

# MIBTP

Midlands Integrative Biosciences Training Partnership

# Handbook for Students

2026-27

## Purpose of the Guide

This handbook provides a wide range of information for all MIBTP students, in conjunction with the Training Handbook.

Please note that information is also provided on the MIBTP welcome pages and the student resource portal, where any updates to information through the year will be posted.

Due to wholesale changes to the programme being introduced from 2025, it is possible that some of the information below may not be entirely up to date. While every effort has been made to ensure that the information in this guide is accurate, we apologise for any errors you may encounter. Where any discrepancy exists, the regulations of your registered university will have primacy over any other source of information.

If there is anything not covered in either this handbook or on the webpages listed above, please contact the MIBTP team directly by email – MIBTP@warwick.ac.uk.

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## Introduction and welcome to MIBTP

We are delighted to welcome you to the MIBTP programme, which will start on **Monday 28th September 2026**.

MIBTP has been running since 2012. Initially a collaboration between the universities of Birmingham, Leicester and Warwick, we have since welcomed Aston and Harper Adams

universities (since 2020) and starting in 2025, Coventry University joined the partnership.

The MIBTP has an ambitious vision to deliver innovative, world class research training across the Life Sciences. We aim to boost the growing bioeconomy in the Midlands and across the UK.

PhD studentship projects are focused within vital research areas such as Sustainable Agriculture and Food, Understanding the Rules of Life, Renewable Resources and Clean Growth and Integrated Understanding of Health and use interdisciplinary and quantitative approaches to biology.

MIBTP studentships are fully funded and includes payment of fees, a tax-free annual stipend of at least £21,805 (to rise in line with UKRI recommendation), a travel allowance in years 1, 2 and 3, a travel / conference budget, a generous consumables budget, and use of a MacBook for the duration of the programme.

MIBTP is jointly funded by UKRI-BBSRC and the universities of Aston, Birmingham, Coventry, Harper Adams, Leicester, and Warwick.

## Interactive Training Programme

MIBTP recognises the need for skills training, cohort development and professional internships. All students begin their degree with 3 weeks of face-to-face training followed by 6 weeks of online training in computer programming and statistics. You will then complete your interactive training in your 2nd year with 3 weeks of face-to-face training and 3 weeks of online training in data science and data analysis.

Within your 1st year you will undertake a 3-month research training placement at an 'away' university. This placement can start anytime between 1st January and 1st June but must finish by 31st August. Students may undertake their Professional Internship for PhD Students (PIPS) placement during their first year, although it can be completed at any point throughout the PhD programme.

All students are also expected to undertake several masterclass training sessions, which can take place at any time during the PhD, and compulsory cohort training events. Details of this are provided within the training handbook.

# 1. Induction

MIBTP students are expected to attend induction the week before Warwick Autumn term starts (note that term dates are not the same for each university). Your induction week will include some team building exercises, skills training, and presentation of posters by students finishing year 1, to allow contact between cohorts and introduce students to a range of research opportunities. For 2026 this is **w/c 28th September**. Final details will be sent to you before you join us. This information will also be uploaded to the induction page on the MIBTP intranet welcome pages.

**Please also note that from 29th September 2025 onwards, all communication will be sent to your University of Warwick email address.**

## 1.1 MacBooks

All MIBTP students will be issued with a MacBook. This is expected to support you for the duration of your PhD. The MacBook is suited to the datasets you will use in training and the large datasets which many of you will encounter during your PhD.

MacBooks will be distributed on arrival at Warwick. **We strongly advise that you purchase a bag or sleeve to protect the machine from damage.** University of Warwick owned laptops are insured for accidental damage and theft whilst on the University's premises and approved home working subject to policy terms and conditions. If you encounter any technical issues with your MacBook, please in the first instance contact the Warwick IT support team via their self-service portal or by emailing helpdesk@warwick.ac.uk.

The machine will be registered and supported at Warwick for the duration of your training. It is also important to update the MIBTP admin team when you have submitted your PhD thesis as well as when your viva is taking place so that we can ensure your MacBook remains accessible to you. The IT Team at Warwick usually lock the MacBooks shortly after your original expected end date unless we have provided IT with a revised date.

**Please note** that the MacBook remains the property of the University of Warwick and must be returned on completion of the programme because of software licensing laws. It is also **NOT** possible to purchase the MacBook once you have been awarded your PhD due to licensing laws.

## 1.2 Registration

All students will register each year at Aston, Birmingham, Coventry, Harper Adams, Leicester, and Warwick to allow for easier connectivity when attending the universities for training, masterclasses, and cohort events. This will also allow access to libraries, other facilities, and collaborators across the partnership. Please ensure that you have registered at all 6 universities within a few weeks of the start of term to give each university adequate time to process your details. If you have any problems, please contact the MIBTP admin.

### 1.3 Pre-Arrival at Warwick (for non-Warwick students)

As you will be completing your interactive training at the University of Warwick and visiting Warwick periodically during your studies, you must register at Warwick as visiting students. Registering at Warwick will enable you to gain access to university buildings, library, and IT facilities. **It is most important that you register at Warwick as your MacBook is registered here and you will need access to this from the first day of induction.**

How to register

- Please complete a Warwick Postgraduate Application form (course code: P-C1PBA: Life Sciences PhD (MIBTP non-Warwick students only))
- Qualifications: Please complete this section as this information will be required for creating your SDS record (BBSRC information database)
- References: Please leave the reference section blank (or enter not applicable) as we do not require references to be submitted. If you enter referee email addresses an email will automatically be sent to the referee requesting a reference.
- You will not be required to submit any documents, as this exercise is purely to provide you access to the University of Warwick systems.

### 1.4 Pre-Arrival at Warwick (for University of Warwick students)

It is important for you to have received (and accepted) an unconditional offer of a place at the University of Warwick before your start date. If you haven't yet received an unconditional offer, please ensure that any conditions set out in your offer email are satisfied as soon as possible.

### 1.5 Everyone: Before you arrive at Warwick

Once you have an unconditional offer, there are several things you will need to do to complete your registration:

Registration – Between 4 and 6 weeks before your course starts, you will be sent an email inviting you to begin the course registration process. Please do not try to complete the course registration process before you are asked to. As a part of the course registration process, you are agreeing to the University of Warwick's regulations. When you receive the email, please complete your online course registration. If you haven't studied at Warwick before, a temporary password will be created for you so that you can access Student Records Online and begin the course registration process. To create a temporary password, you will need the following:

1. Your University of Warwick ID (seven-digit number on your Offer Email)
2. Date of Birth
3. Family Name

You will need access to the email address that you have registered with us (your temporary password will be sent to this address).

If you have already used Student Records, you can log in with your University of Warwick ID and your existing password.

Financial information

Please select the following options:

- In the Tuition Fee: Payment options box, please select "*A department within the University of Warwick is paying all or some of my tuition fees*".
- Sponsor name: *MIBTP*
- Department / Contact name: *School of Life Sciences (Kelly Chennery)*
- Sponsorship amount: *£5,006 (Warwick students), £1,669 (non-Warwick students)*
- Agreement with internal department: *MIBTP will cover the full payment of fees for the duration of my studies.*

IT Services Account – Once you have enrolled you can apply for your IT services account; you will need access to this on day 1 of induction.

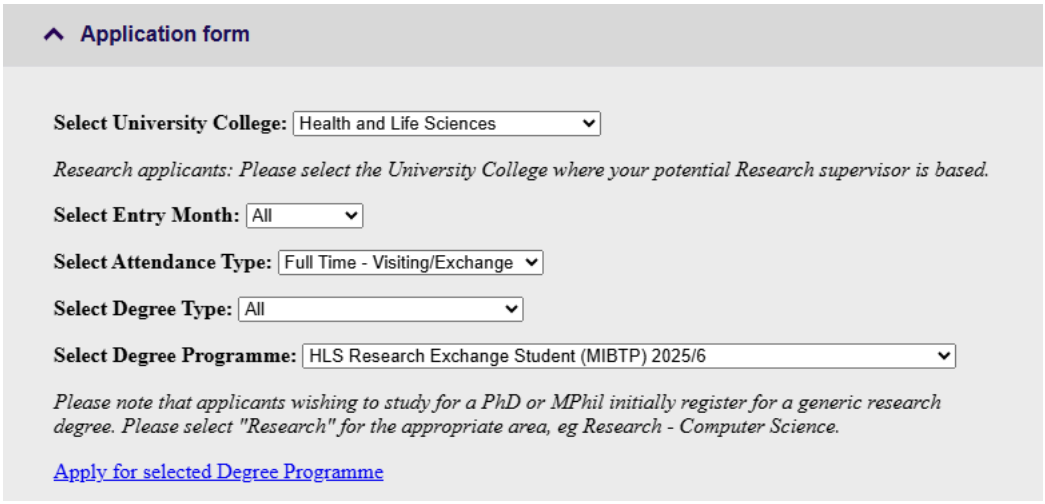
University card – Provided you have successfully enrolled in advance of your induction, we will give you your university card on day 1 of your induction. Otherwise, you can collect this on campus by visiting the student reception at Senate House.

The Welcome to Warwick pages may prove useful during this process.

### 1.6 Registering at Aston University (for non-Aston students)

How to Register

- To apply to Aston University as a visiting student, please go to the website
- Select 'Making Your Application' from the navigation bar (or scroll down towards the bottom of the page until you reach the 'Making an Application' section).
- Click on 'Application Form', which presents you with a series of drop-down boxes. Please complete the drop-down boxes as demonstrated in the below screenshot below, ensuring that you select 'HLS Research Exchange Student (MIBTP) 2026/7' from the 'Select Degree Programme' drop-down box.



- Once you have entered this information then select 'Apply for selected Degree Programme'. This will then take you to a new screen when you can register on to the system to create a new account as a new user.
- As part of the process, you will be asked to provide various documents to support your application. However, for the purposes of your visit to Aston University you only need to provide the following information*:
    - A copy of your current, up to date, CV/resume, including details of your PhD course
    - The project title (You can simply put 'MIBTP Visitor' here)
    - Confirmation of your PhD course of study (or a letter from your PhD institution/MIBTP), this can be uploaded against the degree transcript section. This only needs to be uploaded if available, please do not worry if you do not have such a letter to hand.
    - A scan of your current passport

**For international students only:**
If an ATAS certificate was required for your studies, please provide a copy of your approved ATAS certificate. Kindly ensure that Aston University is explicitly listed as one of the partner institutions in your research statement. If Aston University is not mentioned, you must apply for and obtain a new ATAS certificate that includes Aston before commencing any research activities at the University.

***Note:** For any other documents that you are requested to provide please upload a word document saying not needed. Please **do not** include reference information; instead upload a word document saying not needed. When we receive your application, we will contact you if we feel any other information is required.

If you experience any difficulties, please contact the Aston University PGR Admissions Team

**University card** - Cards should be sent out to you but if you have not received a card by the time you need to visit Aston, you can request one via Solve, on the IT Helpdesk intranet page (you'll need your Aston login to do this).

### 1.7 Registering at Birmingham (for non-Birmingham students)

In order to register at Birmingham, you will need to complete the Birmingham Online Registration. This will include a scanned copy of your Biometric (photo) page of your passport for their records.

If you require a student route visa, please also provide a scan of your Biometric Residence Permit (BRP) card, and/or entry visa stamp (vignette).

**University card** - All new students be able to collect your ID card from our Welcome Registration Marquee adjacent to the Law Building on Chancellors Court in the centre of campus. This will open on Arrivals Weekend and run until 2 October 2026. After 3 October, ID cards be available to collect from the Aston Webb Student Hub.

### 1.8 Registering at Coventry University (for non-Coventry students)

*N.B. Due to administrative delays, registrations at Coventry will be processed on a case-by-case basis in the event that a student needs to be present at Coventry for a research placement, masterclass etc. Please do not attempt to register at Coventry unless you need to travel there for the above reasons.*

To register at Coventry, you will need to email research.admissions@coventry.ac.uk with the following information:

- Full Name
- Title (Mr/Miss etc.)
- Date of Birth
- Email address
- Contact telephone number

In the subject line please use the text '**MIBTP registration**'

We will also require a scanned copy of your Biometric (photo) page of your passport for our records.

If you require a student route visa, please also provide a scan of your Biometric Residence Permit (BRP) card, and/or entry visa stamp (vignette).

### 1.9 Registering at Harper Adams University (for non-HAU students)

*N.B. Due to administrative delays, registrations at Harper Adams will be processed on a case-by-case basis in the event that a student needs to be present at Harper Adams for a research placement, masterclass etc. Please do not attempt to register at Harper Adams unless you need to travel there for the above reasons.*

Please contact the PGR Advisor with the following information so that an individual link to register can be emailed to you. In the subject line please use the text "MIBTP registration".

- Full Name
- Title (Mr/Miss etc.)
- Date of Birth
- Email address
- Contact telephone number

You will then receive an automatic email asking you to enrol online which will allow access to Harper systems following that enrolment.

The postgraduate student research advisor can also be contacted via email (pgroffice@harper-adams.ac.uk) or telephone (01952 815075) should you have any issues.

University card – Ensure that you have fully enrolled and uploaded a photo for your student ID card. When you are visiting campus and would like to collect your card,

please email the PGR Office in advance of your visit, and they will make the necessary arrangements.

### 1.10 Registering at Leicester (for non-Leicester students)

In order to be able to register at Leicester, please complete the online application form; please ensure that you indicate that you are an MIBTP DLA visiting student on the form. Leicester will also require all students to upload a scanned copy of the photo page of your passport for their records.

If you require a Student route visa, please also provide a copy of your entry visa stamp (vignette) and an immigration share code (it starts with S). If you are an EU student holding pre-settled or settled status please provide a share code so that we can verify your status (share code starts with S). You can upload your documents to any of the document upload fields. If you do not have your passport/share code to hand when applying online please email them to the admissions team once you have submitted your online application and include your application number.

You will receive an email giving instructions on how to complete your online registration. Please follow the instructions, ignoring the section regarding fees and ID/visa checks. You will be prompted to create your IT account as part of the online registration. The PGR Admissions Team will complete the ID/visa check section for you once they have a copy of your passport/visa etc.

Please ensure that you log into your Leicester IT account straight away or your password will expire; if this does happen, you will need to contact Leicester IT by email or telephone (0116 252 2253) in order to reset it.

You may receive an automated email asking you to attend the university in order to show your identification; MIBTP students do not need to do this, and you can ignore this email.

You can collect your Leicester University ID card at any time from the Information Hub, which is located in the David Wilson Library.

### 1.11 Accommodation & travel to training

A more detailed outline of training requirements can be found in the training handbook.

Please note that you will need to be present at the University of Warwick for three weeks in October 2026, and for the module examinations at the end of term 1. You will also need to be present at Warwick for 2 weeks in September 2027. Details on travelling to Warwick for training can be found here: Travelling to Warwick. Every effort is being made to schedule the in-person training around your home institution induction events, details of which will be shared with you in due course.

## 1.12 Change of University Policy

The MIBTP programme receives half of its funding from BBSRC and half is matched funding from the individual universities. BBSRC requires all students associated with a DLA to be formally registered on the Research Council database. This requires that students receive at least 50% BBSRC funding, and therefore all students in MIBTP are receiving funds from the BBSRC and matched funds from their university.

This funding arrangement means that it is very difficult to administer transfer of primary registration from one university to another. Should a student wish to transfer their main registration to a different partner university, a case can be put forward for consideration by the directors and this will be supported where possible. However, no transfer between universities can take place without the support of the relevant supervisors, the MIBTP directors and financial support from the new department.

If you wish to change home university, here are the steps we would like you to take:

- Discuss your scientific goals with your primary supervisor. Explore if there is a different project that you can carry out with them, or whether it makes more sense to switch to a completely different supervisor.
- Inform your local MIBTP directors of your plans, so that they can guide you in trying to find PhD projects and supervisors that fits your scientific goals at your home university.
- Contact the identified supervisors at your home university and formulate a PhD project that fits your scientific goals. If successful, submit the new PhD project to MIBTP by March 2027.
- If you can't formulate a PhD project with a supervisor from your home university, inform your local MIBTP directors. They will contact all partner universities in order to identify PhD projects and supervisors* that fit your scientific goals. The MIBTP directors will seek to establish whether the new department is willing to financially support the change.
- If appropriate supervisors are identified at partner universities, contact them to formulate a new PhD project. If successful submit the new PhD project to MIBTP by March 2027.
- If it isn't possible to formulate a new PhD project at any partner university or if the new departments are not willing to financially support the change you will not be able to change university.
- Mini-project supervisors cannot become primary supervisors.

If for any reason you are not comfortable discussing your desire to change project with your supervisor in the first instance, please approach your local MIBTP directors for further advice. We will keep such conversations confidential.

**Please note that it will not be possible to change university after 31st March 2027.**

<u>International students</u>
Students on visas should be aware that changing universities requires reapplying for your visa. This would involve moving back to your home country during the visa application process, and covering all costs associated with the visa application again. We highly recommend that visa holders stay registered at their home university for the duration of their studies.

If you are a visa holder, you may still elect to change your project within your home university, and you will need to reapply for ATAS clearance for your existing visa.

## 2. Training

For more detailed information on masterclasses, research training placements, interactive training, and PIPS, please consult the MIBTP Training Handbook.

### 2.1 Interactive training score

Each module / element of the training requires a minimum of 50% to pass. To progress to the next year, you must pass all elements, and you will have the right to remedy failure.
At the end of your training, you will be given your interactive training score, mini project feedback and poster score.

Your progress during your training will be monitored closely and you will receive regular feedback. If you are not achieving the right standard, you will be given advice on how to remedy this**. Please note that your funding is at risk if you do not pass all elements.**

### 2.2 Information sharing across the collaboration

Please note that scores and feedback from all assignments, as well as application documents and CVs, may be shared between the partner institutions, as will monitoring and progress information where relevant. This information will not be shared outside of the programme.

### 2.3 Plagiarism and Academic Misconduct

Please familiarise yourself with institutional policies on academic misconduct and plagiarism. You will need to consult the policy the institution who will be examining the submitted piece of work. During your training year this will predominantly be at Warwick.

University of Warwick – Regulation 11 - Academic Integrity
University of Leicester - Regulation 11 – Academic Misconduct
Aston University – Regulations on Student Discipline and Academic Offences
University of Birmingham – Regulations Section 8 – Student Conduct
Harper Adams University – Academic Integrity and Academic Misconduct
Coventry University - Academic Regulations | Key Information | Coventry University

If you are in any doubt as to whether the work you have produced would compromise these rules, then please talk to an MIBTP director or the module leader before submitting your work.

An Ethics and Plagiarism Training Course will be a compulsory element of the course. The details of the course will be relayed to you.

# 3. PhD Project

## 3.1 Meeting your supervisor

You should already have had some contact with your project supervisor in advance of starting the programme. We suggest that you carve out some time very early on to meet with your supervisor in person and be introduced to their lab environment and research group.

We suggest you discuss some of the following topics with your supervisor:

- Your PhD project – working expectations etc.
- Potential research placements
- PIPS
- Masterclasses

## 3.2 Supervision requirements

PhD projects must have two academics from the home university on the supervisory team, with one designated as primary (more than 50% supervision). Academics with limited experience on student supervision will have to be partnered with an experienced supervisor. Academics from non-partner universities including international institutions are welcome to act as additional supervisors. Each supervisory team will preferably include experience in different disciplines or at least use very different approaches in their research.

## 3.3 Changing your mind about your PhD project or supervisor

During the first six months of your PhD, you may find that your interests change as you learn more about the research going on at your university and get to know different academics. It is possible to change your selection of PhD project, which may involve switching to a new supervisor, before **31st March 2027**.

We ask that you make changes such as these in consultation with your original supervisor, so they are fully aware. The ability to develop your ideas for a PhD project is an important aspect of the MIBTP programme and supervisors are aware and supportive of this.

If you wish to change PhD project or supervisor, here are the steps we would like you to take:

- Discuss your scientific goals with your supervisor. Explore if there is a different project that you can carry out with them, or whether it makes more sense to switch to a completely different supervisor.
- Inform your local MIBTP directors of your plans, so that they can guide you to ensure your new project is still within the remit of BBSRC and your chosen research theme.
- Finalise your plans for your new project (with your new supervisor if applicable).
- Submit your final decision as to your PhD project to MIBTP by March 2027.

If for any reason you are not comfortable discussing your desire to change project with your supervisor in the first instance, please approach your local MIBTP directors for further advice. We will keep such conversations confidential.

### 3.4 PhD thesis submission

Your PhD submission date will be in line with the date that your registration expires at your home university. Please check with your local university administration team for more details.

## 4. Personal Development

The University of Warwick has developed SkillsForge as a platform for the provision of postgraduate development across the University. All students can use this platform to search for relevant training courses and workshops and record all your development activities over the period of your PhD.

Aston University, the University of Birmingham, Coventry University, Harper Adams University and the University of Leicester offer similar portals and you will be required to engage with these platforms at the direction of your registered university.

All the MIBTP cohort activities that you undertake will be recorded on SkillsForge and it is advised that you familiarise yourself with this platform and use it to your benefit.

### 4.1 Professional Development plan

In order to help you review and appreciate what you need to do to achieve your goals you are asked to complete a professional development plan mid-way through year 1. You are advised to share and discuss your plan with your supervisor. It is good practice to update the plan annually; this makes you reflect on what you have learned, or skills gained in the last year as well as where there are gaps in your skill base. You can search for courses and workshops using the PGR development platforms above to enhance your professional development as highlighted in your plan. In addition, the MIBTP cohort events are organised for this purpose.

Aston Students
Aston students should complete a Training Needs Analysis, and the Learning Agreement forms (found on the Aston portal) with their supervisor within the first month of their research degree and email the completed forms to the Graduate School Team.

Birmingham Students
Birmingham students are expected to complete a Development Needs Analysis at the beginning of the training year, using the latest version of the form available on the Birmingham website.

Coventry Students
Coventry University students will complete the Welcome Programme which is run by The Researcher Development team in the Doctoral and Researcher College. The programme covers your first few months at Coventry University and is a mix of webinars, self-paced learning and in-person activities. Students will receive a personalised planning document which they will be given access to at enrolment.

Harper Adams Students
Harper Adams University students are not required to forward a copy of a review but instead must arrange to meet with the Personal Planning Development Advisor to discuss progress with the RDF Planner. You must confirm the date of the arranged meeting with your MIBTP Director, Martin Hare.

Leicester Students

Leicester students should complete the Leicester "Training Needs Analysis" that is accessed via MyPGR, the University's Postgraduate Research Management System. This also provides a view of your training plan and a method to record completed training.

Warwick Students

Warwick students should use the online Warwick PGR Development Needs Analysis plan on SkillsForge.

## 5. Cohort meetings and events

During the training year, there will be several meetings and events for which the whole cohort must attend (Appendix 1 for an overview). These are outlined in more detail in the Training Handbook. Please put these dates in your diary now.

# 6. Finances

## 6.1 Core payments

Your funder will pay all fees and your stipend.

You will receive additional payments in years 1, 2 and 3 to contribute towards costs associated with additional travel commitments during training. The exact amount will depend on your institution – please consult your local finance teams for more details.

Each studentship also attracts a flexible research training grant of £5,000 p/a. This is split according to an agreed formula to recognise the costs of your training activities and project outgoings. For example, you each receive a MacBook; £750 is allocated to your research training placement; masterclass costs are covered, and interactive training costs and cohort activity costs are covered.

Your PhD project is also allocated a total budget of either £13,900 for wet-lab projects or £4,000 for dry-lab projects (£3,225 p/a or £1,000 p/a). Remaining funds are used to cover cohort support and activities.

Conference travel/field work: Each BBSRC studentship has a budget of £1,000 towards travel. This will normally be used for attendance at an international conference at which the student is presenting their research results, hence normally in year 2 or further of your PhD. However, it is for the student (in discussion with their supervisors) to decide how the budget is spent. For example, it may be used to attend a series of local meetings, for visiting another laboratory etc. This is a single amount for the period of your PhD, not per year.

## 6.2 Additional support

Travel and accommodation associated with your PIPS: Students who incur exceptional expenses as a result of undertaking their PIPS can apply for financial support up to £1000. Please submit a costed case included with the PIPS submission form.

Students are encouraged to join learned Societies. Many offer students generous travel awards and very low membership fees. Ask MIBTP Directors or your supervisors for advice about appropriate Societies.

## 7. Further Years

There will be cohort events throughout your 4-year training, for which attendance is compulsory. Please see the Training Handbook for more information.

# 8. Important Information

## 8.1 Attendance monitoring

During your studies, your attendance will be monitored by your supervisor. If they have any concerns about your engagement with your PhD, they will inform your home department and the MIBTP directors. All staff involved with your PhD study have a responsibility to ensure your wellbeing and will follow up with you in the event of poor attendance. Please engage with your supervisory team, and access support services if you are struggling to engage with your PhD project for whatever reasons. Links to student support services can be found in section 8.9 below.

Be aware: a recurring lack of engagement with your PhD will result in remedial action, up to and including the potential withdrawal of your funding.

University of Birmingham
All students must hold monthly supervision meetings with their supervisory team (typically their primary supervisor) and complete a GRS2 form each month as a formal record of these meetings. This requirement applies throughout the entire degree. For home students, these monthly meetings may take place online.

Overseas students whose visa is sponsored by the University of Birmingham are required to meet with their supervisor in person to comply with visa sponsorship conditions. Even during their training period at the University of Warwick in semester 1 of year 1, overseas students should endeavour to attend their monthly supervision meetings face to face at the University of Birmingham. Outside of semester 1 of year 1, all monthly GRS2 supervision meetings for overseas students must take place in a face-to-face setting.

University of Leicester
In line with University of Leicester Senate Regulations, postgraduate research students are expected to meet with their supervisor at **least once per month**. These meetings must take place in person unless either the student or the supervisor is outside the UK on an approved period of off-campus study or during the writing-up period.

Students are responsible for logging each supervisory meeting in MyPGR in a timely fashion and normally within 72 hours of the meeting. The log should include brief notes summarising the content of the discussion, progress made, and any agreed actions.

Supervisors are responsible for reviewing, authorising, and confirming the meeting record in MyPGR. A meeting is only officially recorded and counts towards student engagement record once it has been confirmed by the supervisor.

**University of Leicester Off Campus Placements/Projects**
Your placement must be formally approved as an integral and necessary component of your programme of research and supported by a formal agreement setting out the objectives, duration and location of the placement.

If you are a PGR student undertaking a placement at a partner Higher Education Institution (HEI) you will be registered with both institutions for the duration of the placement, but we, your home institution retain responsibility.

University of Leicester postgraduate research students undertaking fieldwork or activity away from the campus for a substantial period of time are required to request off-campus study **prior** to undertaking the activity. The student must complete the 'Request for Period of Off-Campus Study' Form within MyPGR

If you are an international student visa holding PGR, these details will be reported to UKVI and Student Immigration Advice and Compliance ( visas@le.ac.uk) should be notified of any changes as soon as possible. Clear supervision arrangements whilst undertaking the placement should be agreed and adhered to and will be followed up by MIBTP.

### 8.2 Progression monitoring

The DLA will also monitor your attendance and engagement in various activities to ensure that you are progressing as standard. To satisfy these progression requirements, you will be monitored in the following ways:

| Date | Monitoring Point |
|---|---|
| October 2026 | Attendance at Speed PhD |
| January 2027 | PDR submission (please see Training Handbook section 8.1) |
| May 2027 | Attendance at Symposium |
| May 2027<br>(Coventry students only) | Coventry students – prepare for Progress Review Panel (PRP). Students will receive guidance on how to prepare for the PRP and be invited to attend a workshop. |
| June 2027<br>(Coventry students only) | Coventry students – Progress Review Panel (PRP) takes place |
| 31 July 2027<br>(Aston Students Only) | Aston students are required to complete and submit a Qualifying Report (QR) |
| August 2027 | Poster submission (please see Training Handbook section 4) |
| 30 September 2027<br>(Aston students only) | Aston students will be required to undertake and pass a progression viva based on their QR before continuing Yr 2 |
| Ongoing | PIPS report submission (please see Training Handbook section 5) |
| December 2027 | Ethics and plagiarism course |
| January 2028 | Data Analysis Report (Moodle) |
| 31 March 2028<br>(Aston students only) | Aston students should submit a thesis plan to their progression panel |
| April/May 2028 | Attendance at Symposium |
| June/July 2028 | Coniston (Lake District) (please see Training Handbook section 7.1) |
| Jan/Feb 2029 | Attendance at Science Communication Training |
| April/May 2029 | Attendance at Symposium |
| June/July 2029 | ERIC (Birmingham) (please see Training Handbook section 7.2) |
| Jan/Feb 2030 | Attendance at Careers Workshop |

Aston University
**All** Aston MIBTP students have a regular one hour, informal termly 'Meet Up' with fellow students, supervisors, directors, and their administrative support, Gill Pilfold. This is an opportunity to share/raise issues and have questions answered, and all students are encouraged to attend.

University of Birmingham
Students at the University of Birmingham are required to undergo an Annual Progress Review (GRS3) prior to the end of each academic year. Please note that GRS3 requirements may vary by school; if you have any questions, contact the administrator for your programme.

University of Leicester
All Leicester MIBTP students have a termly informal session with fellow students, directors and administrative support. This is an opportunity to share/raise issues and have questions answered, and all students are encouraged to attend.

### 8.3 Personal details and e-mail accounts

It is the student's responsibility to update eVision (your official Warwick record) with any changes in contact details (namely address, phone number, emergency contacts). Without these we will be unable to contact you or forward any relevant material to you. We will use e-mail as a means of contacting all students. Thus, you are expected to check your university e-mail account at least twice daily, unless this is impossible due to technical problems. Students are responsible for liaising with IT services about their university e-mail account and user code if this is necessary. IT services can be contacted on ext. (024675) 73737 or their dedicated intranet page.

**All students will be contacted via their Warwick email addresses regardless of their registered University. If your Warwick account is not your preferred account, please ensure that automatic forwarding is set up to the account you use most to ensure that you do not miss any communication with regards to the programme.**

Turn on automatic forwarding in Outlook
At the top of the page, select:
*Select Mail > Forwarding*
Select *Enable forwarding*, enter the forwarding email address, and select *Save*.
Note: If you want a copy of the original message to remain in your mailbox, select *Keep a copy of forwarded messages*.

### 8.4 Car parking at Warwick

As an SLS registered PhD student, you are eligible to use the car parks on the Gibbet Hill campus as well as the other car parks across the university for a fee (currently £3.50 per visit to the maximum amount of £10.50 per week).

To do this, you need to set up autopay and add your car details (via manage vehicles) on the car parking portal. The cost is taken from your card automatically after each visit. You can see details of car parks online in advance to help you plan your journey.

Please see the car parking website for further information.

There are various public transportation options for getting to Warwick, including bus, train, and shuttle. This information can be found on the travel directions page on the Warwick website.

### 8.5 Laboratory safety and lab coats

Safety inductions will be provided each time that you start in a new working environment.

Whilst at Warwick for research training placements, lab coats are provided by SLS stores free of charge. Lab coats can be collected when required; you will be issued with a clean one on return of your used one. If asked for a cost code, please quote MIB1.

### 8.6 Printing

When at Warwick, all MIBTP students can print / copy using the printers within the School of Life Sciences, logging in via the scanning pad attached to the printers with their Warwick university ID card.

Please note that you can only use the staff printers, which are dotted around the corridors of the department.

You will be unable to use the printers in the student work areas; these printers require printer credits.

To install a printer on your machine, please follow the instructions on the IT services website.

### 8.7 Student representatives

MIBTP have at least six student representatives for each cohort (one from each of the partnership Universities). International student representatives are also requested.

It is the role of the student representative to feed back to the MIBTP team on any issues that the cohort may have as well as representing their university / cohort at the AGM where the management team, BBSRC and industry partners meet each year.

Please let the MIBTP administrator know if you would like to represent your cohort. Representatives must be available to attend the MIBTP Annual General Meeting in April each year.

### 8.8 PG Hub (Warwick) – desk space/base

The Gibbet Hill Postgraduate Research Hub is a shared space for Postgraduate Research students in Warwick Medical School, School of Life Sciences and associated

Doctoral Training programmes to study and collaborate. Facilities are available for independent and group study, presentations, meetings, and workshops. In addition to its study areas, the Postgrad Hub also acts as an informal space to chat and socialise with peers.

Hub Facilities
You can find out more about the space, book rooms for group work and see some FAQs here: Gibbet Hill PGR Hub (warwick.ac.uk). Take a look and familiarise yourself with the Postgrad Hub space before visiting.

Hub Location
The Gibbet Hill PGR Hub is located in the Medical School building on the 1st floor just off Room A1.18 (accessed from the GLT1/BSR3 landing – view map). You will need your University ID card to access the GH PGR Hub.

MIBTP Drop-in Sessions
During the academic year there will be termly MIBTP drop-in sessions scheduled, these will be held in the Gibbet Hill PGR Hub but will also be available via Teams. You will be notified of these events and a Teams link will be sent to you.

### 8.9 Student Support Services

There is a comprehensive network of support and welfare services available to students to support you in times of difficulty. There is often more than one service, which may be able to help, and services work together to ensure that any problems are dealt with swiftly and effectively.

More details of the services available to students can be found below:
Aston
Birmingham
Coventry
Harper Adams
Leicester
Warwick

### 8.10 Annual Leave

As a postgraduate research student, you no longer work in 'terms' – your course is 52 weeks per year, hence the allocation of annual leave allowance.

UK / home students: The Research Councils allow up to a maximum of eight weeks' holiday per year which includes public holidays and the times at Christmas and Easter during which the University is nominally closed. Your registered department may have their own annual leave policy, in which case you should follow this.

International students: You can take up to 28 days of annual leave in any 12-month period as annual leave. If you are supported by a student visa, please refer to your local immigration team for advice prior to requesting a leave of absence/change of study as this may affect your visa. Aston / Birmingham / Coventry / HAU / Leicester / Warwick.

N.B. International students at Birmingham will need to apply for an authorised absence for a holiday (annual leave).

You can take annual leave during your research training placements or PIPS, provided you agree the dates with the relevant supervisor.

**You must not schedule annual leave if it will clash with your compulsory training elements**. Training dates are communicated to you well in advance; you must plan ahead to ensure that you are able to attend. This does not affect any mitigating circumstances that may arise; these should be communicated to us as soon as possible. Please refer to your training handbook for more details on mitigating circumstances.

As long as it does not clash with compulsory events, you can take annual leave at any time in agreement with your PhD supervisor. You do not need to inform the MIBTP team if you are taking annual leave. You may need to inform your department; please refer to your institution's regulations to check if this is required.

If you are supported by a student visa, please refer to your local immigration team for advice prior to requesting a leave of absence/change of study as this may affect your visa. Aston / Birmingham / Coventry / HAU / Leicester / Warwick

The University of Warwick is closed on public holidays and over Christmas and Easter. statutory and customary leave dates can be found on relevant the university websites:

- Aston is generally open all year round for student study spaces; special permission is required to access labs over the Easter and Christmas holidays.
- Birmingham
- Coventry
- Harper Adams is only closed on public holidays and between Christmas and New Year – see the HAU student handbook for details.
- Leicester. The university closure days do not come out of your leave allowance.
- Warwick. Study spaces are generally open all year round aside from Christmas Day. Some spaces will have reduced opening hours at certain times of year.

### 8.11 Medical leave

Medical leave should be used for any circumstance by which you are deemed unfit to study. You must inform your supervisor / host AND the MIBTP Administrator (if on a training activity and if it affects a pre-arranged cohort event) as soon as you are able.

Home / UK students: UKRI Training Grant Terms and Conditions (TGC 8.2.2) states students are entitled to sick pay (that is: continued payment of your stipend) during absences covered by medical certificates for up to 28 weeks within any 12-month period. The total cumulative amount of medical leave must not exceed 52 weeks across the whole Studentship. During paid sick leave, students will receive stipend payments at their current rate from MIBTP. The funding period will also be extended by the same length as the absence. Please consult your home institution's funding policies for more information.

International students: UKRI Training Grant Terms and Conditions (TGC 5.2.6) states International students whose right to remain in the UK is by virtue of a Tier 4 Visa or Student Visa, the obligation to permit 12 months leave for maternity/paternity leave and for sickness leave and payment is subject to any restrictions on remaining in the UK, and payment of funding imposed by virtue of the legislation and guidance relating to the granting of the Tier 4 Visa or Student Visa. This means that international students should refer to their home university guidance on taking a leave of absence. Please contact your local immigration team for further advice: Aston / Birmingham / Coventry / HAU / Leicester / Warwick

### 8.12 Maternity, Paternity, Shared Parental and Adoption leave

Home / UK students: You are entitled to payment for maternity, adoption, paternity, or shared parental leave. Please see the full UKRI Training Grant Terms and Conditions (TGC 8.1) for an outline of the scheme.

If you should like to apply for a period of Maternity, Paternity, Adoption or Parental Leave, please contact your local MIBTP administrator at your home university.

International students: Please contact your local immigration team for further advice: Aston / Birmingham / Coventry / HAU / Leicester / Warwick

### 8.13 Temporary withdrawal / Suspension of Study.

UKRI (Training Grant T&C Guidance TGC 6.1.1) permits up to 12-month suspension of the studentship award due to personal or family reasons. Where a suspension has been granted, the studentship end dates and expected submission dates would be amended.

During a period of suspension, the studentship and funding is paused. It effectively "stops the clock" of your PhD, which means that you stop working on your PhD temporarily, and when you restart your PhD, your expected end date would change to account for the period of suspension.

For example, if your end date is originally 30th September 2029 and you take a 3-month period of suspension in your 2nd year, then your end date would be revised to 30th December 2029.

Please note that UKRI refer to periods of suspension, however, your home university may use a different term. At Warwick this would be referred to as a period of Temporary Withdrawal.

Your home university may permit more than 12 months suspension from studies. However, as you are funded by UKRI you must not take more than 12 months without prior approval from the funder. Please contact the MIBTP Manager if there are exceptional circumstances that warrant a period of suspension longer than 12 months.

Home / UK students: Time out of your PhD due to maternity, paternity, shared parental, or adoption leave counts as a temporary withdrawal, and in those cases, you are entitled to still receive payment, under the terms set out in your institution's maternity,

paternity, shared parental, or adoption leave policies (see links in section 8.13). However, you can also choose to take an unpaid temporary withdrawal, during which time you would not receive any payment of your stipend.

It is possible to take up to one-year temporary withdrawal in total during your funded period without seeking special approval from UKRI-BBSRC. If you need further time on temporary withdrawal, the University will need to submit a case on your behalf to UKRI-BBSRC for approval.

Students may need to take temporary withdrawal for personal or health reasons. Please get in touch with your local directors if a temporary withdrawal would be helpful for you.

International students: Where the time needed is quantifiable and equates to less than a total of 42 days in any 12-month period, it is possible for the University to record this period as an authorised absence (28 days of this can be taken as annual leave). Any break in study of over 42 days would need to be taken as temporary withdrawal, in which case the student would need to return to their home country to satisfy visa requirements. Please contact your local immigration team for further advice: Aston / Birmingham / Coventry / HAU / Leicester / Warwick

### 8.14 Part Time PhD Study

It is possible to work on your PhD as a part-time student. You would then be eligible for a part-time award, which should not be less than 50% of full time as this is the UKRI minimum. If you should like to switch to part-time study you should liaise with your home university MIBTP administrator, as each university will have their own rules regarding part-time studentships. For example, Warwick only allows a minimum of 60% of full time.

International students: Part-time study is not usually permissible if you are in the UK on a student visa. Please contact your local immigration team for further advice: Aston / Birmingham / Coventry / HAU / Leicester / Warwick

### 8.15 Employment during your PhD

Students in full-time employment are not eligible for a stipend of any kind from UKRI. Students in part-time work should consider changing to a part-time studentship.

Students can undertake ad-hoc part-time work alongside a full-time PhD. However, this should not interfere with the progress of the doctorate. UKRI suggest no more than 6 hours in any week. We do appreciate that PhD research flexes throughout the 4 years so there may be weeks where you could undertake more than 6 hours of paid employment and weeks where you will be working all hours on your research. We advise you to discuss ad-hoc paid employment, such as teaching assistant or demonstrator assignments, with your supervisor.

International students: There may be visa restrictions on the number of hours you can be in paid employment. Please contact your local immigration team for advice: Aston / Birmingham / Coventry / HAU / Leicester / Warwick

## 8.16 Insurance

When undertaking a placement or travel as part of your studies, students are covered by the university insurance policies. Please familiarise yourself with your university policy when undertaking any placement or travel, noting that. insurance may not be automatic and may need to be requested.

**Aston University insurance**
For information about insurance and booking travel/accommodation, please contact Gill Pilfold at: g.m.pilfold@aston.ac.uk in the first instance.

**University of Birmingham insurance**
Please reach out to your local administration team for details on travel insurance.

**Coventry University insurance**
All PGRs are covered by the University's insurance policy. For more detailed information in relation to this, please go to the Student Travel Insurance page.

**Harper Adams University insurance**
Insurance information can be found on the university intranet service.

PGR students would be covered by the university travel insurance provision, provided that they complete an appropriately authorised travel form (all trips should be checked prior to travel as there are some exclusions).

Enquiries should be directed well in advance of travel to the Procurement & Insurance Coordinator.

**University of Leicester insurance**
Information relating to insurance at the University of Leicester can be found on their website: Insurance - Home (sharepoint.com).

Please note that travel insurance (Overseas Travel (sharepoint.com) )is not automatic at the University of Leicester and must be requested before travel takes place.

**University of Warwick insurance**
Overseas business travel – This is a business travel insurance policy only – cover is for travel for the University of Warwick business purposes only (this includes students going on a study abroad placement arranged through the University of Warwick). This policy does not cover family members, any holidays or personal travel. On this page, you will find a travel card which you can download and take with you.

Please note:
Medical expenses are covered in respect of medical emergencies ONLY i.e., that require immediate treatment. It is NOT a health insurance policy. Please note emergency medical cover is not available where students are remaining in their home country.

By travelling, you confirm that, to your knowledge, you are fit to travel and have not been advised against travel by a qualified medical practitioner.

Depending on which country you travel to, you may also need to purchase private health cover. Please check the requirements of the country to which you are travelling before travel takes place.

**Insurance referrals**
The insurance website provides a list which specifies those areas that are not automatically covered under the university's insurance programme and therefore may need to be referred to the insurers for prior approval. Please check this list before you travel to ensure that the country you are visiting is not listed.

**Process to activate cover**
Employees and students travelling on university business are covered, subject to them not being advised to travel by a qualified medical practitioner.

All categories of insured persons MUST notify the relevant departmental member of staff, of their travel arrangements ahead of the period of travel. This will not only ensure the accuracy of renewal data but will also, importantly, ensure that those persons travelling will be more easily identified in the event of an emergency or natural disaster. Please send your travel dates to the MIBTP administrator in advance of your travel.

### 8.17 MIBTP Website & Newsletter

On the MIBTP intranet pages, you will find information on all aspects of the programme, including masterclasses, mini-project and PIPS options and information on current MIBTP students.

You will also find the MIBTP News section on the intranet and a monthly newsletter will keep you up to date with recent achievements and experiences of MIBTP students. We always welcome hearing about what MIBTP students are up to and encourage you to send news items to the MIBTP administrator and to contribute blog posts. If you would like to contribute to the news section on the website or newsletter, please contact the MIBTP administrator.

### 8.18 Photographs

Please note that photographs taken during MIBTP events will not be used in advertising and on the MIBTP website unless we have sought permission to do so beforehand. You will be asked for your consent to use photographs during induction week, and you can of course decline this request.

### 8.19 Researchfish

The BBSRC uses Researchfish to record outcomes of funded studentship holders. All MIBTP students will be required to complete annual review submissions from year three of their PhD. An email will be sent to all students directly from Researchfish explaining how the data collection will work and the submission period dates. It is the

responsibility of the student to submit the relevant information to Researchfish before the deadline.

Research councils will monitor overall response rates, and institutional and programme response rates may be a factor in considering training grant support in the future; RCUK is also pushing for sanctions to be introduced in the future for students who do not engage with Researchfish. We therefore insist that all students engage with this platform and complete the data collection as necessary. The MIBTP administrator will monitor this activity, and reminders will be sent out where necessary.

### 8.20 Complaints procedure

The MIBTP student complaint procedure has 3 stages:

**Stage 1: Complaint heard by home institutional director(s).**
The initial stage in the complaints procedure allows for straightforward complaints to be resolved quickly and effectively at the point at which the issue occurred.

**Stage 2: Complaint heard by Directors at a non-involved institution.**
The second stage of the complaints procedure may be used if you are not satisfied with attempts to informally resolve your complaint. Alternatively, this stage can be used if the complaint is so complex or serious that informal resolution would be inappropriate.

**Stage 3: Complaint heard by an appointed senior PGR College/Institutional lead from the non-home institution for final resolution.**
If you are not satisfied with your Stage 2 outcome, then you can apply for a review of the Stage 2 process to include previously unavailable evidence or determine that appropriate processes were followed and that the Stage 2 decision was reasonable.

### 8.21 Data Protection

Please ensure that you review the MIBTP Data Privacy Policy to understand how we process your personal data.

Please also see Appendix 2 for information on what data BBSRC will hold and what data will be in the public domain. It is important not to include sensitive or confidential information in your PhD project summaries.

### 8.22 Confidentiality

For most placements, there is unlikely to be any issue around confidentiality, however, you need to be fully aware that when on placement (both PIPS and mini project) you are bound to confidentiality and hence you shouldn't engage in activities which would breach this obligation.

You should always seek agreement from your host before you publicize details of your placement. This includes blogging, posting on social media, taking selfies on premises of the host, talking about specific details of the host/business and the project itself (dependent on nature of the placement work you do), any videos etc.

### 8.23 Disability Services

We encourage you to declare any disability or learning difference and contact Disability Services at Warwick in advance of starting the programme to discuss support requirements. This is to enable us to make reasonable adjustments for the duration of your studies. For non-Warwick students, even though you can access Disability Services at Warwick, please also register your disability at your registered university.

Since your training at Warwick begins at the end of September, it would also be helpful if you can let mibtp@warwick.ac.uk know directly what adjustments you might need, you will require documentation to ensure any adjustments needed are met. This will help make sure we are fully aware of how to support you from the very beginning of your training and avoid any delays that might arise due to the busy period at the beginning of term. If you have previously been an undergraduate at one of the universities in the MIBTP2025 partnership, do not assume information you have previously declared will already have been shared with MIBTP.

**Aston University**
Disability and Academic Support can provide advice and support for students with disabilities, including ongoing health conditions and learning differences.

Disability & Neurodiversity Support | Aston University

**University of Birmingham**
The University of Birmingham strives to be an inclusive learning community. Whatever your disability, mental health or learning support needs, we're here to help ensure that you can access appropriate support to take advantage of the university experience.

Disabilities, long-term mental health conditions and specific learning difficulties (birmingham.ac.uk)

**Coventry University**
We have a variety of support available to our disabled students.
If you have a disability, long-term medical condition or a specific learning difference (SpLD) you can access the Disability and Wellbeing Team.

**Harper Adams University**
Harper Adams University offers practical help, guidance and support. Visit their website for more information.

University Life - Student Support - Disability Support | Harper Adams University (harper-adams.ac.uk)

**University of Leicester**
The AccessAbility Centre offers support and advice for students with dyslexia or other specific learning difficulties as well as working with students who have sensory disabilities, mobility difficulties, mental health conditions and autism.

You can also find disability support here: Your Disability Support (sharepoint.com)

### 8.24 Contact details

Below are the contact details for your local MIBTP director and administrators and other people you will hear from / may need to contact. General enquiries can be directed to the MIBTP administrator.

**Directors**



Dr Mariaelena Repici
Director, Aston University



Dr Alice Rothnie
Director, Aston University



Dr Florian Busch
Director, University of Birmingham



Professor Yin Chen
Director, University of Birmingham



Professor Jennifer Greaves
Director, Coventry University



Professor Mark Wheatley
Director, Coventry University



Professor Martin Hare
Director, Harper Adams University



Dr Jonathan McDearmid
Director, University of Leicester



Dr Celia May
Director, University of Leicester



Professor Vardis Ntoukakis
Director, University of Warwick



Dr Erin Gorsich
Director, University of Warwick

**Administrators**



Kelly Chennery
DLA Manager (Warwick)



Vickie O'Brien
Senior DLA Officer (Warwick)



Navdeep Birdi
DLA Admin Assistant (Warwick)



Liam Allen
DLA Coordinator (Warwick)

Aston University
BIRMINGHAM UK

Gill Pilfold
MIBTP Administrator (Aston)



Abi Hall
DLA Project Officer (Birmingham)

Kate Choudhry
MIBTP Administrator (Coventry)

Anna Welton
MIBTP Administrator (Coventry)



TBC
MIBTP Administrator (HAU)

Lisa Finch
MIBTP Administrator (Leicester)

# Appendix 1

**Overview of important dates**

| Date | Activity |
|---|---|
| 28th September 2026 | Induction Week/Speed PhD - Warwick |
| 2nd Oct-Dec 2026 | Interactive Training - Warwick |
| 17th November 2026 | Statistics Exam - Warwick |
| 23rd November 2026 | Programming Exam - Warwick |
| April 2027 | Attendance at MIBTP Symposium – Leicester |
| By 1st May 2027 | MP Submission Form |
| w/c 21st June 2027 | RRI Training – Aston |
| 31st August 2027 | Poster Submission |
| 13th September 2027 | Interactive Training - Warwick |
| 28th September 2027 | MP Poster Presentation - Warwick |
| 3rd December 2027 | Epimodelling Assignment Submission |
| 3rd December 2027 | RNA-Seq Assignment Submission |
| December 2027 | Ethics and Plagiarism Training |
| April 2028 | Attendance at MIBTP Symposium- Poster – Coventry |
| June/July 2028 | Residential Team Building - Coniston |
| End September 2028 | Poster Session – Warwick (Optional) |
| January 2029 | Science Communication Training - Leicester |
| January/February 2029 | PGR Careers Fair - Leicester |
| April 2029 | Attendance at MIBTP Symposium- Talk - Harper Adams |
| By June/July 2029 | ERIC* - Birmingham |
| End September 2029 | Poster Session – Warwick (Optional) |
| January/February 2030 | Career Planning & Interview Skills Workshop - Leicester |
| April 2030 | Optional Attendance at MIBTP Symposium – Aston |
| By September 2030 | Scientific Visit |
| 4pm 30th September 2030 | PhD Submission** |

***Please note:*** *these dates are subject to change. You will be informed of any changes.*
**ERIC can be attended at any point during your PhD.*
*** This is dependent upon your university registration date.*

## Appendix 2

**Use and publication of information provided to UKRI on UKRI funded Studentships.**

PhD project information displayed on the Gateway to Research.

The Gateway to Research (GtR) is a web-based portal where information about funded research is published. The aim is to assist businesses and other interested parties to identify potential partners in research organisations to develop and commercialise knowledge and thereby increase the impact of publicly funded research. It provides better access for the research community, business, and the public to information on research funded by the seven Research Councils and the Innovate UK.

The PhD project information which the Research Councils will publish on the GtR website is given below. **Note that the project summary (abstract) is a key piece of content for display in GtR and it must be suitable for publication and not contain sensitive or confidential information.**

| Item of data | Notes |
|---|---|
| Student Name | for students starting from 2015 onwards |
| Project Title | This should be as informative as possible, even if final title not yet confirmed |
| Lead Research Organisation | Your home university |
| Department Name | The university department where the project will be based |
| Period of Study | The expected start and end date of the studentship |
| Funder | The funders associated with your project. |
| Project Status | Active/Closed |
| Project Category | Studentship |
| Organisations | Your home university and your industry partner(s) if you have one. |
| People | You and your supervisor(s) |
| Related Projects | This will include the training grant reference for the MIBTP DLA. |
| Outcomes | Information provided by you in your ResearchFish submission. This may include engagement activities, collaboration, and/or further funding. |

**Other use of information provided to UKRI**
The Research Councils will use information provided on the Training Grant proposal, or equivalent, for processing the proposal or in relation to the administration of the Training Grant, for the award of any subsequent grant, and for the payment,

maintenance, and review of the grant. This includes data submitted through the Studentship Data System (SDS).

Use of submitted data may include:

- Registration and processing of proposals.
- Operation of grants processing and management information systems.
- Preparation of material for use by reviewers and peer review panels.
- Administration, investigation, and review of grant proposals.
- Sharing proposal information on a strictly confidential basis with other funding
- organisations
- To seek contributions to the funding of proposals
- Statistical analysis in relation to the evaluation of postgraduate training trends
- Policy and strategy studies.
- Meeting the Research Councils' obligations for public accountability and the dissemination of information.
- Making it available on the Research Council's web site and other publicly available databases, and in reports, documents, and mailing lists.

Data that will be made available on the Research Councils' web sites and other publicly available databases, including Gateway to Research, and in reports, documents and mailing lists will include the following data:

- Student name (for students starting from 2015 onwards)
- Name(s) of project partner organisations and supervisors
- Project titles and topics
- Project summaries
- Registration and expected submission dates.
- Numbers of students in particular regions, universities, or departments in context of the Training Grant funding announced.
- Aggregated information regarding demographics, student numbers, stipend levels,
- qualifications, age at start, migration levels (from first degree university to another) etc.

**Studentship Data System Student Details Functionality**
The Research Organisation provides standard information on the details of students and the student research projects funded by the Research Councils through the web-based Studentship Data System.

The information required by the system is outlined in the data protection statement below:

**Data Protection**
The terms and conditions of training grants announced by AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC place a responsibility on universities to provide information about students and their projects. The Research Councils will use information provided about students and supervisors for monitoring purposes and policy studies in relation to the Research Councils' involvement in postgraduate training, including statistical analyses in relation to the evaluation of research and the study of trends.

Information may also be used to contact Research Council-funded students.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of training and research grants may also be made available on the Research Councils' Gateway to Research, the Research Councils' web sites and other publicly available databases, and in reports, documents, and mailing lists.

The following information about training grants and funded students may routinely be made publicly available:

- Student name (for studentships funded on training grants awarded from 1st February 2015 onwards).
- Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.
- Name(s) of project partner organisations and supervisors.
- Project titles and topics.
- Project summaries.
- Numbers of students in particular regions, universities, or departments in context of the Training Grant funding announced.
- Registration and expected submission dates.

Information may be retained, after completion of the Masters or PhD, for policy studies involving analyses of trends in postgraduate training and reporting on these to government bodies such as DBIS. Students should always have been informed that the university is passing personal details on to AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC for the above purposes.