**Research Council Funded Studentships
Review of Data Held on RCUK Joint Electronic System (JeS)**

**Amendment Request Form**

Please complete this form if amendments are required to the data held on JeS:

You are advised to refer to the attached *Guidelines* before completing this form.

|  |  |
| --- | --- |
| **NAME** |  |
| **SCHOOL** |  |
| **STUDENT NUMBER** |  |
| **YEAR OF PHD** |  |
| **CONTACT DETAILS - Email**  **- Telephone** |  |
| **Research Council** |  |
| **Researcher Training Dates** |  |
| **Project Title** *150 characters maximum (including spaces)* |  |
| **Project Summary** *4000 characters maximum (including spaces and returns); only standard Je-S character set should be used; no specialist characters or symbols (eg mathematical symbols)* |

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| --- | --- |
| **Supervisor(s)** |  |
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| **Please specify below any other change(s) required:**. |

Please tick to confirm that:

I have consulted with my supervisor(s) regarding the project summary; there is nothing sensitive or confidential included; and *it is suitable for publication for a non-academic audience.  The project data held on JeS will be included in the “Gateway to Research” (GtR) web-based portal.*

|  |  |
| --- | --- |
| **STUDENT SIGNATURE:** |  |
| **DATE:** |  |

**Please email the completed form (as a word document) to the Graduate School c/o** **i.cavan@qub.ac.uk**Please use email subject header: RCUK JeS Data Review - Update Request

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| **OFFICE USE ONLY:** |  |  |  |  |
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| Date of Receipt: |  |  |  |  |
|  |  |  |  |  |
| Summary of amendments: delete as applicable | Project Title/SummarySupervisorsResearcher Training DatesOther |  |
|  |  |  |  |  |
| Last JeS Update |  |  |  |
|  |  |  |  |  |
| JeS Updated by: |  |  | Date: |  |
|  |  |  |  |  |

**Guidelines for Review of Data Held on RCUK Joint Electronic System (JeS)**

Please read these guidelines carefully before you complete this form.

The Je-S system is used by AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC, as well as the Technology Strategy Board (TSB), Energy Technologies Institute (ETI) and National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs).

It is important that the studentship data held in JeS is accurate and up to date in particular for the purposes of RCUK monitoring and submission/completion rates, Gateway to Research, and to assist with the Researchfish® exercise. Any significant changes to a student’s research project, including change of supervisor or project objectives, should be updated on JeS. Please complete this form to request amendments to the JeS data. As a minimum students should review the data on an annual basis to ensure it is accurate and up to date. To check the data log into JeS ([je-S.rcuk.ac.uk](https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx)) and under the Documents menu please select “Studentship details” ensuring “Show documents submitted to Council” is ticked.  You will be able to view (but not edit) the current data held.

1. Research Training Dates: the funding start and end dates recorded on JeS are normally as stated per the studentship offer letter. When a student has taken an approved, unpaid temporary withdrawal during the funded period, subject to RCUK terms, the funding end date is revised by the Postgraduate Awards team. Please note any changes to individual student details should normally be updated on JeS within one month of the change occurring.

Expected Thesis Submission Date recorded on JeS is normally set to the maximum for the relevant Research Council. This may exceed the maximum permitted for the PhD programme as stated in the Study Regulations. Please note that in accordance with the “Study Regulations for Research Degree Programmes”, the expected timeframe for submission of a PhD thesis is normally four years maximum for a full-time student (excluding approved periods of temporary withdrawal).  In exceptional circumstances a concession to submit outside the maximum four year timeframe may be granted. Approval for a concession is requested via the School. It is expected that progress and the expected timeframe for submission will be discussed with your supervisor(s) as part of student progress and review meetings. RCUK monitors JeS data and also collects student submission and completion data from the University, via the Awards Team in the Graduate School, on an annual basis via the PhD Submissions Survey on JeS.

1. Project Summary please consult with your supervisor and refer to the guidance below (which may be accessed on JeS by clicking on the  icon within the relevant section of the online studentship form on JeS).
	* 1. Please ensure that there is nothing sensitive or confidential included in the summary and it is suitable for publication for a non-academic audience. The project summary is used to publicise the Councils research programmes to a variety of readers eg opinion-formers and policy makers, the general public and the wider research community and may be published on the Council's website and other publicly available sites including the Gateway to Research (see below).
		2. The project summary should explain in plain English: the context of the research; its aims and objectives; its potential applications and benefits. For first year students funded via EPSRC Centre for Doctoral Training in Photonic Integration & Advanced Data Storage a generic project summary is used with a more detailed, updated PhD project summary to be provided at the start of second year.

Please note the Research Council Specific Information below.

* + - For EPSRC please include a: brief description of the context of the research including potential impact; aims and objectives; novelty of the research  methodology, including new knowledge or techniques in engineering and physical sciences that will be investigated; alignment to EPSRC’s strategies and research areas; and any companies or collaborators involved.
		- For MRC please ensure the summary is up to date and accurate; written for a non-specialist scientific audience; clearly identifies the skills gained by the student during the studentship; identifies where the student meets an MRC strategic skill priority (see <http://www.mrc.ac.uk/skills-careers/studentships/how-we-fund-studentships/industrial-case-studentships/mrc-strategic-skill-priorities-apr11-finalpdf/>)

For cross-council funded projects, the remit may be in or partly in the remit of other research councils.  Either way it is essential that the research methodology is described.

1. Supervisors all student records must have one main supervisor identified. Supervisors are recorded within the “Research Organisation” section. Please note that for students funded either by AHRC Northern Bridge DTP or EPSRC CDT in Photonic Integration & Advanced Data Storage two Universities will be listed. Normally there will be a named contact, rather than a supervisor, listed for the non-Queen’s partner University.
2. Data Uses, Gateway to Research and Researchfish®
	* 1. In accepting your studentship offer you agreed that Queen's may process your personal data for the purposes of administering and monitoring the studentship and release such data to the Research Council. The “Data Uses and Gateway to Research Briefing September 2015”, previously circulated, outlines the use and publication of information provided to RCUK regarding its funded studentships. Further details at <http://go.qub.ac.uk/rcukdatause>
		2. Gateway to Research (GTR) is a web-based portal <http://gtr.rcuk.ac.uk/> that provides access to information about research funded by the Research Councils and Innovate UK. Data made available via GTR includes information about the individual awards, projects, people, organisations, publications and outcomes of publicly funded research. GTR aims to increase impact by making information on publicly funded research more accessible.
		3. Researchfish® collects ‘outcomes’ information related to studentship funding on behalf of the Research Councils. Students are asked to use Researchfish to submit details of the outcomes of each award annually from the third year of their funding, during the lifetime of the award, and usually for up to three years after the end of the award. A list of all students to be included in the annual exercise is uploaded into Researchfish using data held on JeS. An email is sent by Researchfish to students and their primary supervisors, explaining data collection via Researchfish.

**For queries about JeS please contact Irene Cavan,** Postgraduate Awards, The Graduate School on Telephone: +44 (0) 28 9097 2585 or email: i.cavan@qub.ac.uk

***Please email the completed form (word document format) to: The Graduate School c/o Irene Cavan on*** ***i.cavan@qub.ac.uk*** ***to enable Postgraduate Awards staff to update JeS accordingly.***