

Recruitment Procedure

27/04/2022



Studentship Allocation for non-HEI Hosting Partners

We allocate a quota of studentships to non-HEI hosting partners according to the ratio of [NERC income(2018)/DTP membership] as shown in the table below. In all cases these allocations are for studentships led by non-HEI hosting partners, not those led by an HEI to which a non-HEI might contribute (e.g. via a CASE award). Once the quota of studentships has been exhausted, non-HEI hosting partners may access a further single 0.5 DTP studentship by leveraging 50% match-funding either internally or from an external partner*.

Non-HEI Hosting Partner	DTP studentship funding allocation (5 year total)	DTP funding secured	Additional funding secured*	Total DTP funding secured	Remaining funding available*
BAS	2	2	0.5	2.5	0
BGS	1	1	0	1	0
BTO	1	1	0	1	0
CEH	1.5	1	0	1	0.5
EI	1	1	0	1	0
IoZ	1	1	0	1	0
JIC	1	0	0	0	1
MBA	1	1	0.5	1.5	0
PML	3	2.5	0	2.5	0.5

Advertisement Allocation for HEI Partners

NERC income metrics for each HEI partner are gathered and inputted to our advertising algorithm to calculate the advertising quota for each HEI partners. We expect to advertise (3 x expected number of studentships) projects. As each HEI contributes the equivalent of 35% DTP studentship funds they receive, our NERC allocation of studentships is increased.

The quota of studentships to non-HEIs equates to a maximum of 2, which leaves 10 for HEIs. We calculate the expected uplift from the 35% contribution from HEIs, and then multiply this by 3 to give us the total number of HEI advertisements. This is then used to allocate advertisement quotas according to the % NERC income of each HEI. (note all figures rounded to nearest whole)

non-HEI quota	2
HEI allocation	10
*% match fund uplift	4
*% match fund uplift	1
total HEI allocation	14
HEI advertisements	44

HEI	"Schools" in ARIES	% NERC income	minimum allocation [2 x no. of Schools]	additional allocation [%NERC income(total advertisements - total minimum allocation)]	Total advertisement allocation
UEA	3	62.76	6	14	24
Plymouth	2	14.70	4	6	8
Essex	1	11.93	2	3	5
RHUL	1	7.76	2	2	4
Kent	1	2.86	2	1	3
Totals	8	100	16	28	44

Call for Studentship Proposals

In May each year a call for proposals will be made. Institutional Sift panels have the responsibility of selecting studentship proposals up to the quota allocated and coordinating submission of these to the DTP using the online studentship proposal form. Detailed instructions will be issued each year with the ARIES Call for Studentship Proposals.

Advertisement

Each HEI is responsible for advertising studentships for which it will act as the Registering University, including those hosted at a non-HEI. The ARIES Office will coordinate advertising of all proposals on the ARIES website, and through social media.

Match-funded Opportunities

Studentship proposals that have confirmed 50% match-funding at point of submission to ARIES will be advertised as such and candidates will be prioritised so long as they are ranked in the top 2/3 of our applicants following the DTP interview (see 'Funding Priorities' below). We recognise that not all funding from external sources may be confirmed at this stage. Match-funding is welcomed at any time, but securing match-funding prior to **2nd March 2023** will mean the candidate is eligible for prioritisation in this manner. If a PI is seeking match-funding that may be confirmed at a later date we ask that this is indicated on the proposal form.

Applications

Applications will be made to the University of Registration for individual projects that have been approved for advertising by ARIES. Primary supervisors will be informed by support staff at the University of Registration when they have an applicant. Local support staff will also advise of applicants' eligibility for NERC funding.

Candidates may apply for **up to three** ARIES projects each year. Swapping of candidates between projects is not permitted. If a supervisor feels that an applicant would be better suited to an alternative project, they may contact the applicant and encourage them to apply to the alternative project, **but only prior to the advertised application deadline**.

For the 2023 recruitment we will be asking candidates to submit application documents to us following nomination.

Nominations

- For studentships within the main ARIES competition for funding, primary supervisors may select **one** candidate for nomination for interview by the ARIES DTP Interview Panels.
- For studentships with confirmed 50% match-funding (advertised as 'funded opportunities'), primary supervisors may select **two** candidates for nomination for interview by the ARIES DTP Interview Panels. Preferred candidates should be clearly identified.

Nominations should only be made after an interview process where candidates are interviewed by more than one person - members of the supervisory team should be involved with the interview process and we especially encourage the inclusion of case and collaborative project partners in the interview process. Supervisors should refer to the ARIES [Equality, Diversity and Inclusion Policy](#).

Nominations should be submitted to the ARIES Office (aries.dtp@uea.ac.uk), using the ARIES Candidate Nomination Form. Supervisors will be contacted to nominate a reserve candidate should the first-choice candidate withdraw their application five or more working days before the DTP interviews.

Following nomination, we will contact the candidate to send us their application documents, and the HEI of Registration to send us their references.

ARIES interviews

All nominated candidates will be interviewed by an ARIES panel, chaired by a member of the Strategy Board, plus at least two panellists. Where a conflict of interest arises, a panellist will recuse themselves. At least two different ARIES partners will be represented on each panel and panels will be broadly thematic in composition.

Scoring must be consistent across panels such that a ranked list of all ARIES candidates in a particular year can be reliably produced. ARIES interviews will therefore follow a standardised protocol, and all panels will use the same interview assessment forms and scoring system. Standardised questions will be made available, although ARIES does not wish the use of these to stymie discussion during the interviews. To aid cross-panel comparison each panel will normally interview a minimum of 5 candidates and in addition, a 'roving panellist' will attend interviews in every panel, to assess parity of experience and marking.

Selection of candidates for funding

The Chair of the ARIES Studentship Panel, will receive the collated candidate scores, comments and rankings as compiled by the ARIES Office, and will produce a proposal of the primary metric from which funding thresholds are determined, for agreement by the Studentship Panel. Scores across interview panels will be examined for inconsistencies. Reports from the panel Chairs will be paramount in determining the quality of the candidates interviewed by a particular panel (and hence whether the scores provided are comparable to other panels').

All interview scores, comments, and rankings will be provided to the ARIES Studentship Panel before a meeting to be held shortly after the interview day(s). This Panel shall be composed of the Director, the Head of Equality and Diversity, Interview Panel Chairs, and Strategy Board members with an interest in the process. The Studentship Panel will consider all of the available data and agree a final ranked list of candidates, based solely on the excellence of those candidates. Any candidates that have received equal or near-equal scores will be discussed individually to ensure that the ranked list accurately reflects the most suitable candidates. Within this group the panel may take strategic and financial considerations, and considerations relating to the ARIES [Equality, Diversity and Inclusion](#) Policy into account.

The studentship panel will determine a threshold in the ranked list below which candidates are not deemed of sufficient excellence for ARIES funding.

Funding Priorities

Funding will be allocated according to the following priorities:

- 1) studentships with confirmed 50% match-funding (for candidates in the top 2/3 of the ranking)
- 2) according to candidate ranking as agreed by the Studentship Panel taking the following into account:
 - a. only 30% of students in each cohort may be international
 - b. 35% of studentships awarded will be CASE¹
 - c. 70% of studentships awarded will be collaborative²

Each year one NERC-ESRC student and one NERC-BBSRC will be recruited, with 50% funding from ARIES and 50% funding from SeNSS/NRPDTP. Recruitment under this scheme is described in the Joint Studentship Recruitment documents.

The decision of the ARIES Studentship Panel is final.

The ARIES Secretariat will issue studentship offers (and rejections) in accordance with the outcomes of the Studentship Panel meeting, liaising with supervisors and local support staff at partners as appropriate.

Supervisors should note that projects funded by ARIES must not be substantially changed without specific permission from the Strategy Board.

Equality and diversity in the ARIES recruitment process

The ARIES Doctoral Training Partnership is committed to equality, diversity, widening participation and inclusion in its work with students, supervisors and partners; and in its

¹ Any organisation that is **not eligible for NERC funding** may be a CASE partner, whether or not they are an ARIES partner. The student is required to spend a minimum of three months with the CASE partner at the partner's cost. The CASE partner also pays a minimum of £1,000 per year towards the student's research and training costs.

² Some non-HEI partners are ineligible to act as CASE partners according to NERC regulations, or do not have the means to support CASE award requirements in full. We therefore recognise the concept of a "Collaborative" award, in which the partner(s) is/are involved in co-designing the project, nominating a member of their staff to join the supervisory team, and undertaking to host a placement for the PGR involved.

interaction with the research community and beyond. Everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed in an environment which enables them to do so.¹

This commitment is made with specific reference to a person's age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religious belief & non-belief, sex and sexual orientation.

The public sector equality duty gives public bodies legal responsibilities to take proactive measures to address equality, to help us to tackle and address persistent and long-standing issues of disadvantage and inequality.

To promote equality, diversity, and inclusion through promoting equality of opportunity within the ARIES DTP we undertake to do the following:

- Require all supervisors, panel and Board members to complete an on-line equalities and unconscious bias training every three years; this three-minute video from the Royal Society introduces these issues and may serve as a helpful reminder: <https://www.youtube.com/watch?v=dVp9Z5k0dEE>.
- Review Studentship Advertisements/Person Specifications and ensure appropriate (inclusive and positive) language and essential criteria are publicised
- Require all recruitment panels to have gender representation reflective of the organisations involved.
- Enable students to succeed by supporting specific needs according to disclosed additional needs and reasonable adjustments, in collaboration with ARIES TPP. All data to be reported to ARIES Strategy board and ARIES TPP annually.
- Promote equality and diversity as part of Outreach and widening participation activity, by targeting groups of low-recruitment as identified by the strategy board.
- Carry out statistical analyses of all recruitment exercises