faculties, who in turn manage the support provided to Departments on a competitive basis. The Faculties will receive notification of their nominal share of the central University and EPSRC DLA funding allocations towards REA and SEA studentships, and will have flexibility to split this across REA and SEA applications such that they optimise their PGR intake and maximise leveraging of these funds. Note that the central University and EPSRC DLA budgets are separate, with different terms and conditions, and therefore it is not possible to transfer between these.

The JARSS application process is academic-led and, to apply, academics must apply on the dedicated [PGR Studentship System](#), detailing the case for support and the full proposed financial package. The table below indicates the maximum JARSS funding request *per annum* for the duration of a given studentship. Associated with this, applicants are responsible for ensuring the remaining finances are in place to fund the full studentship, covering Home or International fees and the annual [UKRI minimum stipend](#) level. This requirement for leveraging has been designed in order to maximise student numbers and encourage external funding contributions, facilitating more externally collaborative research.

JARSS funds cannot be mixed with any other central University funding awards (e.g. within International Strategic Partner (ISP) Studentship Clusters or as part of initial Strathclyde Centres for Doctoral Training (SCDT) allocations.

EPSRC DLA studentships are funded for 3.5 years, whereas University studentships are funded for 3 years.

Maximum JARSS Request per Annum		
	University	EPSRC DLA
REA and SEA	£13,000	£14,000

There will be two annual submission deadlines, as tabled below, for Faculties to submit their applications. Both REA and SEA applications can be submitted in either round; however, individual Faculties will provide specific guidance on how this process will be managed. Please note that there will be earlier internal deadlines may apply for applications to be considered at the Faculty and Department levels. While the majority of applications are expected to be submitted in the first round, the second round will be available, contingent on remaining funds, and is intended to accommodate applications requiring additional time to secure external funding. Faculties may opt to submit all of their applications by the first deadline if preferred.

Due to timing considerations, applications submitted in the second round should have an identified student (i.e. for a SEA, or a REA with a student already identified). To support earlier approval of individual studentships, where required, applications can be submitted ahead of the stated deadlines following Departmental and Faculty communications and alignment.

All applications are reviewed by the PGR Funding Team in RKES, for approval by the Deputy Associate Principal, Research & Knowledge Exchange (DAP (R&KE)).

	Faculty Ranking	DAP Approval
Round 1	Mid-January	Early February
Round 2	Mid-May	Early June

**Please note that individual Departments and Faculties will have their own internal deadlines prior to the Faculty ranking process.*

Research Excellence Award (REA)

Criteria

- Funding is provided to enhance research excellence through defined projects that support the University's strategic research ambitions, with a focus on internationally-leading research quality, and the number of postgraduate research opportunities in the specified area at the University.
- Faculties are responsible for managing funds across Departments, as well as setting deadlines for Faculty review prior to final submission of applications.
- A maximum of £13k per annum for 3 years (University) or £14k per annum for 3.5 years (EPSRC DLA) can be requested.
- The remaining funding to ensure full studentship packages must be contributed from alternative sources, such as external contributions, and Faculty, Departmental, or Supervisors' budgets.
- The estimated cost of the full studentship funding package is based on a 1st October start date. If a student starts later than this and there is a resulting shortfall in funding, it is the responsibility of the Department to source the additional funds required.
- If external funding is part of the studentship, the collaborating partner must provide a letter of support, which should be uploaded with the application. This letter can be either a formal document or a confirmation email saved in PDF format. Any uploaded documents (e.g. external funding confirmation/support letters) must be in PDF format.
- For the EPSRC DLA Collaborative Studentships, the Application type 'Collaborative - EPSRC' must be selected on the PGR Studentship System.
- Both EPSRC DLA and University funding is available for REA studentships.

Student Excellence Award (SEA)

Criteria

- Funding is provided for excellent named students with at least a 2:1 undergraduate degree (or equivalent). Faculties may set a 1st Class honours degree requirement.
- Faculties are responsible for managing funds across Departments, as well as setting deadlines for Faculty review prior to final submission of applications.
- A maximum of £13k per annum for 3 years (University) or £14k per annum for 3.5 years (EPSRC DLA) can be requested.
- The remaining funding to ensure full studentship packages must be contributed from alternative sources, such as external contributions, and Faculty, Departmental, or Supervisors' budgets.
- Applications must include: (i) an up-to-date CV; (ii) 2 appropriate and relevant references (signed, on headed paper and dated (within the last 6 months) or as an email from the referee printed to pdf and uploaded); and (iii) transcripts for all relevant qualifications whether awarded or ongoing (including an overall degree classification and officially translated, if necessary).
- If external funding is part of the studentship, the collaborating partner must provide a letter of support, which should be uploaded with the application. This letter can be either a formal document or a confirmation email saved in PDF format.
- To avoid conflicts of interest, the two primary references should not come from the proposed 1st or 2nd supervisor. However, references from either supervisor may be included as supplementary material, especially if they provide relevant information not covered in other application documents.
- All uploaded documents (e.g. academic transcripts, CV, letters of reference, and external funding confirmation/support letters) must be in PDF format.

- The estimated cost of the full studentship funding package is based on a 1st October start date. If a student starts later than this and there is a resulting shortfall in funding, it is the responsibility of the Department to source the additional funds required.
- For the EPSRC DLA Collaborative Studentships, the Application type 'Collaborative -EPSRC' must be selected on the PGR Studentship System.
- Both EPSRC DLA and University funding is available for SEA studentships.

EPSRC DLA-funded REAs and SEAs

Student Eligibility

- UKRI (including EPSRC DLA) studentships are open to Home and International students and will cover the full stipend and tuition fees at the Home level (not the International level).
- To be classed as a Home student, applicants must meet the following criteria:
 - Be a UK national (meeting [residency requirements](#)), or;
 - Have settled status, or;
 - Have pre-settled status (meeting [residency requirements](#)), or;
 - Have indefinite leave to remain or enter.
- If a student does not meet the criteria above, they will be classed as an International student. The UKRI allows universities to award up to 30% of studentships per cohort per training grant to the very best International students. Please see the *30% rule* and *Differential Fee Scholarship (DFS)* sections below for further information.

Fees and Stipend Levels

All EPSRC DLA-funded students must have a full [UKRI minimum stipend](#) in place for the duration of the studentship. Financial contributions from international candidates can only be made towards the difference between Home and International fee levels, but not the stipend or the Home fee. Home fees and [UKRI minimum stipend](#) must be covered by the funding package. Stipend payments to students cannot be used to cover the difference in Home and International fees, as this is intended to cover living costs of the student. The EPSRC DLA contribution to a studentship must cover the tuition fee with remaining funds allocated to stipend. Stipend top-ups are allowed, but detailed breakdowns of these must be provided to the [PGR Funding Team](#) for inclusion in the studentship offer letter. All students who are receiving EPSRC funding must receive at least 50% of their fees and stipend from the EPSRC grant for the duration of the studentship, as per UKRI rules.

Collaborative Studentships

The EPSRC DLA terms and conditions require a minimum of 25% of studentships funded through a DLA grant each year to be collaborative, working directly with non-academic partners who take an active involvement in the direction and outputs of the project and career development of the student. This must include cash or in-kind contributions to support the studentship. To be classed as an EPSRC DLA Collaborative Studentship, it is EPSRC's expectation that the student will also spend at least 3 months hosted by the external collaborating partner. The objective is to increase collaboration between academic researchers and non-academic partners, whilst providing students with experience of diverse work environments beyond their academic research, cultivating transferable skills and contributing to personal and professional development.

The PGR Studentship System has an additional section for these 'Collaborative Studentship' awards, where academic applicants must detail the collaborator engagement and their role in the project. Information on in-kind support from the external collaborator also needs to be included in the relevant section of the application. All EPSRC DLA Collaborative Studentship applications must include letter of support from the external collaborator, confirming the value of the financial and estimated in-kind support, their active involvement in the project and career progression of the student and the offer of a placement for the student during the doctoral research period.

Notes regarding Collaborative Studentship Placements:

- Students undertaking 'Collaborative Studentships' will be able to spend multiple shorter periods of time on placement with their external collaborator provided that the total time spend on placement is at least three months, over the duration of the project.
- Placements can be partially in person and partially online if appropriate to the project and agreed with the supervisors and external collaborator
- Collaboration with local organisations is encouraged to make placement opportunities as accessible as possible for students.
- The academic applicant should engage with the external collaborator and encourage them to cover placement costs (e.g. accommodation, additional travel or other costs incurred due to the placement), and this should be raised as early as possible in the collaborative discussions.
- Where an external collaborator not able to cover the costs associated with a placement (e.g. an SME), the PGR Funding Team should be notified as soon as possible. Additional Research Training Support Grant (RTSG) funds may be available to contribute to relevant travel and/or accommodation costs, subject to availability.
- A risk assessment must be completed for all placements, as well as discussion about any reasonable adjustments or flexibilities needed.

Research Training Support Grant (RTSG)

EPSRC DLA-funded students have access to Research Training Support Grant (RTSG) funding of £1,500 per year, which can be used to cover projects-related expenses such as conference attendance, consumables, and travel. This funding can be accessed through the Departmental EPSRC DLA subproject, activity code 469. These funds are strictly reserved for students receiving stipend and fee support from the EPSRC DLA grant. As a result of these students receiving this training support fund, they are *not* eligible to apply for [PGR Travel Award](#) support. The RTSG is intended solely for expenses related to the student and their project and cannot be used for academic costs or expenses that should be covered by other University funds, such as computers, laptops, or general laboratory costs. An RTSG guidance document can be found on the PGR Funding Team's [Portal pages](#).

Funding Allocation

All EPSRC DLA funding should be split evenly over the 42-month duration of a studentship (i.e. a studentship awarded a total of £45,500 of EPSRC DLA funds should use £13,000 per annum). However, where this is not possible, particularly where external funding is concerned, the EPSRC DLA funds can be profiled differently over the duration of the studentship on agreement with the PGR Funding Team.

30% Rule

Following UKRI rules, EPSRC allow universities to offer up to 30% of new EPSRC studentships in any one year, per grant, to the very best International candidates. Supervisors must contact the relevant Faculty to enquire about the availability of a 30% rule space under this Faculty-managed quota.

Differential Fee Scholarship (DFS)

The difference between the [Home and International fees](#) for studentships for which the 30% rule applies cannot be covered by funding from a UKRI grant. Sources such as Faculty, Department, external funding, student self-funding, or the University's Differential Fee Scholarship (DFS) scheme can be used to cover this difference.

Supervisors should contact their Faculty for details of DFS funding available and deadlines for applications. Where the difference between the Home and International fees will be covered by sources other than the DFS (e.g. external project partner), supervisors must still contact their Faculty to request a 30% rule space.

Joint Electronic System (Je-S)

As a condition of UKRI studentship funding, all UKRI-funded students' details must be entered into UKRI's Joint Electronic System (Je-S) by no later than one month after the student commences their studies. Academic supervisors will be contacted by the PGR Funding Team to request the necessary information in a dedicated

form, which will then be entered into the Je-S. Each funding council has a dedicated form, which can be found on PGR Funding Team's [Portal pages](#). The PGR Funding Team must be informed of all changes to a student's status throughout the duration of the studentship as these must be recorded on Je-S.

Medical Leave

For EPSRC-funded JARSS students, the EPSRC DLA grant will fund stipend payments for absences covered by a medical certificate for up to thirteen weeks (3 months) within any 12-month period, pro-rata with the percentage level of EPSRC funding to the studentship package. The remaining portion needs to be covered by the matched funders. [Voluntary suspension](#) must be taken for the period to allow fee payments to be suspended and the studentship duration to be extended. International students should contact the [International Student Support Team](#) with any questions regarding visa implications.

Students, or their Department or Supervisor, should contact the PGR Funding Team as soon as possible when considering taking voluntary suspension, as it may have an impact on the overall funding.

Maternity, Paternity, Adoption, and Parental Leave

EPSRC-funded JARSS students are entitled to up to 52 weeks (12 months) of maternity leave. The first 26 weeks (6 months) is paid at full stipend rate. The following 13 weeks (3 months) are paid at a level commensurate with employee entitlements to [statutory maternity pay](#). The final 13 weeks are not paid. 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, depending on the individual circumstances; however, EPSRC do not have a paid leave provision for Shared Parental Leave. EPSRC DLA students can apply to the University's [PGR Leave Support Fund](#) for paid Shared Parental Leave, Carers Leave and Discretionary Leave. [Voluntary suspension](#) should be taken for the period to allow fee payments to be suspended and the studentship duration to be extended. International students should contact the [International Student Support Team](#) with any questions regarding visa implications.

Extensions to maximum duration of study, other than for the reasons above, are not recognised by EPSRC, and students who are granted extensions by the University will be recorded as late submissions.

University-funded REAs and SEAs

Student Eligibility

All students (Home, EU and International) are eligible for University-funded JARSS awards. The difference between the Home and International fees can be covered from sources such as Faculty, Department, external funding, or student self-funding. The DFS scheme is not available for University-funded REAs and SEAs (as detailed above, it has been established specifically to help fund international students appointed to a UKRI studentship under the 30% rule).

Where an International student is contributing towards the difference between the Home and International fee rates, a signed and dated letter confirming that they agree to pay towards the fees must be submitted, including the estimated figure of the difference between the fees for the duration of the studentship. If the student is subsequently unable to cover the difference in fees due to unforeseen/exceptional circumstances, it is the responsibility of the Department to work with the student to identify an alternative way to cover the difference in fees.

Fees and Stipend Levels

All University-funded JARSS students must have a full [UKRI minimum stipend](#) in place for the duration of the studentship. Financial contributions from International candidates can only be made towards the difference between Home and International fee levels, not the stipend or Home fees. Home fees and [UKRI minimum stipend](#) must be covered by the funding package. Stipend payments to students cannot be used to cover the difference in home and international fees.

Research Training Support Grant (RTSG)

University-funded JARSS students do not receive Research Training Support Grant (RTSG) funding from central sources. All University-funded JARSS students are eligible to apply for a [PGR Travel Award](#), if they do not have access to travel funds from matched funding sources.

Funding Allocation

All University funding must be split evenly over the 36-month duration of a studentship (i.e. a studentship awarded a total of £36,000 of central University funds must use £12k per annum). Any funds not used within the allocated academic year cannot be carried forward for use in a later year. If a student starts late or takes voluntary suspension for any reason, attempts should be made to ensure the central JARSS funds are used in full in any given year and the contributions from other sources are used at a later date.

Paid Leave

All University-funded JARSS students, without access to these forms of paid leave from a co-funder, can apply to the University's [PGR Leave Support Fund](#) for paid Medical, Maternity, Paternity, Adoption, Parental, Shared Parental, Carers and Discretionary Leave. [Voluntary suspension](#) should be taken for the period to allow fee payments to be suspended and the studentship duration to be extended. International students should contact the [International Student Support Team](#) with any questions regarding visa implications.

All JARSS Awards

Equality, Diversity and Inclusion (E,D&I) Monitoring

An internal equality, diversity and inclusion monitoring and reporting process for all JARSS studentships (UKRI and University-funded) has been established to facilitate the collection of data for internal and external reporting requirements. Full guidance on the new process and requirements can be found on the PGR Funding Team's [Portal pages](#). Although candidates are *not* required to provide requested E,D&I data, and have the option not to disclose information on the E,D&I form, it is a condition of all JARSS awards that Supervisors and Departments follow the E,D&I monitoring and reporting process.

Process Following Approval on the PGR Studentship System

Once JARSS applications have been fully approved by the DAP via the PGR Studentship System, the academic applicant will be notified via email by the PGR Funding Team.

Once a REA application is approved, recruitment for a candidate should start straight away. Advertisement of individual studentships are the responsibility of Departments/Faculties, which may have different processes.

All candidates must apply for a place of doctoral research study at Strathclyde via PEGASUS. Faculties and/or Departments may have different processes for applications. If a candidate has not already applied via PEGASUS prior to a SEA application being approved, the Supervisor/Department is responsible for requesting the candidate to do so as soon as possible.

Once JARSS applicants have applied via Pegasus, the PGR Funding Team will check the candidate's eligibility for the funding source, and issue a studentship letter to the candidate once satisfied that they meet all eligibility requirements. Studentship letters sent by the PGR Funding Team serve as confirmation of JARSS awards to candidates. Candidates should not be informed by Departments that they have received a studentship until the PGR Funding Team letter has been received.

The PGR Funding Team must be notified if a student declines an offer. If a SEA student declines an offer the Faculty will then be consulted to determine if they are happy for the studentship to remain with the Department or if they would like to reallocate within the Faculty. In either case, a new full application is required, with all necessary documentation, and will then require subsequent final approval by the DAP. If a REA student declines an offer, the supervisor can re-advertise the studentship but must ensure a new student can be found for the intended start date of 1st October. A change of primary supervisor or project title on a REA must be approved by the PGR Funding Team, and a new application may be required.

JARSS studentship must start in the academic year that they are awarded for. The latest start date for a student will vary for each individual studentship, depending on the level of central University or EPSRC funding. In attempts to ensure full use of centrally managed funding, University-funded JARSS students can start no later than 1st March within the academic year of award (i.e. if it is a 2024/25 JARSS studentship, the latest the student could start would be 1st March 2025), or 1st April within the academic year of award for EPSRC DLA-funded studentships. Studentships that cannot be filled must be returned to the Faculty who reallocate to departments/supervisors that have candidates ready to start. If a later start requires to be considered, please contact the [PGR Funding Team](#) for advice and possible approval.

Equality, Diversity and Inclusion in recruitment and beyond

Equality, diversity and inclusion (E,D&I) should be considered at all stages of the JARSS. All supervisors of University centrally-managed PGR studentships (including UKRI-funded studentships) are strongly encouraged to undertake Strathclyde's Equality and Diversity Office's suite of [training](#) prior to commencing supervision of a PGR studentship project. Where possible, supervisors should undertake this training prior to starting recruitment. For further information on E,D&I in recruitment please see the central University funding [E,D&I expectations](#) document. Academic supervisors are responsible for supplying applicant details to nominated Departmental E,D&I Contacts as soon as applications are received, to facilitate the University's E,D&I reporting procedures.

Working Hours and Additional Work

Students in full-time employment are not eligible for a stipend or fee payments of any kind from the JARSS. A student in part-time employment (50% of full-time) may be eligible for a part-time award, which must be 50% of full-time.

In the interests of avoiding excessive commitments and ensuring appropriate focus on doctoral study, internal teaching/tutoring work for doctoral researchers must be limited to a **maximum of 7 hours in any given week**. Although VISA regulations may allow 20 hours of work per week, as a full-time studentship holder a maximum of 7 hours of additional work is permitted, and this must only be for teaching (e.g. tutoring or demonstrating) to provide the student with teaching experience. Students may only undertake teaching or demonstrating work when this is compatible with their training and provided that this is approved by their Supervisors. The total time spent (including preparation and marking) should not interfere with the progress of the doctorate.

Full-time JARSS studentship holders cannot take on other paid work during the University's normal business hours (i.e. Monday to Friday 9am to 5pm), with the exception of internal teaching as detailed above.

International Tuition Fees

If a student has International fee status and is responsible for covering the difference between Home and International fees, they are not permitted to use their stipend for this purpose. International students must secure the necessary funds to cover the required fees before beginning their PhD. Additionally, as mentioned above, students are not allowed to take on extra work to contribute toward the difference in fees.

Changes of Status

Students can only change status once during their funded duration (i.e. change from part-time (PT) to full-time (FT) or the other way). No change of status is permitted during the final 6 months of the funded period. JARSS-funded students, or their Department or Supervisor, should contact the PGR Funding Team as soon as possible when any change in student status is being considered. Students can only be registered at 1 FTE (i.e. FT) or 0.5 FTE (i.e. PT).

Students who withdraw or permanently leave the country during their doctoral studies will have their studentships stopped. JARSS-funded students, or their Department or Supervisor, should contact the PGR Funding Team as soon as possible when any student is about to withdraw or permanently leave the country during the funded period of doctoral study.

Head of Department (HoD)/ Director of Research (DoR) Comments Guidance

Note that unless there is a specific issue to address or additional explanation for support needed, the Head of Department (HoD)/ Director of Research (DoR) comments can be brief (typically <100 words) and should focus on the following:

REA:

As the primary goal of this award is to enhance research excellence through projects that align with the University's strategic research priorities, HoD/DoR comments should focus on the strategic alignment of the proposed research with these objectives. Additionally, comments should highlight how the project integrates with other ongoing research activities within the Department and Faculty. If a student is already associated with the project, the remarks should also briefly address the student's qualifications and suitability for the project.

SEA:

Since SEAs are awarded to outstanding named students, the HoD/DoR comments should emphasise the student's qualifications, experience, and how their skills align with the project's requirements. Additionally, the comments should address the quality of the research project and its alignment with the strategic goals of the University, Faculty, and Department.

Responsibilities and Roles

Academic Applicant

- Populating the JARSS application with all required information and ensuring all necessary documentation is attached prior to submission.
- Ensuring that alignment to EPSRC themes/areas are clearly articulated for EPSRC DLA applications. This also applies if an application is submitted under 'University' and is subsequently changed to an EPSRC DLA application by the Faculty. Applications for EPSRC funding that do not clearly demonstrate alignment with the EPSRC remit will be rejected.
- Ensuring that any application submitted as 'University' which is subsequently changed to an EPSRC DLA Collaborative application by the Faculty is updated to ensure the collaborative partner section is completed.
- Submitting a Differential Fee Scholarship (DFS) application for an EPSRC-funded REA/SEA by the advertised deadline if appointment of an International student is being sought.
- Supplying applicant details to nominated Departmental Equality, Diversity and Inclusion (E,D&I) Contacts as soon as applications are received, to facilitate the University's E,D&I reporting procedures.
- Notifying the PGR Funding Team of a potential candidate for a REA studentship.
- Initially checking the eligibility of a candidate.
- Providing information for Je-S record creation, for the EPSRC Annual Monitoring Reporting and any other reporting requirements. **Annual reporting to UKRI on the use of doctoral funding is a key requirement linked to the University's receipt of these funds. Consequently, failure to respond to inquiries from the PGR Funding Team regarding the allocation of UKRI funding and the progress of funded students will unfortunately lead to the suspension of future JARSS awards for the supervisors in question.**

Faculties

- Disseminating scheme launch information across the Faculty.
- Managing the Faculty competition for the JARSS.
- Ensuring all applications are complete when submitted to the PGR Funding Team prior to DAP review.
- Ranking applications.
- Ensuring applications adhere to EPSRC and central University funding regulations.
- Ensuring that any application submitted as 'University' which is subsequently changed to an EPSRC DLA application is updated by the applicant to ensure clear articulation of the alignment of the

proposed project to EPSRC themes/areas and the collaborative partner section is completed for EPSRC Collaborative Studentships.

- Ensuring the 25% collaborative EPSRC DLA award target is met. A target of 30% should be aimed for to allow for student withdrawals and unfilled REAs.
- Advertisement of studentships once approved (in some Faculties this responsibility will be at Department level).

PGR Funding Team

- Working with the DAP to finalise Faculty allocations and launch the JARSS annually.
- Reviewing all JARSS applications, including attachments, and ensuring completeness and appropriateness of funding packages prior to informing the DAP of readiness for review.
- Confirming award and approval of JARSS applications.
- Checking eligibility of candidates once they have applied via Pegasus and the JARSS application has been approved.
- Monitoring the 25% collaborative EPSRC DLA award target.
- Issuing studentship letters.
- Reviewing and 2nd locking of financial records on the PGR Studentship System.
- Je-S record creation and maintenance for EPSRC DLA-funded studentships once completed forms have been received.
- Final reconciliations of EPSRC DLA grants and the University funding.

Department (PGR Admin) (Faculties for SBS & HaSS)

- Entering accurate budget information for payment of fees and stipends on the PGR Studentships System to allow students to register and receive stipend payments.
- Amending and updating the PGR Studentship System information as necessary.
- Raising required journals if errors are made or when there is a change in status (e.g. changing to part-time study or student taking voluntary suspension).
- Informing the PGR Funding Team of changes to staffing where it will require removal or granting of access on the PGR Studentship System.
- Advertisement of studentships once approved (for some Departments this responsibility will be at Faculty level).

Deputy Associate Principal (DAP) (R&KE)

- Working with the PGR Funding Team to finalise Faculty allocations and launch the JARSS annually.
- Final review and approval of JARSS applications once notified by the PGR Funding Team.

Useful Links

- [PGR Studentship System](#)
- [Postgraduate Research Degree Regulations](#)
- [Code of Practice for Postgraduate Research Students](#)
- [Pegasus Student Applications](#)
- [PGR Funding Team Portal](#)
- [Voluntary Suspension](#)
- [PGR Leave Support Fund](#)
- [PGR Travel Award](#)