



WARWICK

CADRE - Centre for Arts Doctoral Research Excellence

CADRE Workshop 1 - PGR Induction & Welcome

Tuesday 15th October 2024

CADRE/M4C Team

- ▶ **Professor David Lambert** (CADRE Director & M4C Site Director)
- ▶ **Dr Ross Forman** (M4C Site Director)
- ▶ **Lisa Millard** (Doctoral Training Manager, Arts and Doctoral College)
- ▶ **Dr Rebecca Vipond** (CDT & PG Scholarships Coordination Manager, Doctoral College)
- ▶ **Grace Kamanga** (CADRE Workshop Facilitator – GTA)
- ▶ **Dr Vladimir Rosas Salazar** (CADRE Workshop Facilitator – GTA)



Schedule for Today (1)

10.00	CADRE What is CADRE and what opportunities do we provide?	David Lambert
10.15	Enhancing Research Cultures Information on events that support enhancing the International Researcher Experience in the Faculty of Arts	Nancy Haijing Jiang
10.30	Wellbeing Find out what wellbeing support you can get to help you with your PhD journey	Presentation
10.45	Community Engagement (Library) The Community Engagement Team are dedicated to providing you with support, facilities and development opportunities. Find out how they can connect you to your community through social, cultural and academic events to help you make the most of your time at Warwick.	Eve Davis and Sam Rogers
11.00	Warwick Student's Union Your postgraduate officer will explain the role of the Student's Union in giving you a voice across the university	PG SU rep
11.15	Careers Our careers team can help you with career planning and choices.	Millie Tissut & Clare Halldron
11.30	BREAK	



Schedule for Today (1)

11.45	Humanities Research Centre Discover what opportunities might be available to you as PhD students in the Faculty of Arts from the Humanities Research Centre	Alison Cooley
12.00	Meet the Team Brief hello from colleagues from various departments involved in working with and supporting you as a PGR	Various
12.15	Breakout sessions and Lunch Grab some lunch and say hello. Have a chat about your research and meet with other PhD students in the Arts.	All
13.30	M4C PGRs Short information session on M4C at Warwick for new PGRs receiving M4C funding.	Lisa Millard
14.00	Session End	



What is CADRE?

- ▶ Centre for Arts Doctoral Research Excellence
- ▶ Workshops/professional development training
- ▶ Hot desks and allocated desks
- ▶ Annual PGR Arts Festival
- ▶ General enquiries and administration



CADRE Workshops Term 1

15th October 2024 (10am - 2pm)	Workshop 1: Induction and Welcome & M4C Intro A chance for new PGRs to meet one-another and hear from staff from across the university about services for PGRs	Location Wolfson Research Exchange, The Library
22nd October 2024 (11am - 1pm)	Workshop 2: PhD survival This session will be led by Professor David Lambert , who will give you the inside track on getting through the next 3.5 years.	Wolfson Research Exchange, The Library
5th November 2024 (11am - 1pm)	Workshop 3: Locating sources Led by academic support librarians, archivists, and current academics who will share their expertise in terms of accessing and using primary source material.	FAB 6.02
19th November 2024 (11am - 1pm)	Workshop 4: Developing a critical voice and writing with confidence This session will help you reflect on your own critical thinking. The facilitators will share their experiences of developing an 'academic voice' and of engaging with the secondary literature for their topic.	S0.18
3rd December 2024 (11am - 1pm)	Workshop 5: Impact The word 'impact' is used a lot these days when discussing research outputs. This session addresses how to create, measure, and evaluate impact, and introduces attendees to ways in which they can get involved in engagement activities.	S0.18



CADRE - Workshops Term 2

7th January 2025 (11am - 1pm)	Workshop 6: Wellbeing, stress, work life balance This session focuses on mental wellbeing for PGRs. It provides a space to identify issues PGRs face and to share tips on how to stay well across the period of the PhD. The session will be led by members of the university's Wellbeing team.	Location FAB 2.43
21st January 2025 (11am - 1pm)	Workshop 7: Getting Published Hear from academics and journal editors about how to get published.	TBC
4th February 2025 (11am - 1pm)	Workshop 8: Completing your PhD Hear about the process of completing your thesis: the last stages of writing up, submission, Viva, and corrections.	Wolfson Research Exchange, The Library
18th February 2025 (11am - 1pm)	Workshop 9: Careers outside academia Of course, academia isn't the only option after a PhD. This session provides guidance on moving into sectors outside the university and will include contributions from recently graduated Arts PGRs.	Wolfson Research Exchange, The Library
4th March 2025 (11am - 1pm)	Workshop 10: How to get postdoctoral research funding The question of 'what now?' can seem daunting, especially on the back of 3 or 4 years working on a thesis. This session provides guidance on finding post-doctoral research funding, both at Warwick and beyond, and guidance on writing a successful application.	TBC



CADRE Workshops

► How to sign up?

- Complete the sign-up form

https://warwick.ac.uk/fac/arts/cadre/current_students/phdlife/cadreworkshops/signup/

- Choose all the workshops you want to attend
- Submit the form and the CADRE team will send you a calendar invite.



PGR Workspace

► PGR Research Zone

- FAB 2.37
- Hot Desks and Open Desk space available to all Arts PGRs
- Allocated Desk Booking renews every term, priority for PGRs towards the end of their PhD – more information will be circulated via email.
- More information including desk plan
https://warwick.ac.uk/fac/arts/cadre/current_students/pgrworkspaces/



Contact Us

- ▶ Contact us
 - Prof. David Lambert, CADRE Director
 - Lisa Millard, Doctoral Training Manager

- ▶ Email all enquiries to: cadre@warwick.ac.uk

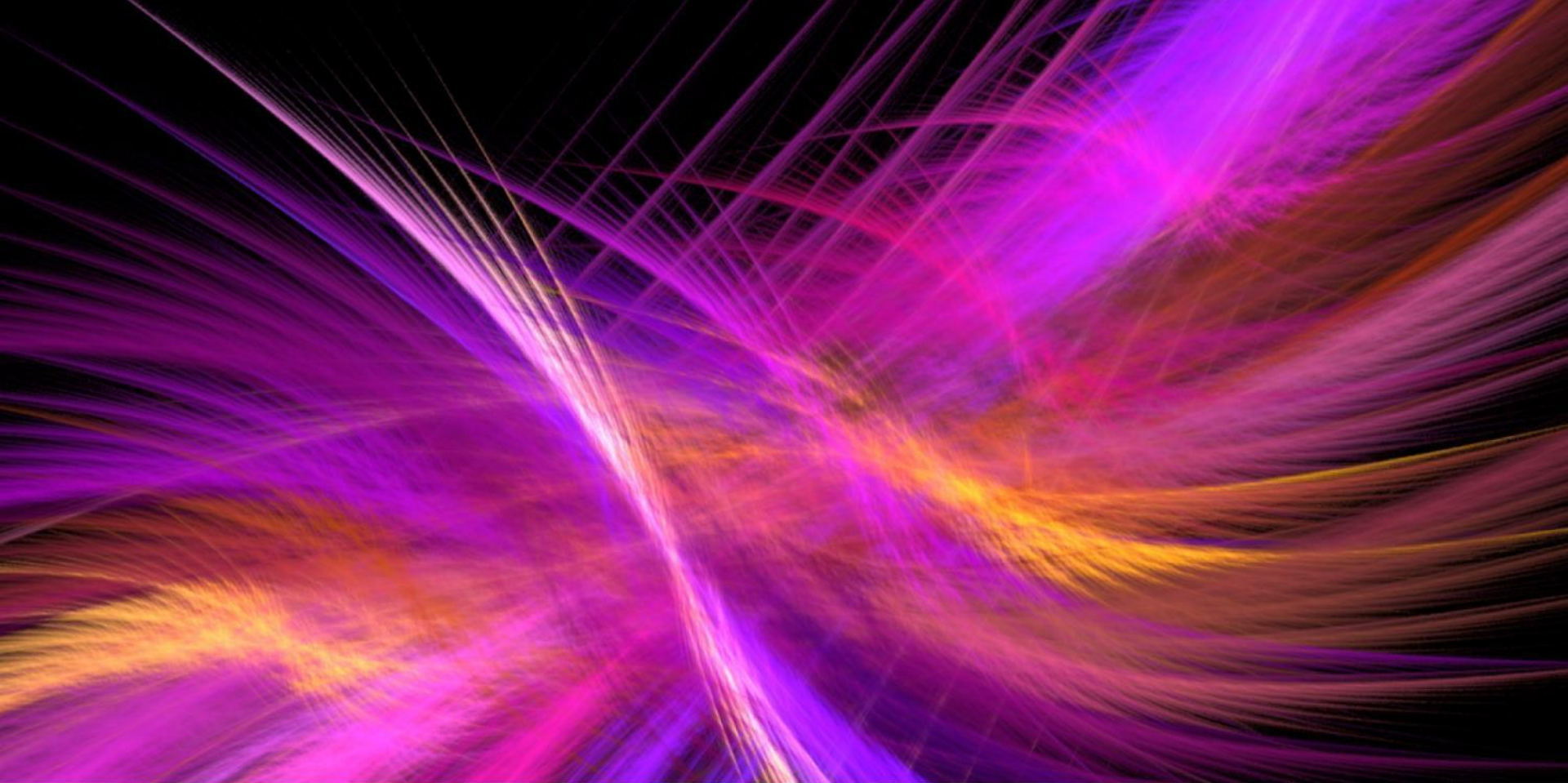
- ▶ CADRE PGR Drop Ins
 - Informal drop ins happening every 2 months
 - Next session 14th November 2024 11am
 - In person and online
 - Share your experiences and ask any questions over a coffee!



Contact Us

- ▶ CADRE Website:
 - <https://warwick.ac.uk/fac/arts/cadre/>
 - [CADRE workshop schedule](#)
 - [CADRE workshop sign up form](#)
 - Information on Funding, Scholarships, Expenses
 - Changes to Registration
 - Supervision
 - Submission





Enhancing Research Cultures

Nancy Haijing Jiang



WARWICK

The Warwick University logo, which consists of a stylized black triangle pointing downwards, is positioned above the word "WARWICK" in a purple, sans-serif font.

Enhancing the International PG Student experience in the Faculty of Arts

In the Faculty of Arts, 52% of all PG students are international. We recognize that there are unique challenges international PG students face in the arts and humanities, whether that's navigating life from overseas, or getting used to academic writing and study in UK higher education. To ensure that all international students succeed in their PG studies, we are running a programme of support throughout the year in the Faculty of Arts that address the distinct challenges of studying and researching overseas. If you are an international PG student, please do come along! There will be free food at each event as well as a space to feel welcomed, heard, and supported.

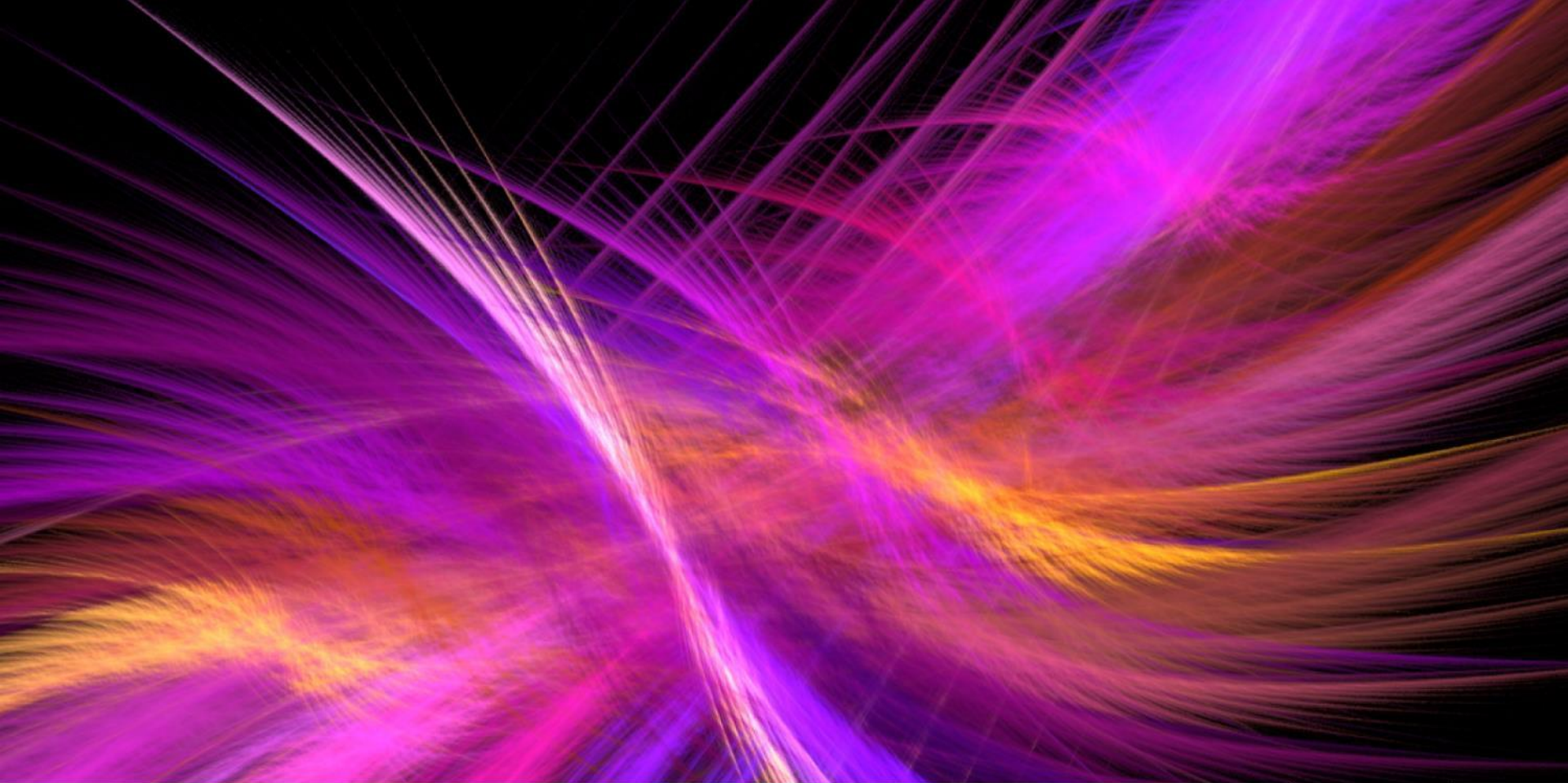
EVENTS

Term 1. Teaching with Confidence as an International GTA in the Arts and Humanities

Term 2. How to Navigate the Seminar Discussion as a Global Student

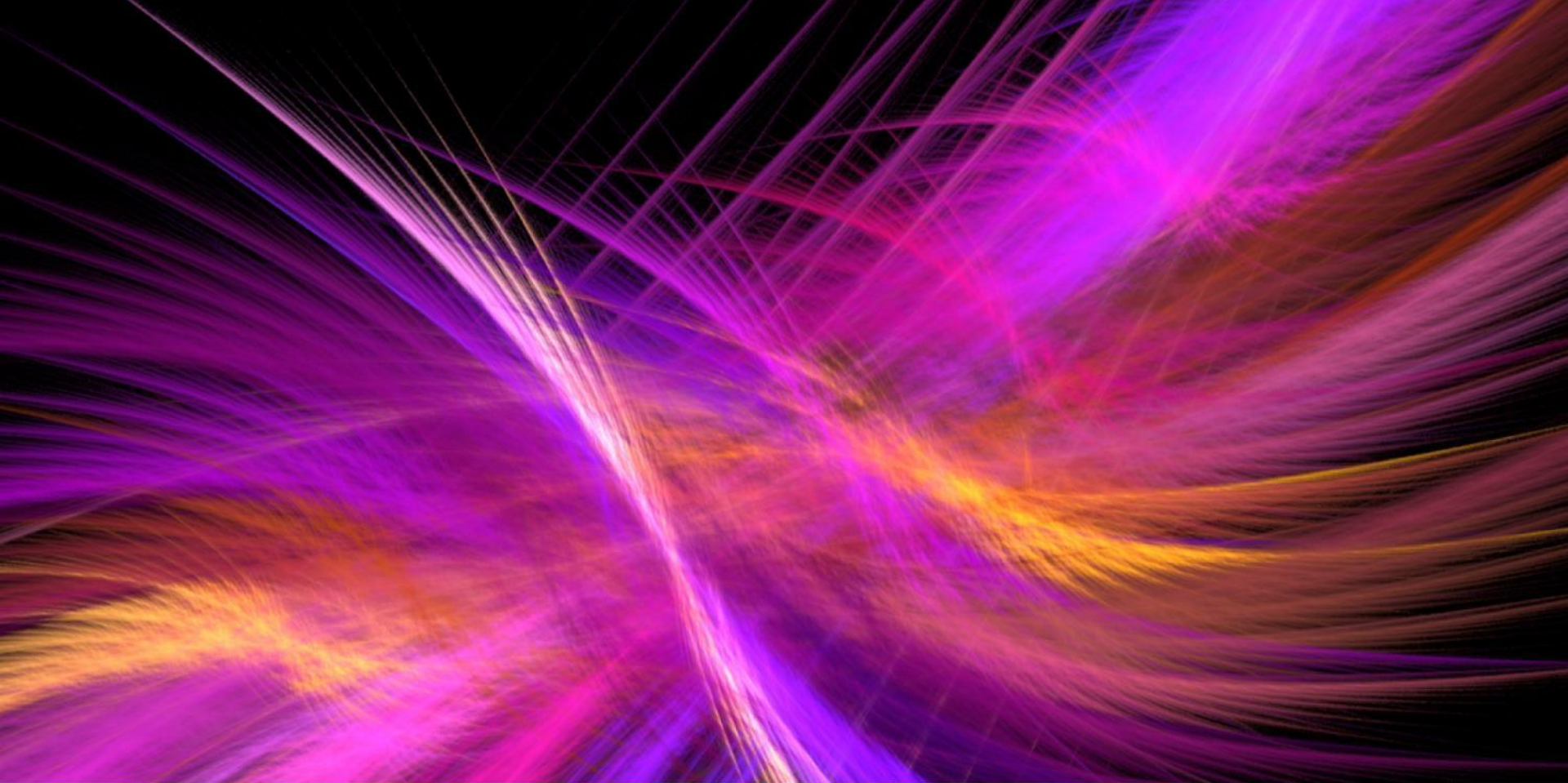
Term 3. TBD





Wellbeing at Warwick





Community Engagement (Library)





WELCOME!



Postgraduate Events

PG Tips

A weekly event to meet **fellow postgraduates** and to enjoy **free tea, coffee and biscuits**, alongside **discussions** on all things related to postgrad **study** and postgrad **life**.

Research Refresh

A weekly event for **researchers** to connect with peers, **take a break**, and enjoy some **free refreshments** and activities.

PGR Write Here Write Now

A **focused study session** using the **Pomodoro technique**. Study with peers and take controlled breaks to help you get work done. Longer sessions to help with the PGR workload.



▶ Postgraduate
Library Events



Reading Space

Take a break in a **calming environment**, look at our **Leisure Reading Collection**, and read beside peers or talk to them about books.

Sensory Refresh

An **interactive drop-in** session with activities to help you **explore your sensory profile** so you can better understand yourself.



▶ Other Library Events

Library Student Partners

Helping us with our events and to help us **improve the Library**, are our **Library Student Partners**.

These peers are here to **help connect with you** and **support you** during your time at the University, so if you need help or have any suggestions for making the library a better place, do talk to them.



Find out more
warwick.ac.uk/library



Researcher training events

- ▶ <https://warwick.ac.uk/services/library/research-support/researcher-training/>

Event	Time & Date
EndNote for Windows [Online]	10am Monday 28 October
Literature searching for researchers [Campus]	11am Thursday 7 November
EndNote for Mac [Online]	2pm Tuesday 12 November
Open research essentials [Hybrid]	10am Wednesday 13 November
EndNote for Windows [Campus]	10am Monday 25 November
Investigating research metrics [Campus]	11am Thursday 28 November
Research data management [Hybrid]	2pm Thursday 28 November
Literature searching for researchers [Online]	12pm Monday 2 December
Investigating research metrics [Online]	12pm Monday 9 December

- ▶ <https://warwick.ac.uk/services/library/research-support/>

Research support

- ▶ The library's **Research and Academic Services** team provides support for researchers of all levels from PGR student to Emeritus Professor
- ▶ The team provides a wide range of support in the areas of:
 - Literature searching
 - Referencing and reference management
 - Open research and open access (OA)
 - Research data management (RDM) and data management plans (DMP)
 - Digital scholarship



Useful Links and Resources

- Research Support
<https://warwick.ac.uk/services/library/research-support/>
- WRAP
<https://warwick.ac.uk/services/library/research-support/warwick-research-publications/>
- MRC
<https://warwick.ac.uk/services/library/mrc/>
- Open Access
<https://warwick.ac.uk/services/library/research-support/open-access/>
- Research and Academic Support Librarians
<https://warwick.ac.uk/services/library/subjects/academic-support-librarians/>

Find out more

warwick.ac.uk/library





Warwick SU



Introduction to the WSU Advice Centre

Meet the Advice Team!



Charlotte Cowdell
Advice Centre Manager



Heather Groves
Welfare Advisor



Vas Marinos
Welfare Advisor



Mollie Gates
Welfare Advisor

What is the WSU Advice Centre?

- **Independent advice, support & representation**
 - Free
 - Impartial
 - Confidential
 - Non-judgmental
 - Professional

- **Information & empowerment service**
 - Empower clients to make an informed choice
 - Act in best interests of clients

Who do we support?

- Our Members (All Students) on & off campus
 - Prospective Students
 - Former Students (up to 1 Year)
 - Distant Learners
 - 2+2 Students
 - Apprenticeships

What Advice can we offer?

1. Academic
2. Housing
3. Money
4. Welfare

Academic Advice

- University Regulations – Accompany at hearing/meetings
- Misconduct/Appeals
- Permanent/Temporary Withdrawal
- Fitness to Attend/Practise
- Student Disciplinary Hearings
- Complaints
- Change of Course

Housing Advice

- Contract check
- Disputes
- Disrepair
- Deposit non return
- Unlawful eviction
- Noise nuisance
- Advocacy

Money Advice

- SFE loan delays, estrangement
- Hardship
- Dean of Student Award
- Bursary/Scholarships
- Tuition fee debt
- University Fines
- Food bank vouchers

Welfare

- Pastoral support/representation
- Referrals to specialist services
- Holistic approach

In the 23/24 Academic Year we...

Opened 1292 cases, of which;

- 420 were Academic
- 125 were Finance
- 528 were Housing
- 219 were Health and Wellbeing

Got feedback from students;

- 95% satisfied with advice received
- 97% would use again
- 95% felt advice empowered to make an informed choice
- 97% would recommend to a friend

Case Studies

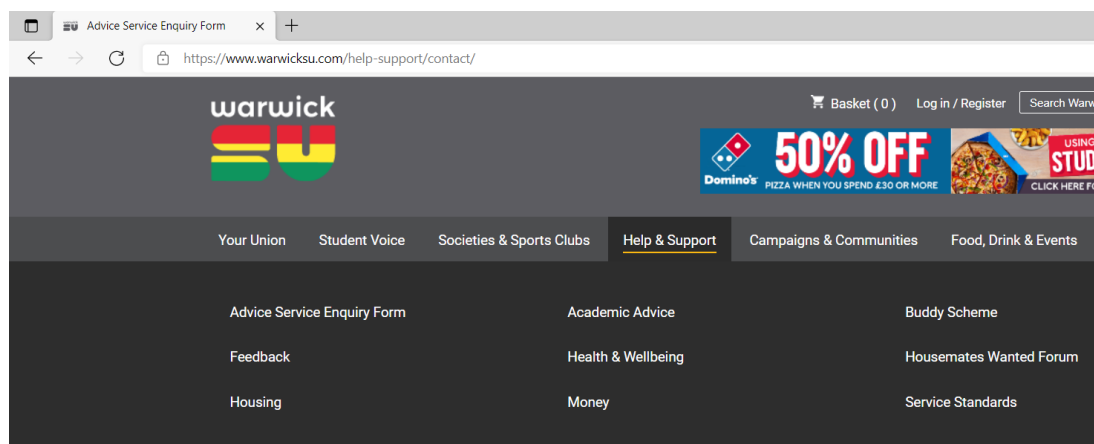
- Medicine student, withdrawn – appeal rejected – OIA found unjustified - allowed to continue on course
- Student unable to enrol on next academic year due to admin error by the Uni. Successful complaint with large compensation
- International students scammed by landlord. Successful court case, granted 3x amount of original deposit & debt written off

How can we support you in your role?

- Referrals & signposting into our service
- We also signpost students to you!
- Educational/preventative approach – we deliver a range of Academic workshops to educate students on Academic issues

Contact Us

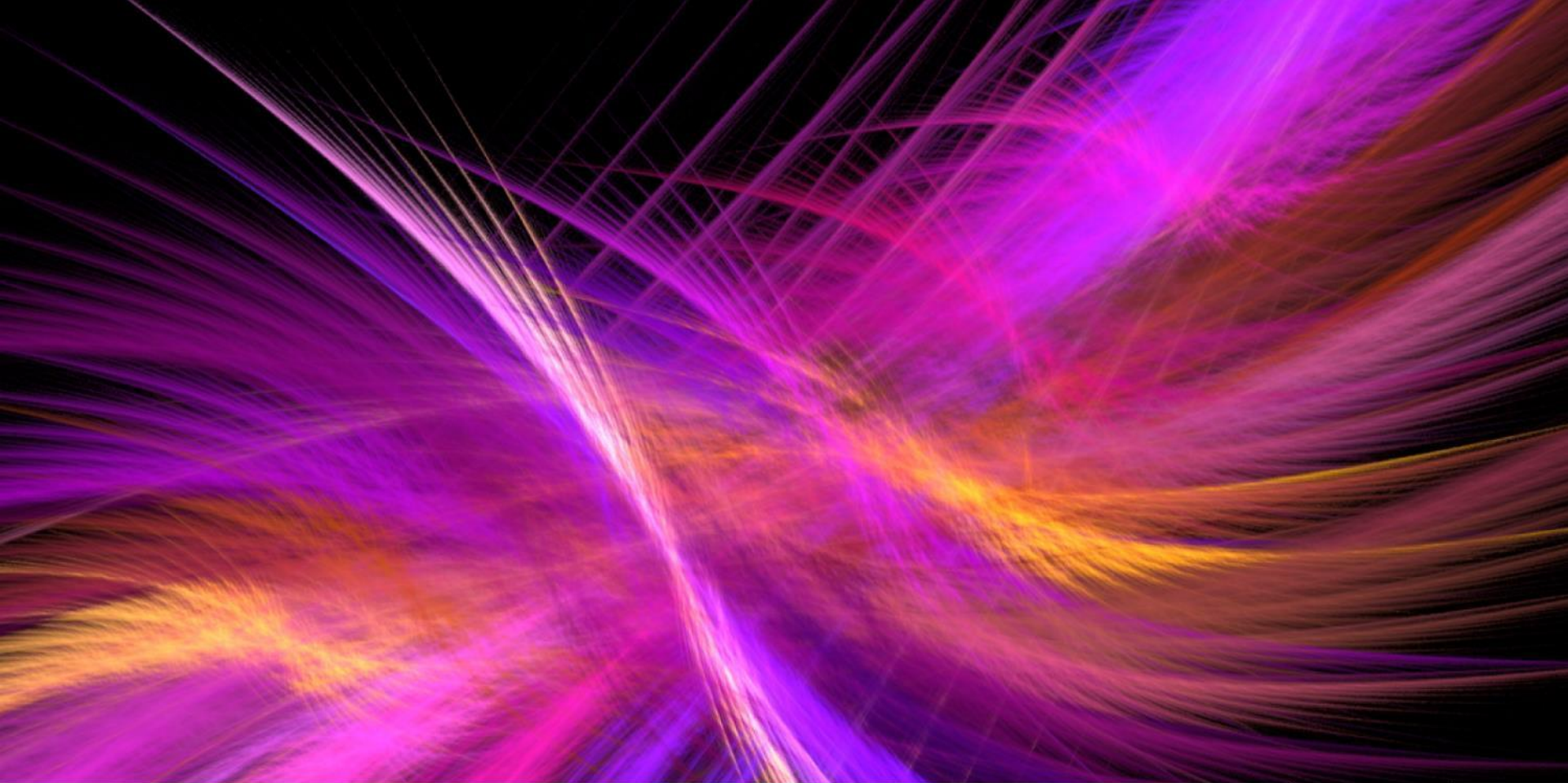
- Enquiry Form
 - <https://www.warwicksu.com/help-support/contact/>



Always
something
for
you

Thank you!

<https://www.warwicksu.com/help-support/contact/>



Careers

Millie Tissut, Clare Halldron



CAREERS: CADRE

Millie Tissut: Senior Careers Consultant

History, History of Art, Film & TV

Clare Halldron: Senior Careers Consultant

Classics and Ancient History, SMLC

Ray Ryan: Senior Careers Consultant

Centre for Culture & Media Policy Studies,
Theatre and Performance Studies

Ellie Wetherhill- Careers Consultant

English and Comparative Literary Studies



OPPORTUNITIES TO DEVELOP EXPERIENCE

Warwick Volunteers, Work Experience, Thrive, Enterprise,

EVENTS, WORKSHOPS AND CONNECTIONS TO EMPLOYERS

Careers Fairs, employer presentations, careers workshops

ONLINE CAREERS RESOURCES

Careers information, advice and application preparation

1 TO 1 SUPPORT AND ADVICE

STUDENT OPPORTUNITY: CAREERS

Careers Events & Workshops 2024 (Examples)



MEET THE PROFESSIONALS: PANELS

Careers in Marketing, Advertising and PR- Wed 16th Oct- 4pm- 5.30pm

Careers in HR and Recruitment- Weds 23rd Oct- 6.30 pm- 7.30 pm

Careers in Publishing- Thursday 24th Oct- 6.00pm- 7.00pm

Careers in TV and Film- Wednesday 30th Oct- 6.00pm- 7.00pm

Careers in Heritage, Culture & Museums- Spring Term

Careers in Journalism- Spring Term

CAREERS FAIRS & LARGER EVENTS (IN PERSON)

Autumn Careers Fair- Thurs 10th Oct- 11am-4pm

Great Global Careers Day: AI in the Job Market- Sat 12th Oct- 10am- 1pm

Business, Finance & Consultancy- Tues 15th Oct- 11am- 3pm

Law Fair- Tues 22nd Oct- 11am- 3pm

Careers in the Creative Industries- Spring Term

CAREERS WORKSHOPS THROUGHOUT THE TERM. For example.....

Careers outside Academia – Spring; Doctoral College- Spring Careers series;

Effective applications; Developing your LinkedIn profile

Accessing our support

Log onto myAdvantage.warwick.ac.uk

Here you can:

Book events & workshops

Search for vacancies

Book appointments:

30 minute guidance

20 minute Job Search Appointments



The screenshot shows the 'myAdvantage' website interface. At the top, there is a navigation bar with links for 'myAdvantage', 'Vacancies', 'Appointments', 'Events', 'News', 'My Dashboard', and 'Profile'. The user is logged in as 'Clare'. The main section is titled 'Search Vacancies' and includes search filters for 'Keywords' (with an example 'e.g. Graduate, Analyst, Intern...'), 'Vacancy Type' (set to 'Any'), and 'Location' (set to 'CV1 1AA, Coventry, United Kingdom'). There is a 'Search' button and a 'More Search Options' link. Below the search filters, there are three main navigation cards: 'Vacancies' with 'Explore Opportunities', 'Appointments' with 'Book an appointment', and 'Events' with 'Events'. A 'What's new?' section features three cards: 'Resources' with 'Search Resources', 'News' with 'News', and a news item titled 'Legal Cheek Virtual Law Fair 2023' with a sign-up link and a timestamp of '18 Sep 2023, 2:46 pm'.

Other help

[Workwear wardrobe-](#) Senate House, Student Opportunity Hub

Stock will change regularly with donations and students may visit as many times as needed

Opening Hours (Term Time)

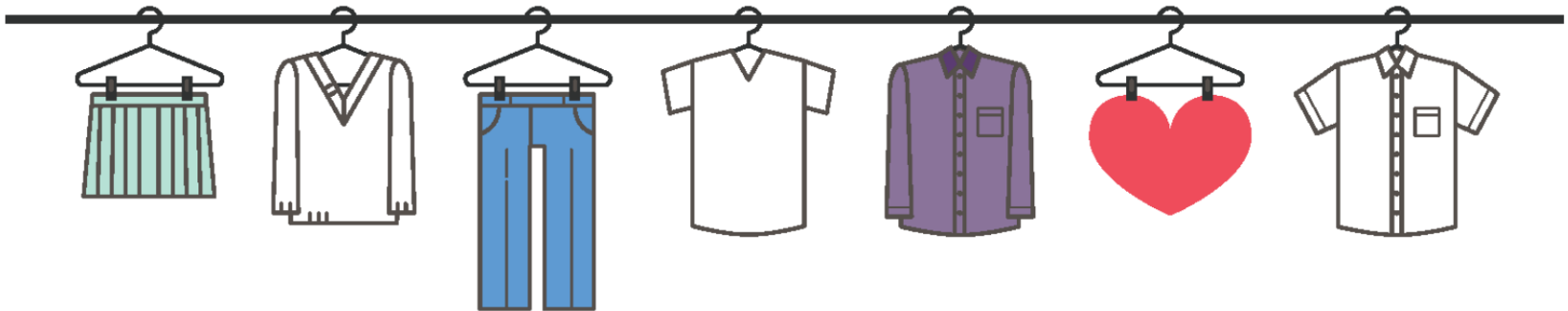
Monday 9 am – 3 pm

Tuesday 9 am – 4 pm

Wednesday 9am – 4 pm

Thursday 9 am – 4 pm

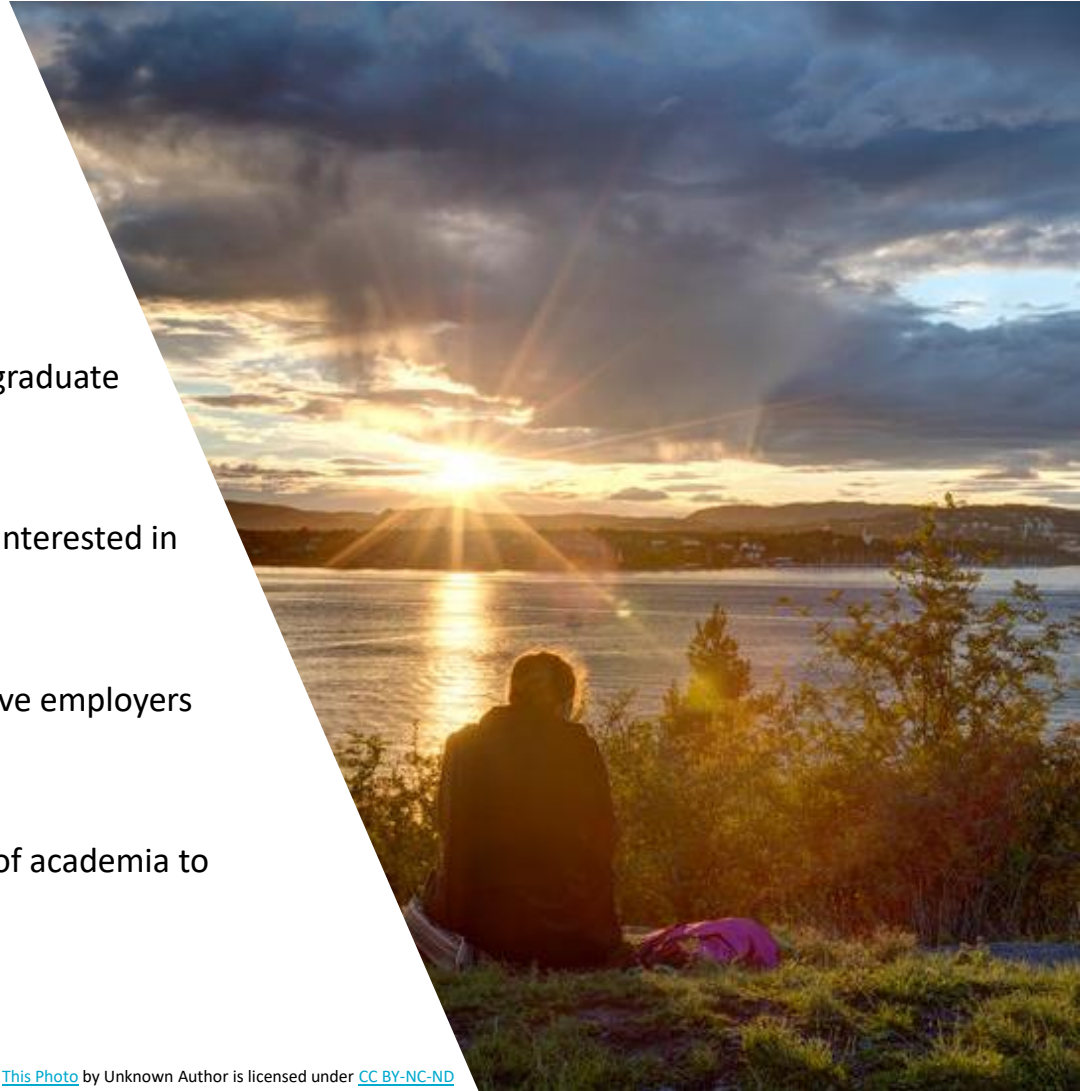
Friday 9 am – 3 pm





Questions to consider.....

- What do you want to get out of your time as a Postgraduate researcher
- Do you have plans for after your research? Are you interested in academic or non-academic roles?
- How can you frame your research skills to prospective employers and/or academia
- How can you develop networks within and outside of academia to support your career pathway? Who can help you?



WARWICK'S RESOURCES

- warwick.ac.uk/services/careers
- warwick.ac.uk/services/dc/pgr/careers

OTHER RESOURCES

- [Vitae.ac.uk](https://vitae.ac.uk)
- [Phd-careers.co.uk](https://phd-careers.co.uk)
- [Jobsontoast.co.uk](https://jobsontoast.co.uk)
- [Creative Careers Brochure](#)



**Clare Halldron
& Millie Tissut**

Senior Careers Consultant



Thank You





Break (11.30)

WARWICK



Humanities Research Centre

Alison Cooley



Humanities Research Centre

Director: Professor Alison Cooley (Classics and Ancient History)
a.cooley@warwick.ac.uk


Administrator: Sue Rae – HRC@warwick.ac.uk

<https://warwick.ac.uk/fac/arts/hrc/>
@HRCWarwick

Doctoral Fellowship Competition

- Funding (£1,250) to put on a conference, plus a small personal research grant (£400)
- Deadline 5pm Wednesday 12th March 2025, for conference in 2025/26. First-year doctoral students eligible.
- Single and joint applications are welcome
- Usually 3 awards
- Opportunity to publish via the 'Warwick Series in the Humanities' (Routledge)

UNIVERSITY OF WARWICK
22 FEBRUARY 2025



Being Human:
Individualism & the Self from the Renaissance to the 21st Century

A ONE-DAY INTERDISCIPLINARY CONFERENCE ON THE DEVELOPMENT, CONCEPTUALISATION, AND SIGNIFICANCE OF INDIVIDUALISM, HUMAN NATURE, AND THE SELF IN THE WESTERN WORLD, FROM THE EARLY MODERN ERA TO THE MODERN DAY. BRINGING TOGETHER A DIVERSE RANGE OF SCHOLARS FROM HISTORY AND LITERATURE THROUGH TO PSYCHOLOGY AND PHILOSOPHY, THIS CONFERENCE AIMS TO PUT DISPARATE THEORETICAL APPROACHES INTO CONVERSATION WITH ONE ANOTHER, IN AN ATTEMPT TO FACILITATE A NUANCED CONSIDERATION OF THESE CONCEPTS' HISTORICITY AND CULTURAL VARIABILITY IN A MODERN-DAY WEST WHICH OFTEN ASSUMES THEIR TOTAL UNIVERSALITY.

BEINGHUMANCONFERENCE2025@GMAIL.COM @BEINGHUMAN2025

HRC Doctoral Fellowship Conferences 2025

- **‘Being Human: Individualism and the Self from the Renaissance to the 21st century’**: 22 Feb. 2025. Co-organised by Mia Edwards, Himesh Mehta, Anna Pravdica (History)
- **‘After Postcolonialism: Global Theory, Local Transformations’**: 26 Mar. 2025. Co-organised by Lu Feng, Wayne Kwong (English)
- **‘Irrestible Decay: Aestheticization of the death and life imbrications from the 18th century to today’**: 7 Mar. 2025. Co-organised by Airelle Amédro, Enrica Leydi (SMLC)
- **‘Uses and Abuses of the Decolonial’**: 17 May 2025. Organised by Julian Harruch-Morales (SMLC)

Warwick PhD and Early Career Research Fellowships

- Funding to support overseas research trips of 2-4 weeks
- 3 awards:
 - Research institution in Europe (not UK) or North America (£2,000)
 - Newberry Library (£3,000)
 - Johns Hopkins' Singleton Center for the Study of Pre-Modern Europe (3,000)
- Scheme open in March 2025 for activities in 2025/6. Deadline tbc in May.
- Demonstrate the potential benefits to Warwick in application
- Only apply for ONE fellowship



Other funding

- Funding for Conferences – PhD students can apply for up to £750 for 1-day events and up to £1,250 for 2-3 day events
- Visiting Speakers' Fund – bring high profile UK-based speakers to Warwick by funding costs of travel and accommodation



Humanities Research Centre

DATES FOR YOUR DIARY

HRC Briefing on HRC Fellowships

Wednesday 23 October 2024 in Wolfson Research Exchange

HRC Faculty Book Launch

Wednesday 14 May 2025 in OC.1.02

HRC Enhancing Research Culture Workshop

How to work with publishers

Wednesday 15 January 2025 in Scarman Conference Centre

Wednesday 11 June 2025 in Scarman Conference Centre

Humanities Research Centre

Director: Professor Alison Cooley (Classics and Ancient History)

a.cooley@warwick.ac.uk

Administrator: Sue Rae – HRC@warwick.ac.uk

<https://warwick.ac.uk/fac/arts/hrc/>

[@HRCWarwick](#)



Meet the Team

***Representatives from departments who support
you***

WARWICK



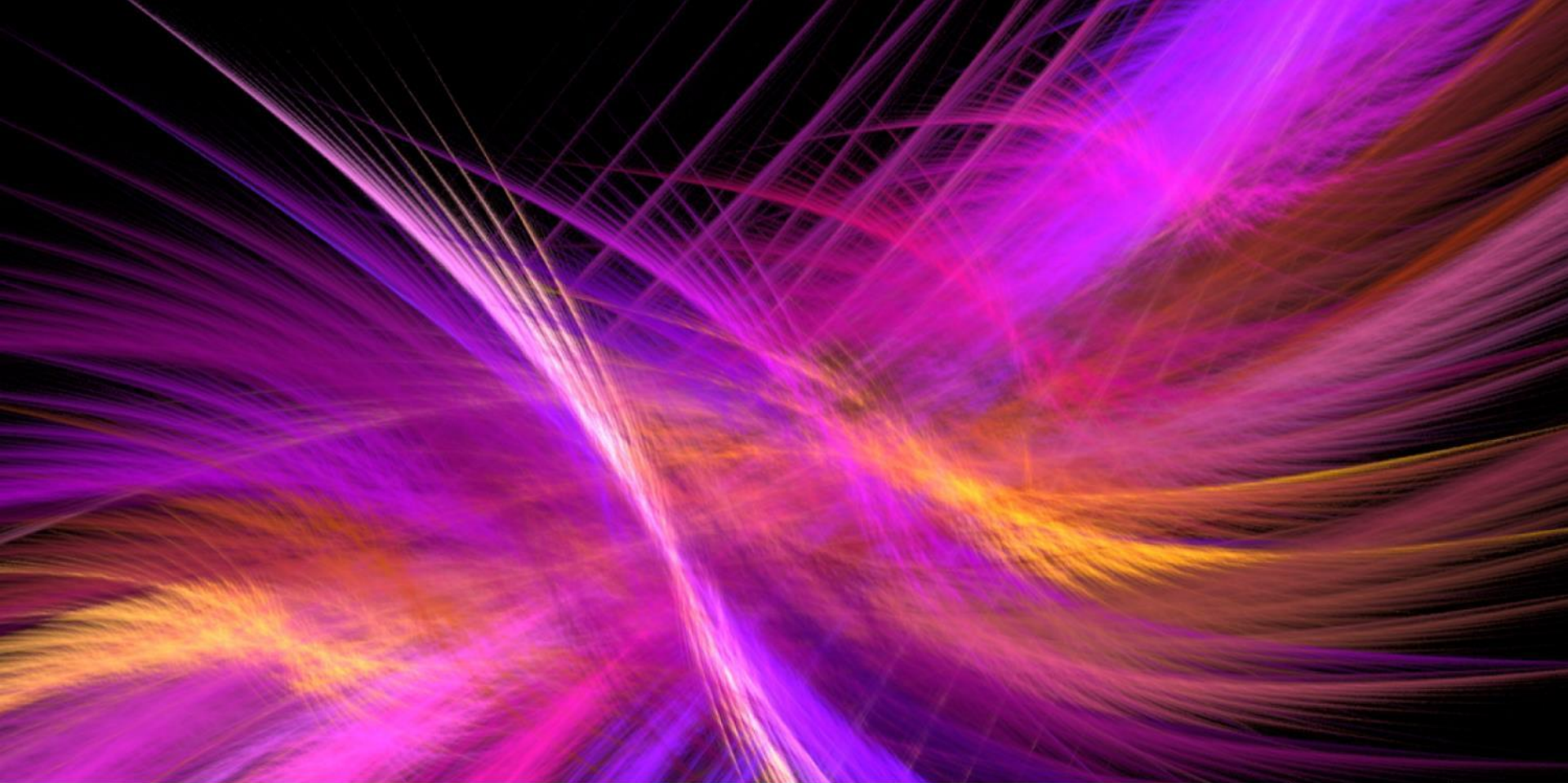
Breakout Sessions





Lunch





M4C at Warwick

Requirements and Processes



Overview...

- ▶ Key M4C Requirements
 - Mid Year Reviews
 - End of Year Reviews
 - Supervision Meetings
- ▶ Additional Funding
 - Research Development Funding (RDF)
 - Engagement Funding (EF)
 - Cohort Development Fund (CDF)
- ▶ Placements
- ▶ Stipends, Changes to your Registration, and Extensions
- ▶ VPP (Virtual Postgraduate Platform)



Key M4C Requirements

M4C Requirements sit alongside your PhD requirements, as defined by your academic department (you may have to do both an upgrade and a MYR for example).

In some cases, your progression milestones may be evidenced via an M4C process but check with your academic department.

Admin is your friend and a part of doing the PhD – it doesn't need to be complicated – we are here to help you! These requirements are set by your funder so are important and need to be completed.

[M4C site](#) within the CADRE pages



Key M4C Requirements

Mid Year Reviews (MYR)

What is it? - The mid-year review is an opportunity to discuss your research and professional development training, any requirement for extended funding to enable fieldwork or specialist training, including a placement. You will have an **assessment review meeting** with your supervisor and assessor(s) (depending on stage in the PhD).

When? - January-March every year

Deadline? – all PGRs to complete the next MYR form by 3rd February 2025 via VPP. Supervisors and Assessors have their own deadlines available on VPP.



Key M4C Requirements

Mid Year Reviews (MYR)

FT	Mid Year Review
Y1	Yes
Y2	Yes
Y3	Yes
Y4	If on course to finish PhD by 31 st March, then no, providing 3 MYRs have happened. If not, then yes.

PT	Mid Year Review
Y1	MYR form reviewed with Sup Team Only
Y2	Yes
Y3	MYR form reviewed with Sup Team Only
Y4	Yes
Y5	MYR form reviewed with Sup Team Only
Y6	Yes

Once your M4C funding has ended, you don't need to complete the MYR process.



Key M4C Requirements

Mid Year Reviews (MYR)

What do I have to prepare?

- 1500-2000 word research statement
- 5000 word example of your written work (or equivalent output for practice-based PhDs). *Mandatory at first MYR. If required at later MYRs, to be discussed with your supervisory team.*
- Submit the above to your supervisor to review.
- *Submit MYR form to VPP by 3rd Feb 2025.*
- *Your supervisor will review your MYR and submit a report. They will also nominate an assessor to provide a review of your submission.*

What next? – all being well, you pass your MYR. If any support needed, this will follow.

Key M4C Requirements

End of Year Report (EYR)

What is it? – Report outlining progress this year

When? – May/June every year

Deadline? – all PGRs to complete the next EYR form by 2nd June 2025 via VPP.

What next? – Supervisor and M4C Director contribute/review EYR. All being well, the year is complete!



Key M4C Requirements

MYR and EYR

Timelines are all on the VPP

M4C Warwick will remind you at various points, however organise your time and get the dates in the diary early so there's no surprises! Keep your supervisor in the loop.

The latest forms and guidance available on the VPP are the ones you should be using.

Any questions, talk to us, talk to your supervisor, talk to M4C Nottingham.



Key M4C Requirements

Supervisory Meetings

DTP funded Students and supervisors are required to complete a minimum number of supervisory meetings each academic year.

Full Time – minimum of 10 per academic year

Part Time – minimum of 6 per academic year

Supervisors share responsibility with their students to complete supervision forms.

If your supervisors change, then this must be reflected in the Change of Supervisor Form and the meeting forms accordingly.



Additional Funding

Access to additional funding streams you can apply to assist with research and personal development.

M4C has 3 additional funding streams:

- **Engagement Fund (EF)**
- **Research Development Fund (RDF)**
- **Cohort Development Fund (CDF).**

Guidance and the latest forms to use is available on the VPP.

EF and RDF have specific deadlines that must be followed – available on the M4C section of the CADRE website:

<https://warwick.ac.uk/fac/arts/cadre/m4c/rdfef/>

Applications are Student-led, not Supervisor (you submit the application, not your supervisor).

Additional Funding

Engagement Fund (EF)

Available to support costs relating to engagement and professional development activities.

Supervisory Team need to be involved to ensure this fits with any development areas in your Research Development Needs Analysis.

Need to have completed your first MYR to request more than £1200.

Minimum of £100 claim.



Additional Funding

Engagement Fund (EF)

Engagement Fund (EF)

The Engagement Fund is available to support costs relating to engagement with an external organisation. This includes placements, presenting at conferences, skills training and professional development activities.

EF can be used to fund the following:

- Travel and accommodation costs associated with undertaking a placement or engaging with an external collaborator
- Language courses and summer schools
- Specialist training and development
- Presenting at conferences (maximum of two conferences throughout your studentship)

Please note that the EF cannot be used for subsistence costs and other living expenses that students would usually incur on a daily basis.

Applications to the EF will be devised by students with the support of the supervisory team as part of their professional development. All funded activities must contribute to the successful completion of your PhD.



Additional Funding

Research Development Fund (RDF)

- ▶ Research Development Fund (RDF) can be used by students for cost associated with your research. Specific criteria is detailed in the RDF Guidance Notes on the VPP.
- ▶ RDF should not be used for broader professional training and development costs or presenting at conferences as these are covered by the Engagement Fund. Nor should it be used to support costs of working with an external partner, whether as part of a Collaborative Doctoral Award or as part of a placement.
- ▶ Please note that RDF cannot be used for subsistence costs and other living expenses that students would usually incur on a daily basis.
- ▶ The minimum amount that can be applied for is **£100**.



Additional Funding

RDF and EF

Preparing your application:

- You will need to provide a clear budget overview and supporting estimate quotes as part of your application.
- Don't underestimate the cost of travel and accommodation – be realistic and sensible in what you expect it to cost.
- Read the M4C guidance and Warwick's expenses guidance to make sure you are following the rules.



Additional Funding

RDF and EF

How you obtain your estimates, depends on where you are going:

	Travel and Accommodation totalling less than £1000	Travel and Accommodation totalling more than £1000
Travel within UK and Europe	FinRegs approval is not needed and can be booked independently.	this must be booked via Key Travel. If this isn't possible and you need to book independently from Key Travel (on their advise), then you must have FinRegs approval in place. Please ensure you follow the guidelines around what is and is not accepted.
Overseas Travel (outside of UK and Europe)	Any travel and accommodation costs outside of UK and Europe must be booked through Key Travel.	Any travel and accommodation costs outside of UK and Europe must be booked through Key Travel.



Additional Funding

RDF and EF

Preparing your application:

- What is FinRegs? Approval from the team at Warwick who look after Financial Regulations. Your department will email them on FinRegs@warwick.ac.uk if you need approval from them for your estimate.
- ▶ What to include:
 - RDF or EF Application Form, fully completed and signed by your supervisor.
 - RDF/EF Checklist fully completed.
 - Any FinRegs approvals or any other supporting documents.



Additional Funding

RDF and EF

Submitting your application for Site Director Approval:

- You will need to complete the Submission Form on the CADRE M4C site attaching the required documents.
<https://warwick.ac.uk/fac/arts/cadre/m4c/rdfef/applicationform/>
- Ensure you do this by the 29th of the month (or 28th in Feb!).
- M4C Warwick team will review this, get back to you if we need something else, and forward to the Site Directors for approval.
- Once approved by Site Directors we will forward onto M4C Nottingham for approval.



Additional Funding

RDF and EF

- ▶ If successful for either application, you will receive a confirmation from M4C Nottingham confirming the amount you've been awarded.
- ▶ Crucially, you will be given a M4C Reference e.g. M4C RDFXXXXXX or M4C EFXXXXXX. This reference is extremely important for claiming your money back, so keep it safe and use it where needed!
- ▶ M4C Warwick will keep a record of your approved awards and will help you with claiming this money back.



Additional Funding

RDF and EF

- ▶ Booking your travel and accommodation:
 - Depending on what was approved in your application, you will either book the travel and accommodation yourself and claim it back, or it will be booked directly through Key Travel and costed to the correct cost code.
 - You need to involve your academic department at this point so they can support and advise you on their local processes.
 - We will let them know that your award has been approved, but when it comes to next steps, you need to keep them involved, particularly if they are supporting you with bookings!
 - Keep your own log of what you have spent against the total award and keep your receipts.



Additional Funding

RDF and EF at Warwick

Key Information:

Specific Deadlines to follow:

- <https://warwick.ac.uk/fac/arts/cadre/m4c/rdfef/>
- All applications are considered on a monthly basis, so keep to the deadlines – there is no flex at M4C on this.

Flowchart and getting organised:

- <https://warwick.ac.uk/fac/arts/cadre/m4c/rdfef/>



RDF/EF Application Information for PGRs

4 weeks before PGR
Deadline

- Read the **RDF/EF Application Process information** on the CADRE website.
- Complete the **RDF** or **EF** Application Form, including obtaining necessary quotes.
- Follow the correct guidelines for travel and expenses. More information can be found [here](#).
- Complete **RDF/EF Checklist**.

3 weeks before PGR
Deadline

- Submit full application to supervisor for sign off.
- Now your application is ready for Site Director sign off.
- To do this, submit via the **RDF/EF Application**, attaching the RDF/EF Application Form, Checklist and any other relevant supporting documents.

2 weeks before PGR
Deadline

- Your application will then be received by M4C Warwick Team.
- The team will be in touch if they have any questions or adjustments to make to your application.
- Once the application is ready for Site Director sign off, M4C Warwick will arrange for this. If Site Directors have any queries, they will be in touch.
- If your application is received after the Site Director deadline, then your application will be submitted for the next approval run (see dates).

RDF/EF Application
with M4C
Nottingham

- Once approved by Site Directors, they will forward to M4C Nottingham team for final approval.
- M4C Nottingham will review and confirm approval.

RDF/EF Application
Approved

- Once M4C Nottingham have confirmed approval of your application, you will be sent a confirmation email detailing the award amount and the M4C Reference Code.
- **You will need this Reference Code when processing your claims, so please make sure you keep this safe.**

Booking your
Activities

- To book your activities please ensure you follow your Academic Department's standard procedure. If you contact them via email, they will be able to advise on next steps.
- Attend your activities!

Within 4 weeks of
your RDF/EF Activity
Taking Place

- You will need to complete the **RDF/EF Activity Form** within one month of the activity taking place, returning the form to M4C Nottingham Finance team.
- To process your expenses you need to submit a claim via Concur. Details of what do, can be found on the **CADRE M4C Expenses section.**

Additional Funding

RDF and EF at Warwick

RDF/EF Activity Form

- To be completed within 4 weeks of activity taking place and emailed to finance@midlands4cities.ac.uk.

Claiming your Expenses

- If you are claiming back your expenses, you will need to do this via Concur. The cost of the claim will depend on whether you do this, or your department. 'Using RDF/EF Funding' has the information you need here: <https://warwick.ac.uk/fac/arts/cadre/m4c/rdfef/>
 - Upload your receipts and itemise the costs clearly.
 - Always use your M4C reference number in the header of the claim!
 - Warwick will reimburse you (and we ask M4C for the money!).
-

Additional Funding

Cohort Development Fund

- This is something you would talk to M4C Nottingham directly about.
- Use your contacts, come up with your proposal and submit to M4C.
- Once approved, M4C Warwick team are happy to support with any internal logistics/questions that you may need help with.



Placements

- ▶ You can apply to complete an employability or research focused placement (up to 3 months with host organisation or up to 6 months if the placement has a direct impact on your thesis).
- ▶ Can be an M4C partner, an opportunity advertised on the VPP, or you can create your own in collaboration with an organisation if you can help them respond to a business need.
- ▶ Placement can only be undertaken once first mid-year review has been passed. You also **cannot go on placement in the last 3 months of their current funded period.**



Placements

- ▶ International students need to be mindful of visa implications - therefore the placement has to have a direct impact on their thesis so that it is classified as part of the PhD package rather than a professional development/work opportunity.
- ▶ For International students going on placement, a Change of Study Location would need to be in place before going.
- ▶ Placements can be done in one block (full time) or over a longer period with study (part-time) or over a few days a week (flexible). Regardless of how it is carried out, the total duration will be added to the current funding end date. You will be paid your stipend during the extended period according to your current mode of study at that time.



Placements

- ▶ Takes at least 3 months to get a placement approved so plan ahead!
- ▶ If you would like to apply for a funding extension, this can be done as part of the placement documentation – this cannot exceed the 4 years of funding limit.



Placements

Step 1 - Contacting a potential host

- ▶ Student makes contact with host, explaining who you are, what you're interested in doing and clarify you're a funded M4C student to see if they are interested in hosting you. If this a partner M4C organisation, then the placement team at Nottingham will direct correct contacts on to you.
- ▶ Meet the contact at the organisation, talk about dates, scope for the placement and start to complete the **Part 1 - Placement Application and Project Brief Form (M4C)**.



Placements

Step 2 - Completing Part 1 Placement Application and Project Brief form

- ▶ Detail what you will be doing, when you will be doing it and where you will be doing the placement. The Form acts as a proposal that you then submit to the M4C DTP Placements Manager (at M4C). The placement manager has to approve before any further paperwork sent.
- ▶ M4C DTP Placements Manager (at M4C) will be in touch and they will provide you with the appropriate paper work by following the '**UoW Student Placement Process Checklist**'
- ▶ Part 1 needs to be submitted alongside with the following UoW documents (see next slide). You need to work with your placement provider to get the forms completed.



Placements

UoW Placements Paperwork	
Document	Who completes it?
Student Placement Health and Safety Agreement	Placement Provider
Working in an Office Risk Assessment	Placement Provider
Working from Home Risk Assessment (if applicable)	You
Student Placement Process Checklist	You
Placement Roles and Responsibilities Guide	For all to read
HEI Approval Checklist	Lisa Millard



Placements


Step 2 - Completing Part 1 Placement Application and Project Brief form

- ▶ Once submitted to M4C Placements Manager, we will work to review the documentation.
- ▶ Move onto Step 3.



Placements

Step 3 - Completing Part 2 Placement Funding Application form to extend your funded period for the duration of the placement

- ▶ Complete this form ensuring you have appropriate budgeting information (in line with UoW financial rules and regs) to enable Site Directors to review the extension.
 - ▶ Submit to Site Directors for their approval.
 - ▶ Once approved, we will send this onto the finance manager at M4C.
 - ▶ M4C Warwick and M4C Nottingham will work together to bring all the pieces of the puzzle together and confirm approval of your placement.
 - ▶ Enjoy!
 - ▶ Ensure you keep tabs on any comms coming from M4C Nottingham of what you need to evidence whilst on placement (activity tracker, H&S etc).
-
- 

Placements

Step 4 - After your placement: Completing placement feedback forms

Complete the feedback forms (one for you, one for your host) along with your activity tracker.

Spread the word and reflect!

For more information, visit the CADRE M4C Placements page:

<https://warwick.ac.uk/fac/arts/cadre/m4c/placement/>

VPP for latest guidance and M4C processes.

Any questions, just ask.



Stipends, Changes to your Registration, and Extensions

- You will continue to receive your stipend at the start of every month (or slightly before).
- When it comes to the end of the academic year, you'll be asked to re-enrol. Make sure you do this or you won't receive your stipend.
- Your payments will stop at your funding end date (this may change throughout the course of the PhD, if changes to your registration take place).
- Any questions about your stipend, contact the Doctoral College on pgscholarships@warwick.ac.uk.



Stipends, Changes to your Registration, and Extensions

- Changes to your registration may include:
 - Mode of study change
 - Paid sick leave
 - Temporary Withdrawal
 - Parental Leave
 - Funding Extensions
- Your funding end date will be adjusted accordingly by UoW and reported back to M4C. You just need to follow the UoW processes for any changes you need to make.
- [UoW processes](#)
- Refer to M4C guidance on the VPP.



VPP (Virtual Postgraduate Platform)

- The VPP is your friend – bookmark it, get into the habit of regularly checking into it, and always refer to it if you have any questions or are about to embark on anything on these slides.
- You should all have access – log in within 30 days. Your profile is there to start working on.
- M4C Nottingham – contact them for any help with the VPP or M4C Warwick and we will advise.



Contact Us

- ▶ Contact us
 - Prof. David Lambert and Dr Ross Forman, M4C Site Directors
 - Lisa Millard, Doctoral Training Manager
- ▶ Email all enquiries to: m4c@warwick.ac.uk
- ▶ M4C Teams Site – I will add you to it! Use it to communicate.
- ▶ M4C PGR Drop Ins
 - Informal drop ins happening every month
 - Next session 7th November 2024 11am
 - In person and online
 - Share your experiences and ask any questions over a coffee!



Contact M4C

- ▶ General enquiries (including RDF/EF/CDF):

enquiries@midlands4cities.ac.uk

- ▶ Finance enquiries:

Finance@midlands4cities.ac.uk

- ▶ Placements enquiries:

placements@midlands4cities.ac.uk

