JeS New Starter - Department

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Procedure ownership and last update

Procedure owner: Theme lead(s)

Details of last update:

Version	Revision Date	Description of change
1	15/10/15	Document Created
2	15/08/17	Document revised
3	15/09/17	Document revised

The contents of this table would move to the revision history section below each time the procedure is updated.

Aims and Impact

Aims:
The Key aim is to ensure that JeS documents are submitted to Council with no changes needed.

Impact:
If JeS documents not submitted to Council correctly they will be rejected by Council.

Assumed knowledge

Knowledge of how to look up CamSIS records and amend records in JeS is necessary.

Definitions

A central list of acronyms and definitions can be found **here**.

Useful information

Link from here to other relevant information, such as related procedures, policies, sample forms and letters, relevant statutes and ordinances, etc.

Timelines

All RCUK funded students need to be recorded on JeS one month after the start of their award i.e. by 1 November if their award started on 1 October.

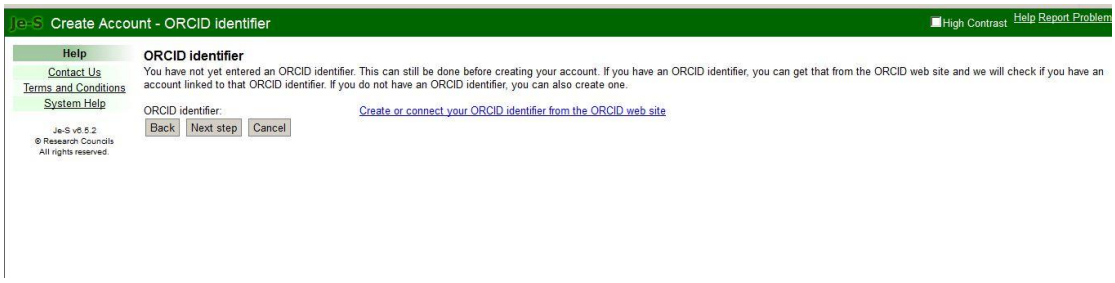
Procedure

Description of the procedure – include screen shots as appropriate

Step	Action
1.	Department emails Student Registry with list of RCUK funded students being entered on JeS – ***with the exception of AHRC and ESRC as these awards are handled through Student Registry***
2.	Department Submits Studentship Details
3.	Student Registry allocate JeS documents to themselves to complete Studentship Details and submit them to RCUK

How to set yourself up on JeS

4.	New members of staff will have to set themselves up on JeS
5.	Follow the instructions on the JeS Account Creation guidance – student document except for section 6.
6.	Re section 6 as a member of Staff you are not required to create an ORCID account. When you create a username and password the following page will appear

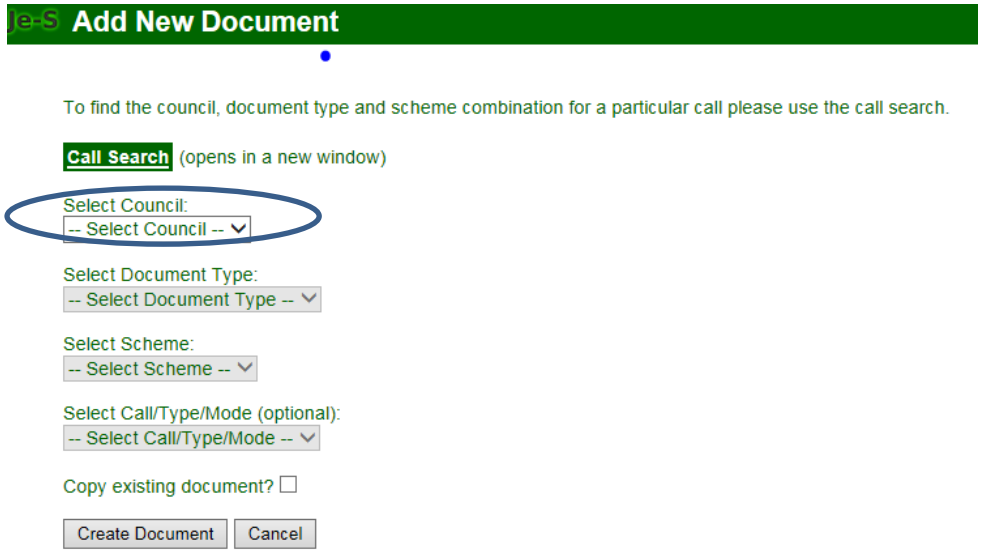


7.	Select “Cancel” and this process is cancelled.

8.	Please note once you complete this process you do not gain immediate access. Your application has to be approved by JeS then the Research Office. When you are notified that your access has been granted at this point you need to email graduate.funding@admin.cam.ac.uk – Attention Kathy White to be granted access to specific Research Councils. Once you have been granted access you can follow the instructions on creating documents.

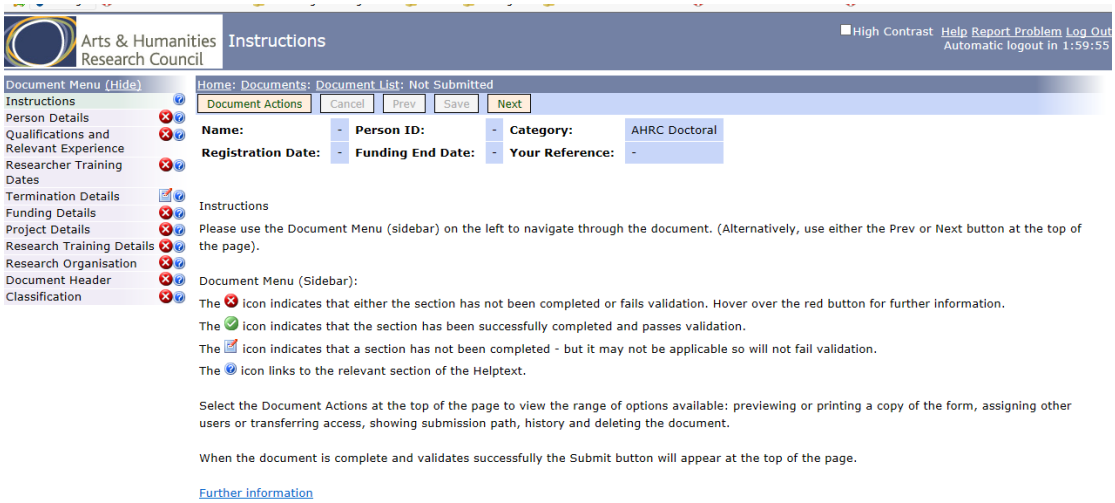
How to create document

9.	Open JeS https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx
10.	Select Documents
11.	Select New Document from the right hand side menu

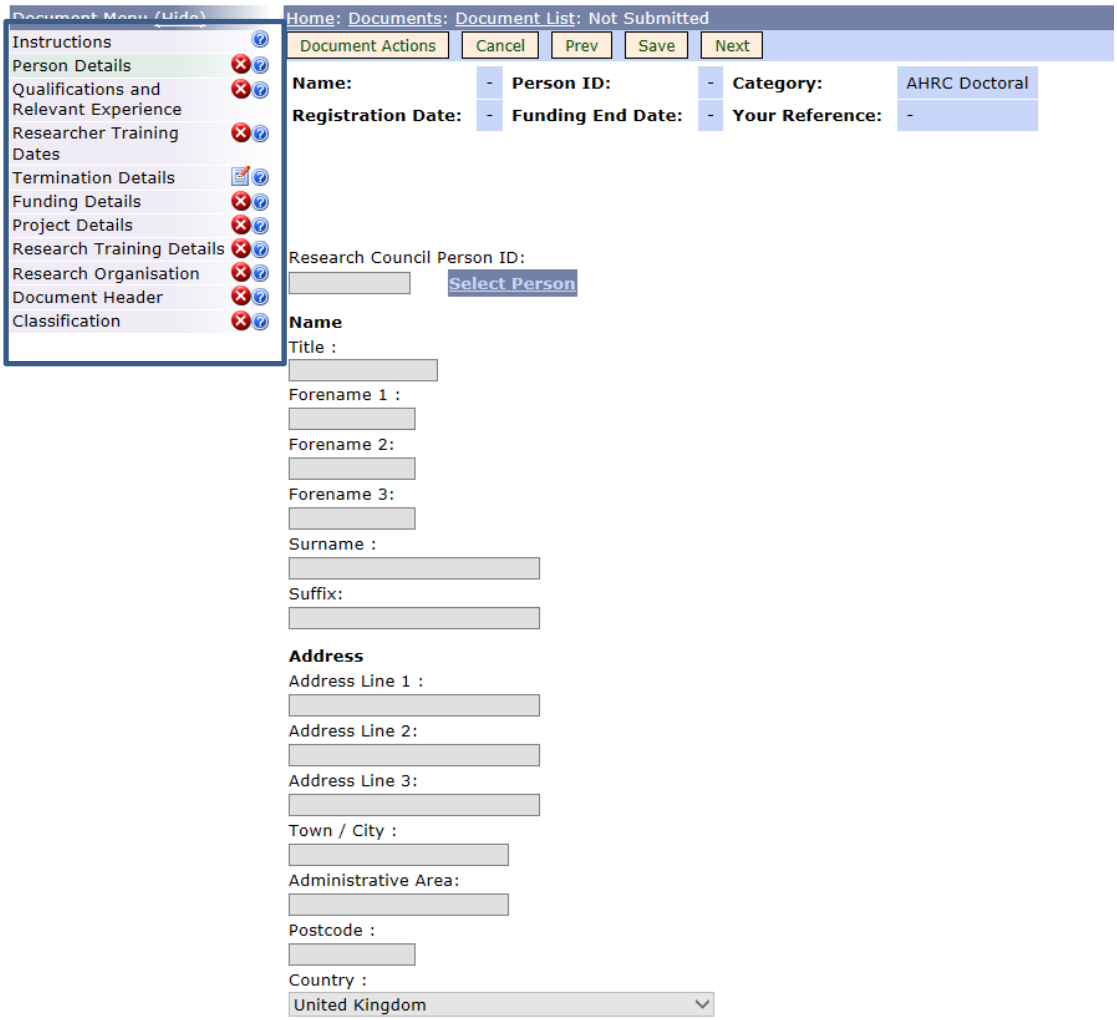


Select council etc. on drop down (do not select Call/Type/Mode)

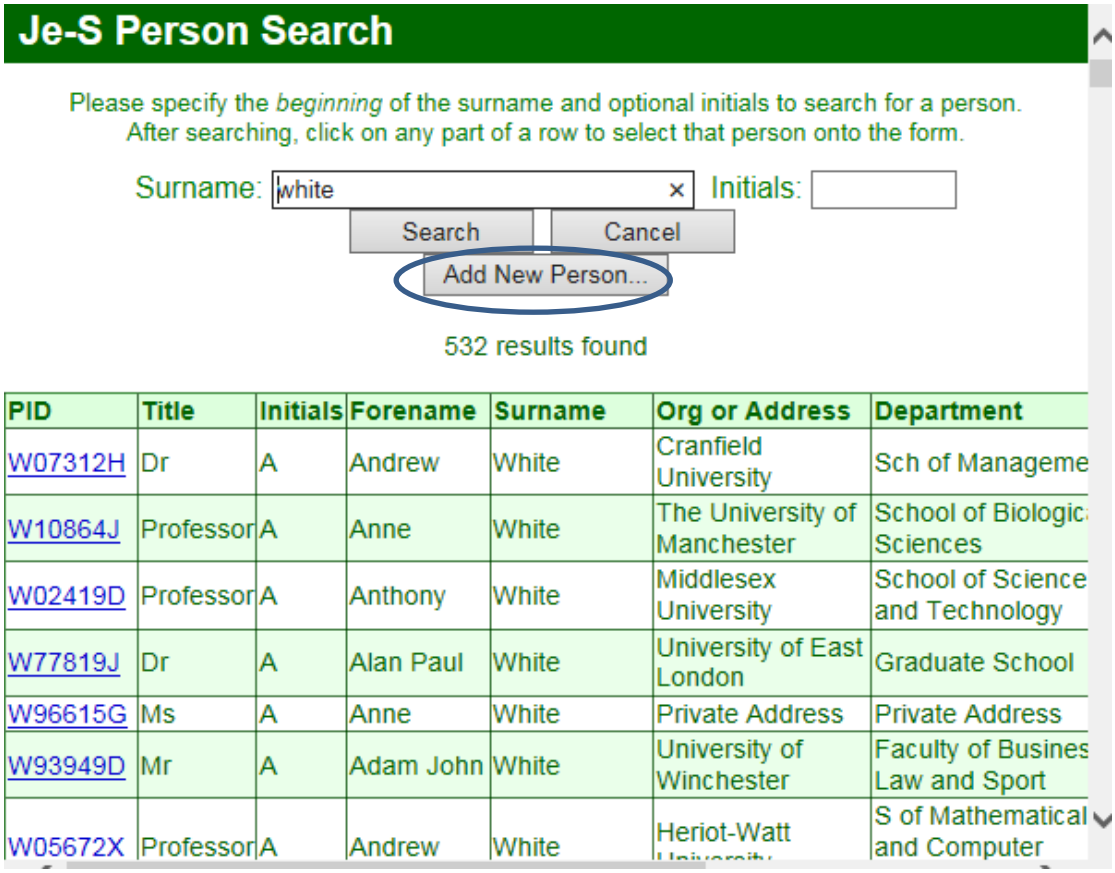
12.	Select Create Document



13.	Work down options on left hand side – when complete x will be replaced with a green tick

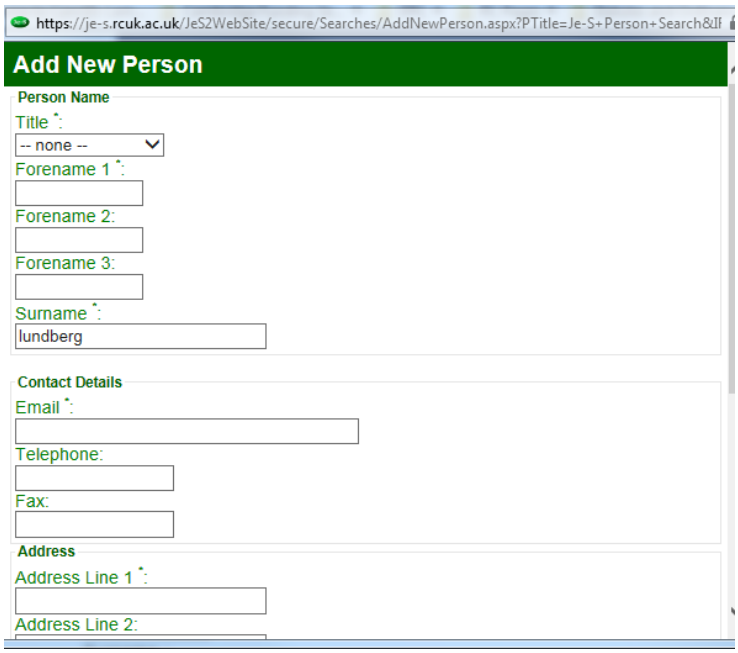


14.	Select Person
15.	Type in the surname of the student. If the student has created a record in JeS proceed to step 22.
16.	If the student is not found you will need to add a new person



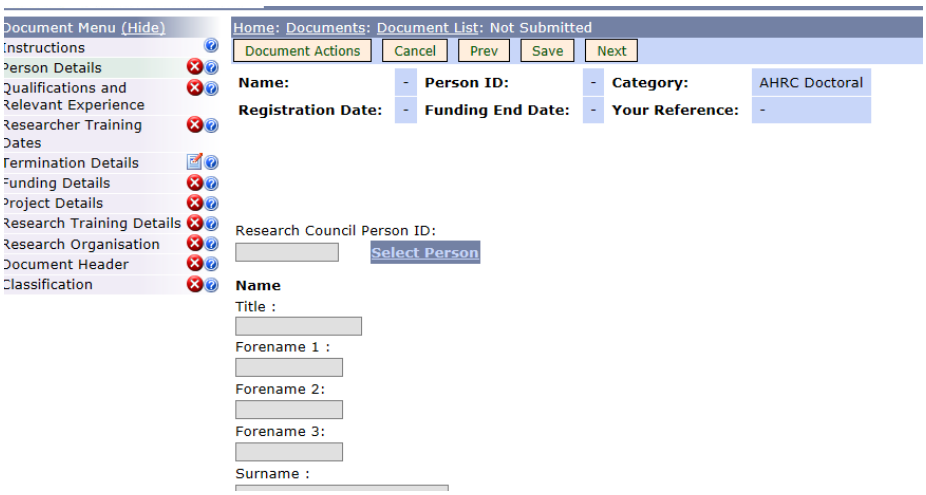
17.	Select Add New Person

18.	Complete all sections entering details as requested



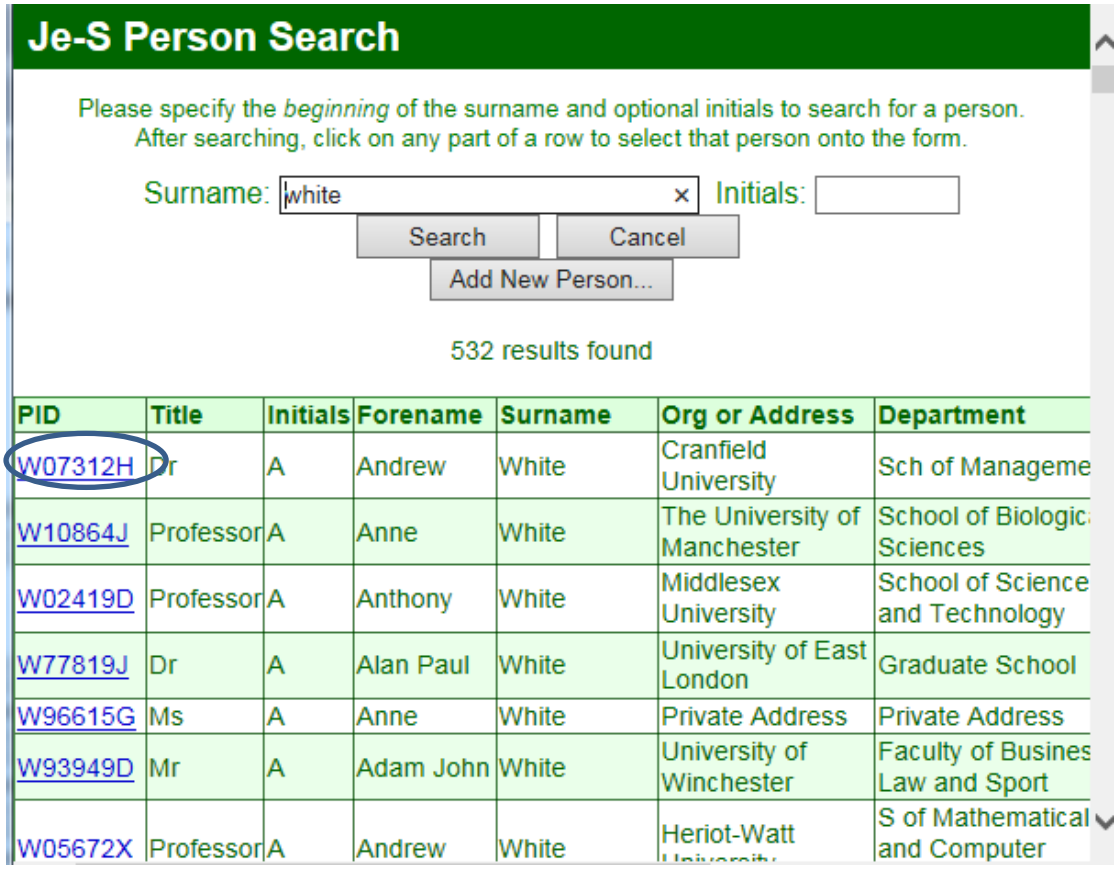
19.	Save

20.	Return to Select Person



21.	Search again by student name

22.	Select the PID of the Student

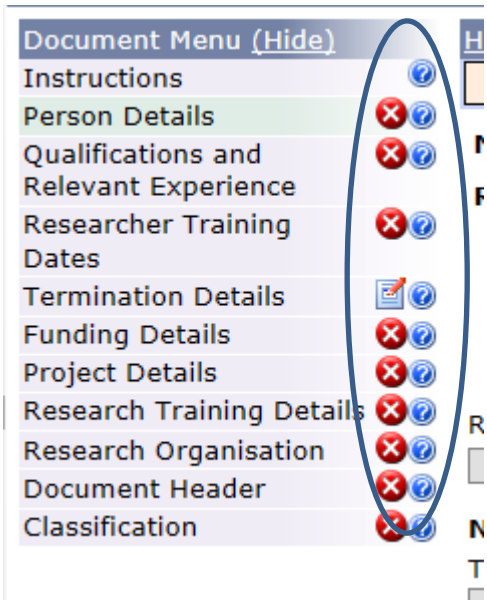


PID	Title	Initials	Forename	Surname	Org or Address	Department
W07312H	Dr	A	Andrew	White	Cranfield University	Sch of Manageme
W10864J	Professor	A	Anne	White	The University of Manchester	School of Biologic Sciences
W02419D	Professor	A	Anthony	White	Middlesex University	School of Science and Technology
W77819J	Dr	A	Alan Paul	White	University of East London	Graduate School
W96615G	Ms	A	Anne	White	Private Address	Private Address
W93949D	Mr	A	Adam John	White	University of Winchester	Faculty of Busines Law and Sport
W05672X	Professor	A	Andrew	White	Heriot-Watt	S of Mathematical and Computer

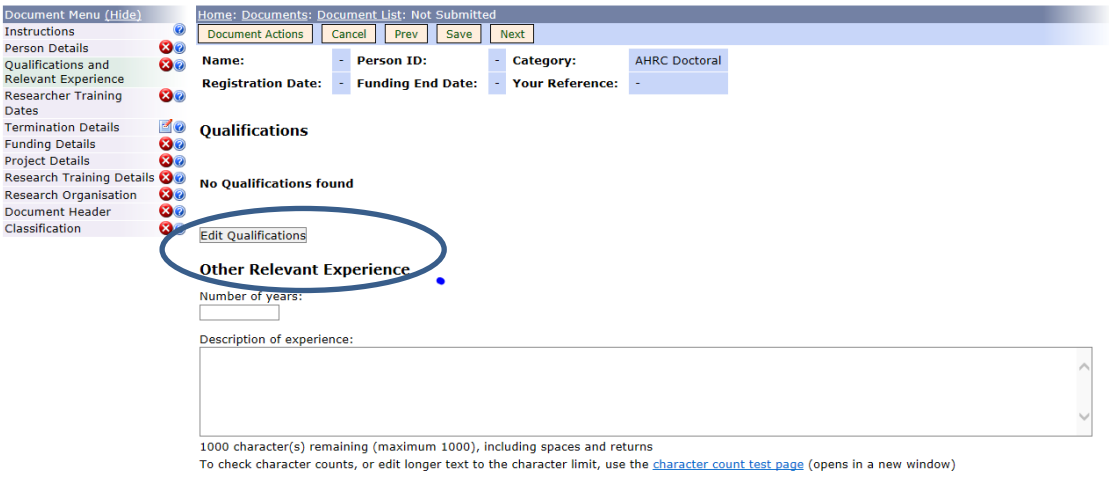
23.	Save

All information appertaining to the student should be pulled through

As you complete each section the red x should be replaced with a green tick

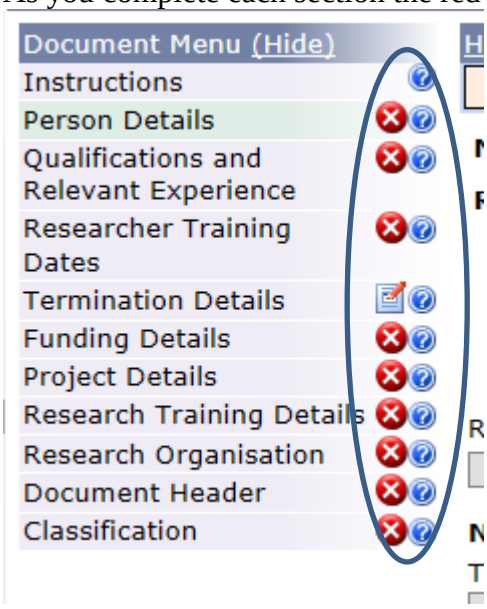


24.	Select Qualifications and Relevant Experience

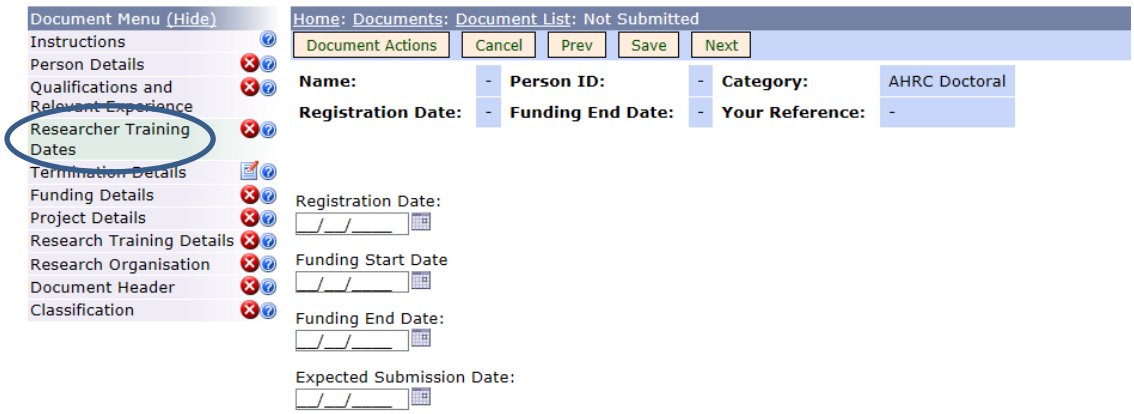


25.	Select Edit Qualifications
26.	Add qualifications, this should be all qualifications from undergraduate level up
27.	If ‘other Relevant Experience’ applies, complete these boxes
28.	Save

As you complete each section the red x should be replaced with a green tick



29.	Select Research Training Dates – you will see one of the following pages
30.	*Option 1 is for PhD students. For MPhil+PhD students skip to section 32*



31.	Enter details in all options
32.	Enter the Registration Date – the date student started PhD or MPhil (dependent on whether MPhil or PhD) –use the beginning of the academical year i.e. 1 October or if starting in Lent Term 1 January
33.	Enter the funding start date – this can be the date the student started the PhD or later and is usually 1 October unless they have deferred to 1 January
34.	Enter in the funding end date i.e if starting on 1 October on a 3 year award the funding end date would be 30 September; if starting on 1 January on a 3 year award the end date would be 31 December
35.	Enter Expected Submission Date – if starting on 1 October this would be 30 September of the fourth year, if starting on 1 January this would be 31 December of the fourth year - nb part time students have two years to

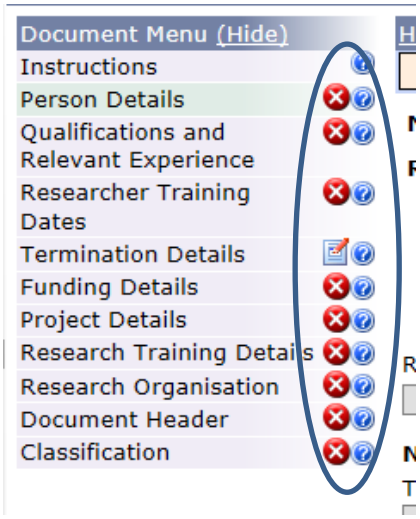
	submit so their date would be either 30 September or 1 January of the fifth year
36.	Save

As you complete each section the red x should be replaced with a green tick

37.	*Option 2 is for MPhil to PhD e.g. ESRC funded students*

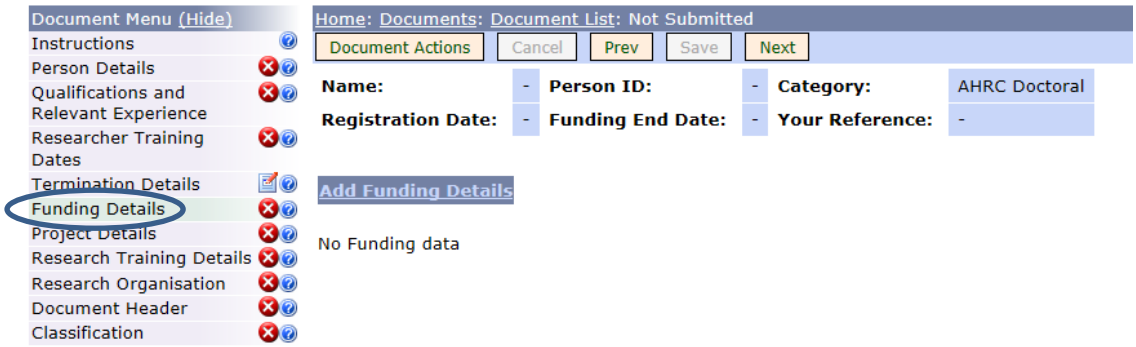
38.	Enter details in all options
39.	Enter the Registration Date – the date student started MPhil – use 1 October
40.	Enter the funding start date – this can be the date the student started the MPhil or later and is usually 1 October unless they have deferred to 1 January
41.	Enter in the funding end date
42.	Enter Expected Submission Date – nb part time students have two years to submit
43.	Enter Course Start Date – this is MPhil course start date
44.	Enter Course End Date – this is MPhil course end date
45.	PhD Start Date – JeS advised that this date has to immediately follow the MPhil course end date so for 2016 starters the PhD start date will be 01/07/17. *This is different to previous years where the PhD start date was recorded as 01/10/17 - JeS will not let you change this date to 01/10/17*
46.	PhD end date is the submission date
47.	Save

As you complete each section the red x should be replaced with a green tick

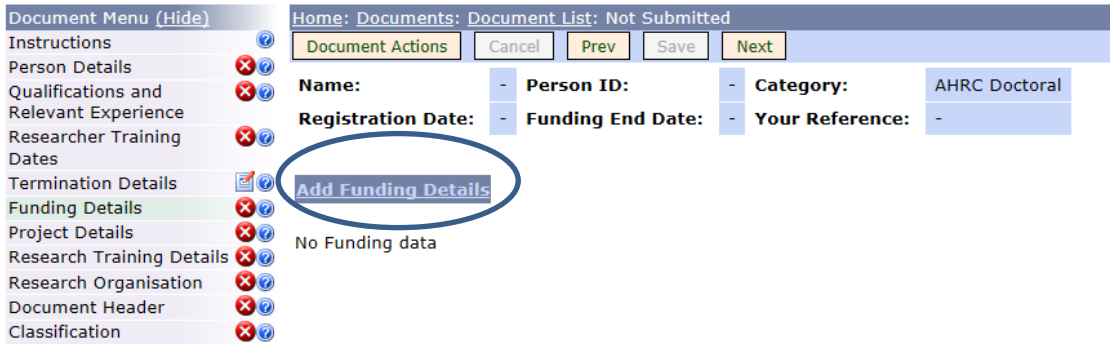


48.	Do not enter anything in Termination Details

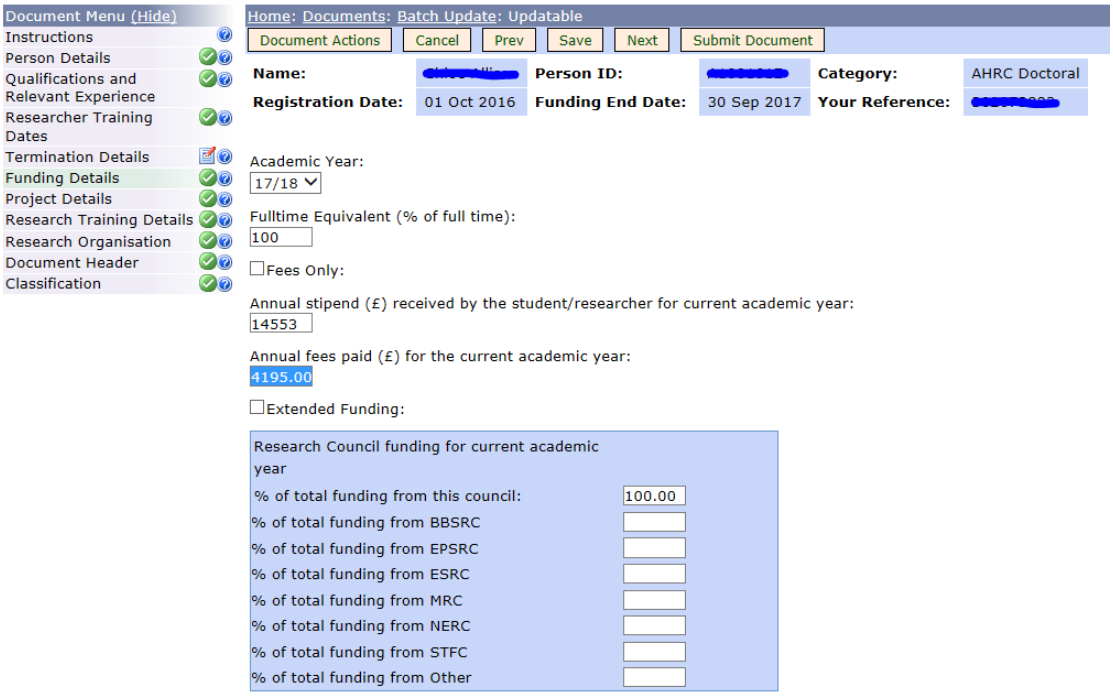
49.	Select Funding Details



50.	Select Add Funding Details

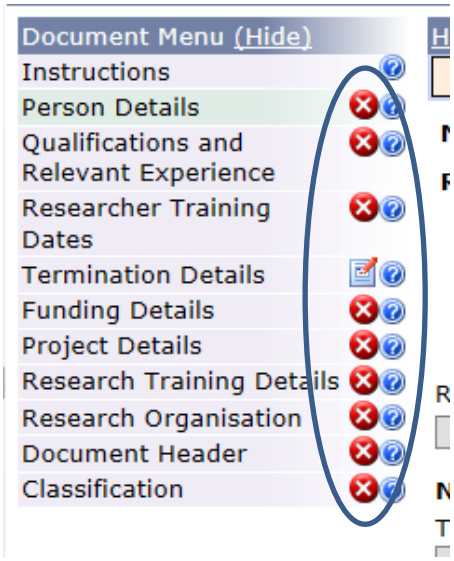


51.	Enter details of award Select the academic year the student is commencing funding on the drop down 2016/17 details: Fees PhD £4,195 and 100% from Research Council if funded by Research Council or 0% if not funded by Research Council funding unless a shared award ***** ie AHRC/ESRC College shared award 50% Research Council 50% other* MRC check with spreadsheet/Department as this may be a split award.*****
52.	Enter the Fulltime Equivalent – usually 100%
53.	If Research Council funding Fees only tick fees only
54.	Enter Fees – see above*****

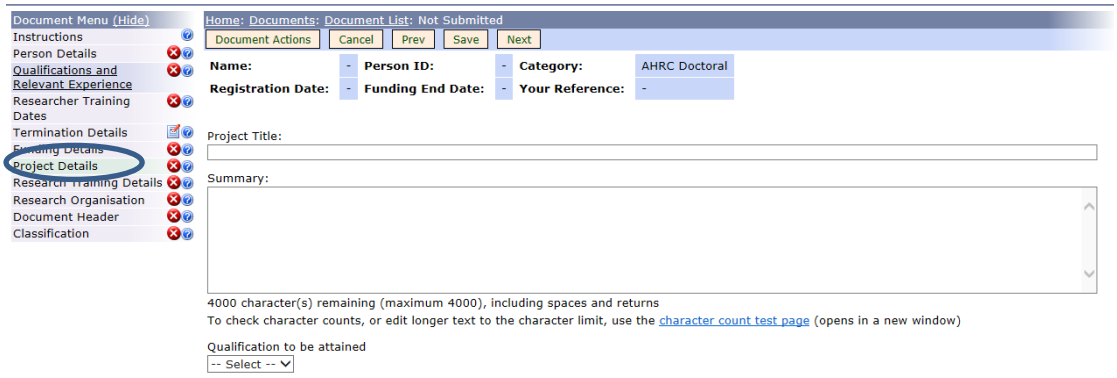


55.	If receiving a full award add stipend to be received
56.	Save

As you complete each section the red x should be replaced with a green tick



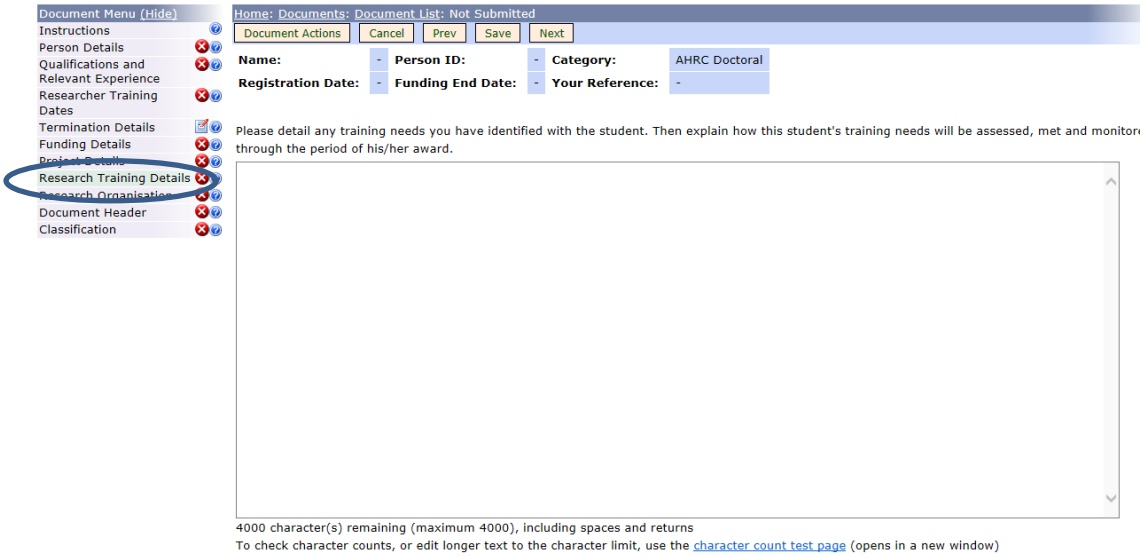
57.	Select Project Details



58.	Enter project Title
59.	Enter Summary
60.	Enter Qualification to be attained – if requested on JeS, if not do not worry
61.	Save

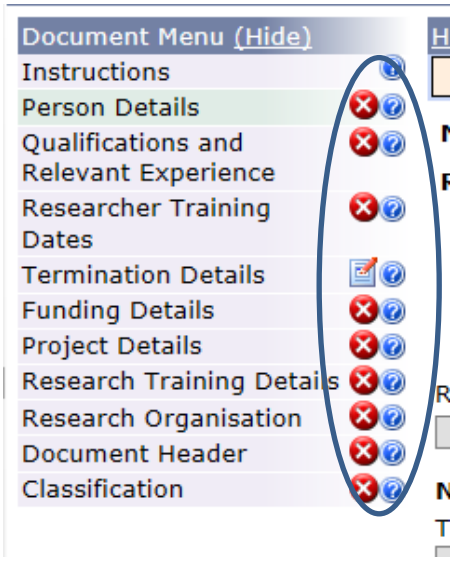
As you complete each section the red x should be replaced with a green tick

62.	Select Research Training Details



63.	Enter any training needs that have been identified.
64.	Save

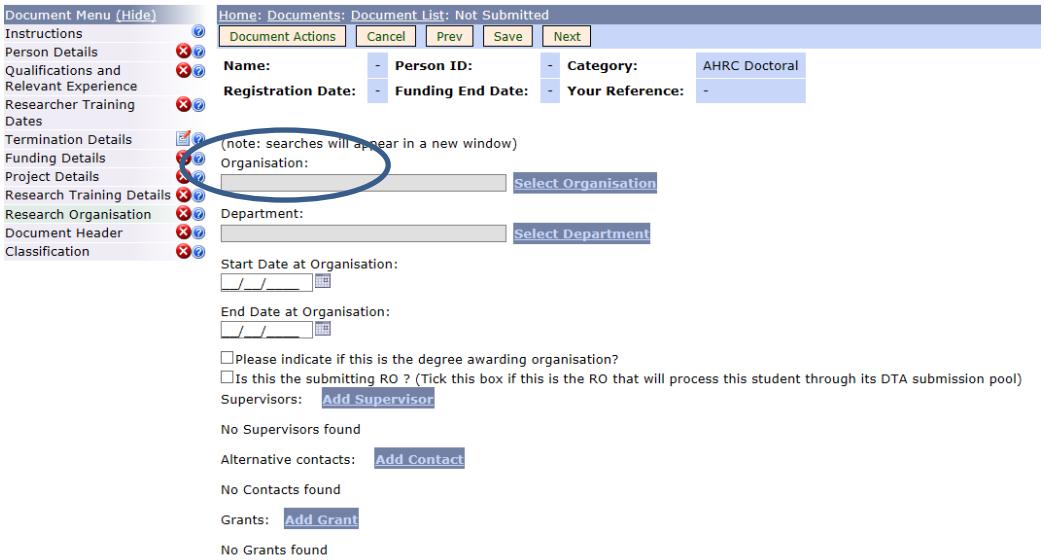
As you complete each section the red x should be replaced with a green tick



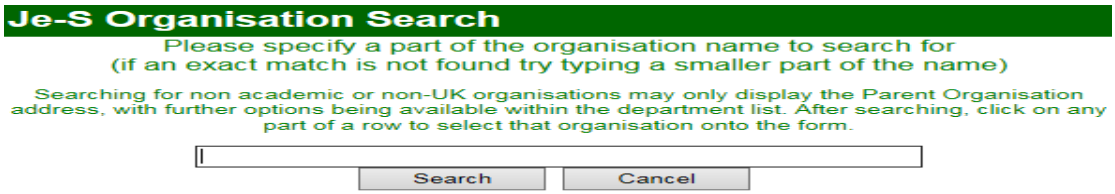
65.	Select Research Organisation

66.	Select Add New Organisation

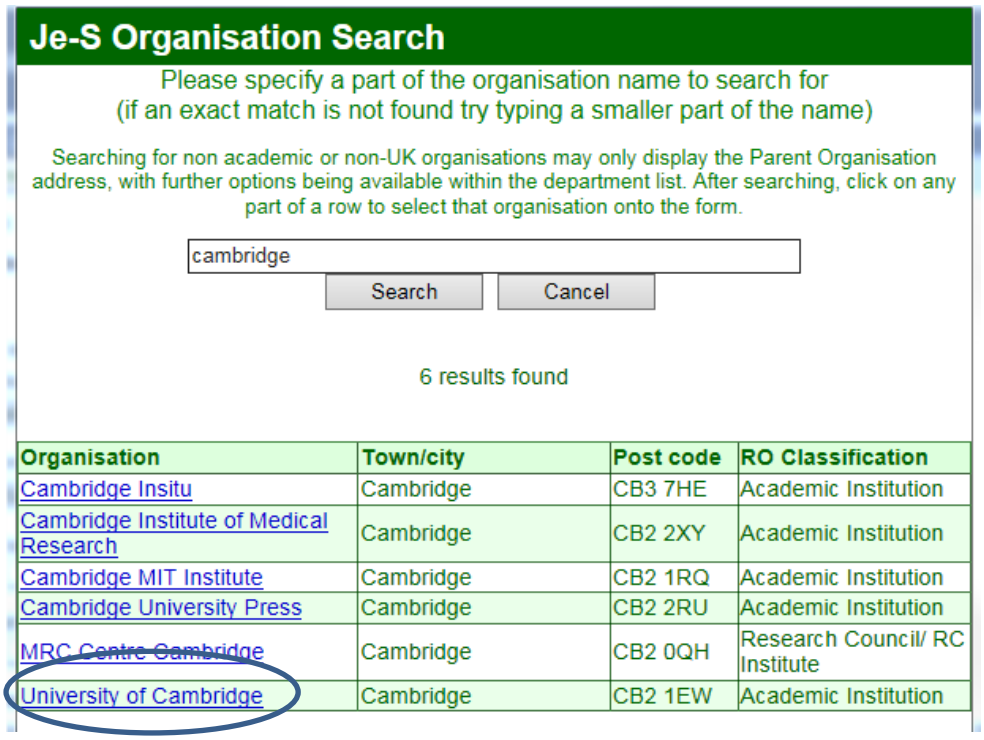
67.	Select Organisation



68.	Type in University of Cambridge and press search

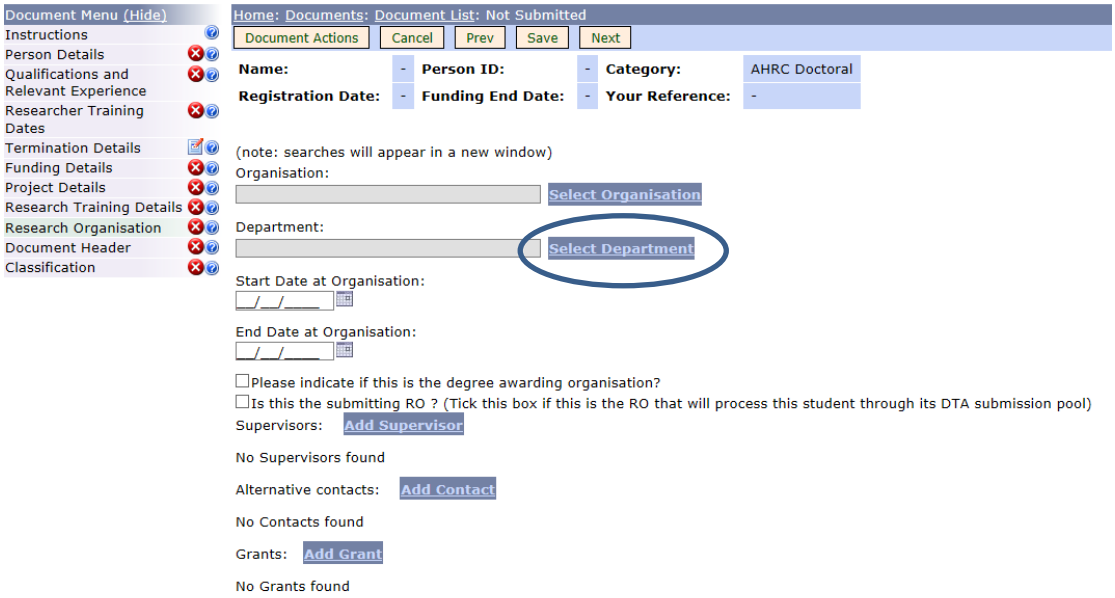


69.	Select "University of Cambridge"

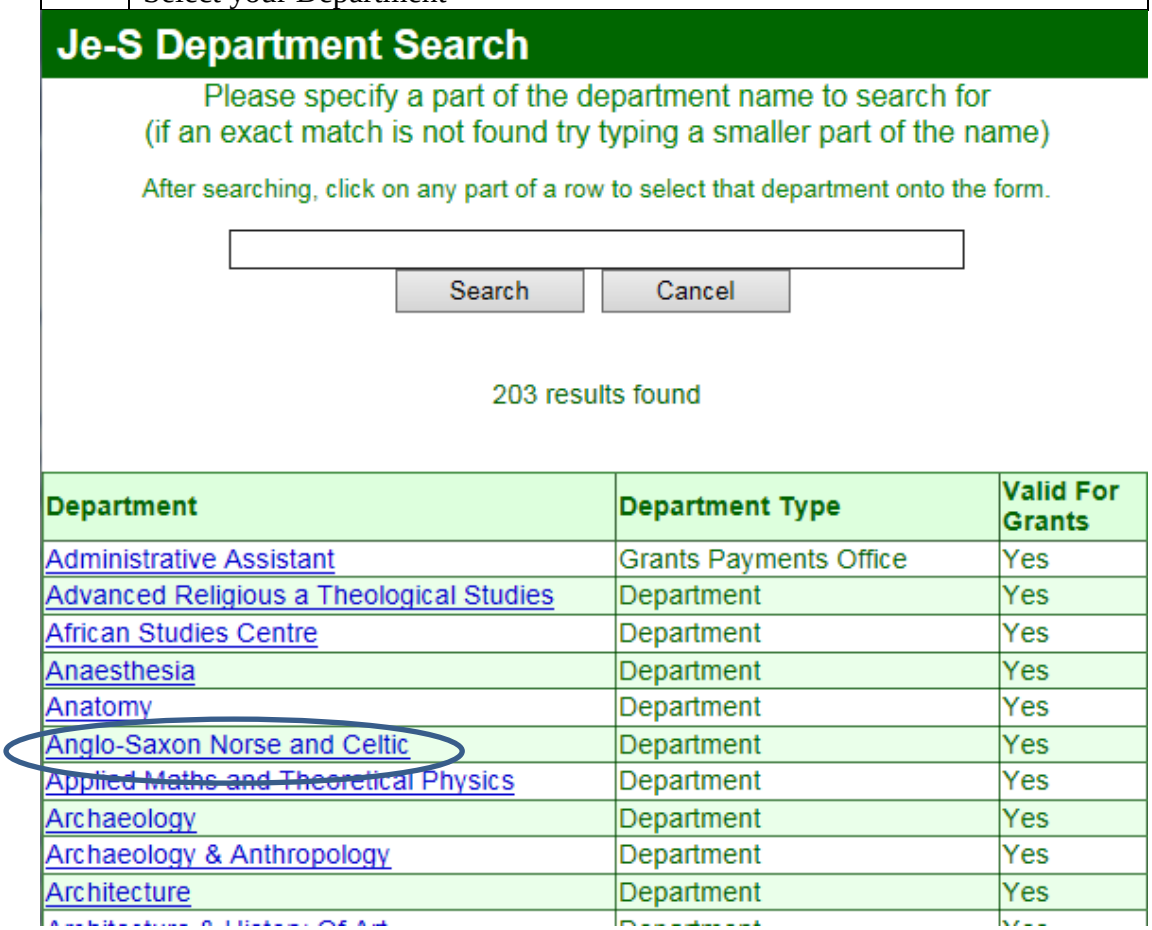


Organisation	Town/city	Post code	RO Classification
Cambridge Insitu	Cambridge	CB3 7HE	Academic Institution
Cambridge Institute of Medical Research	Cambridge	CB2 2XY	Academic Institution
Cambridge MIT Institute	Cambridge	CB2 1RQ	Academic Institution
Cambridge University Press	Cambridge	CB2 2RU	Academic Institution
MRC Centre Cambridge	Cambridge	CB2 0QH	Research Council/ RC Institute
University of Cambridge	Cambridge	CB2 1EW	Academic Institution

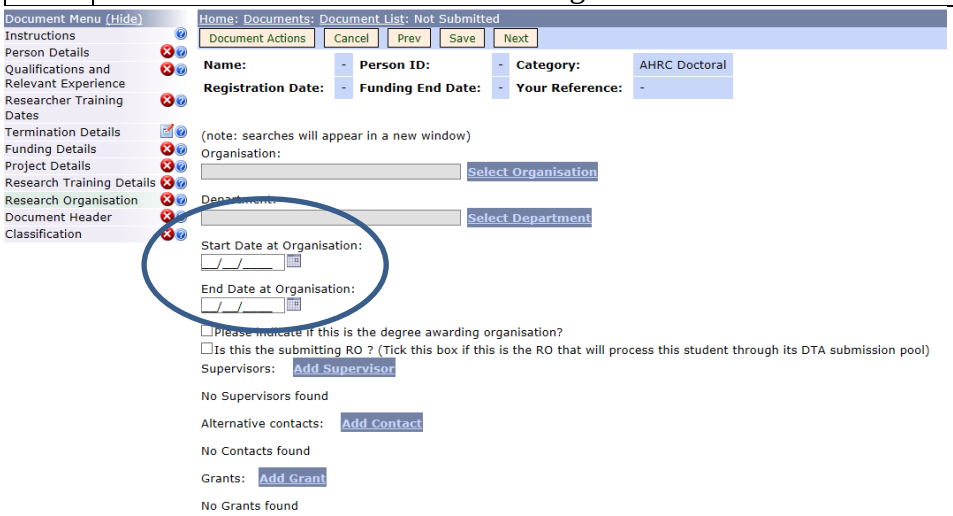
70.	Select Department



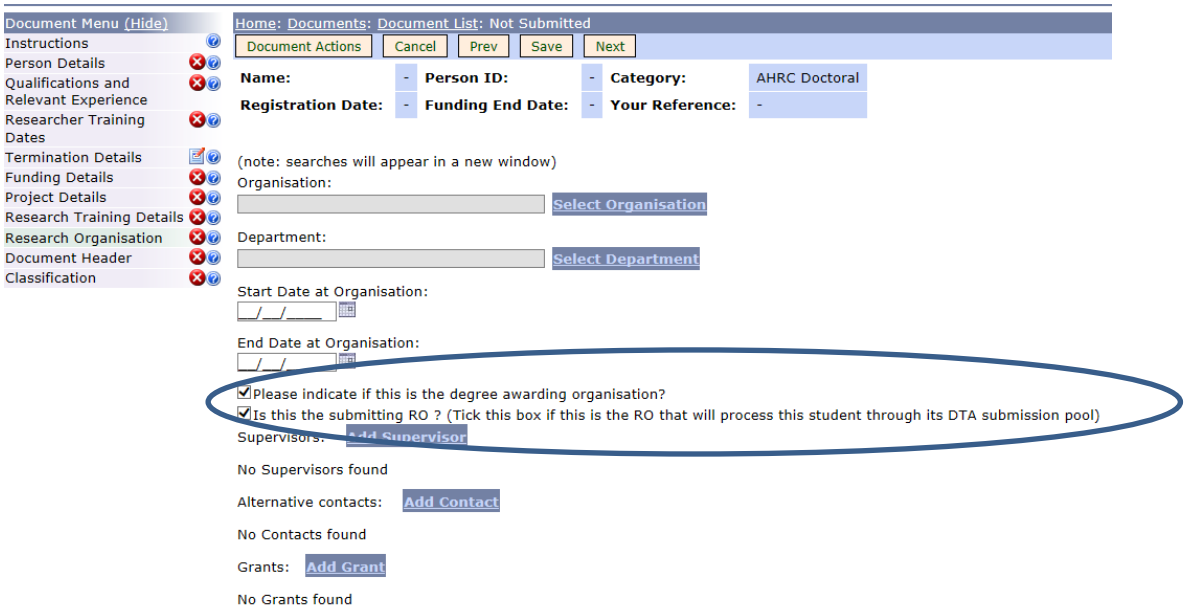
71.	Scroll down until you see your Department
72.	Select your Department



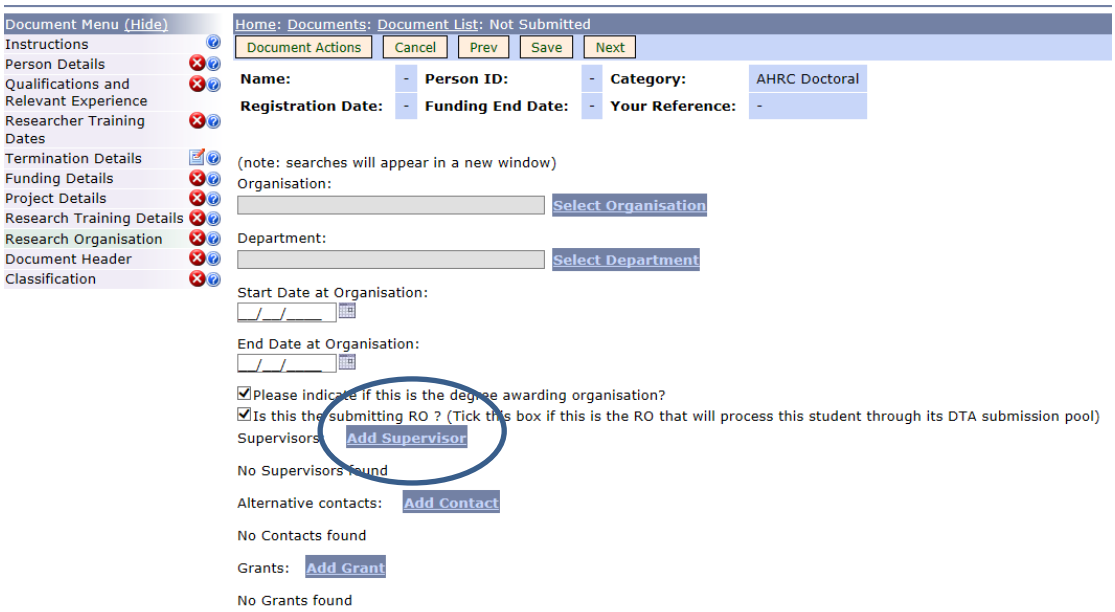
73.	Enter the start and end date at the organisation – end date = submission date



74.	Ensure you tick if this is the degree awarding organisation and the submitting RO



75.	Add Supervisor



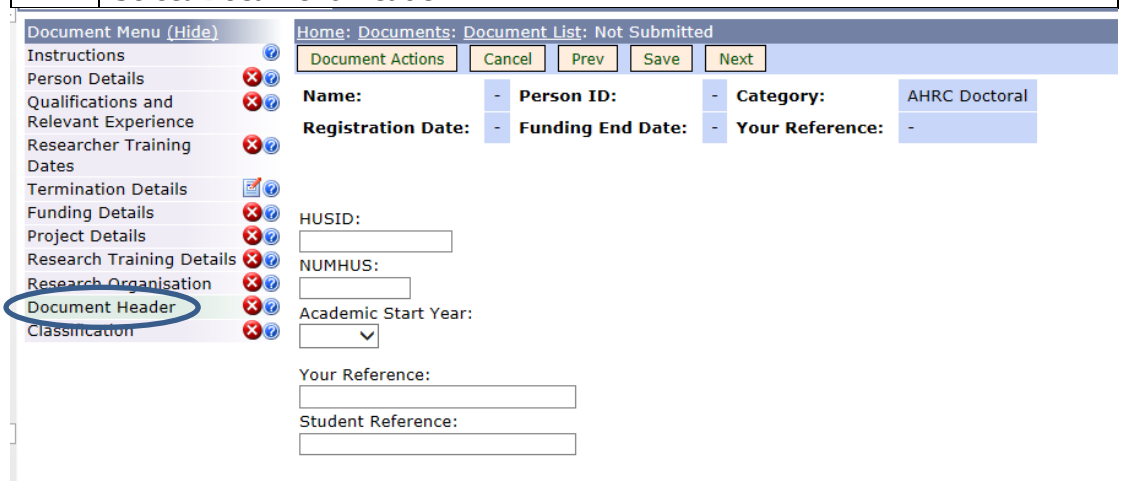
76.	Add Alternative Contact if required
77.	Add Grant – if the Grant is held with another University you cannot add the grant to the University of Cambridge page – it will be with the other University's page

78.	If your award is between two Universities, ensure that both Universities are added – if not the other University will not be able to view the JeS document Add supervisor and grant

79.	There may be a Project Partner box – (EPSRC ICASE etc) if so please complete if you have the information however this is not mandatory.

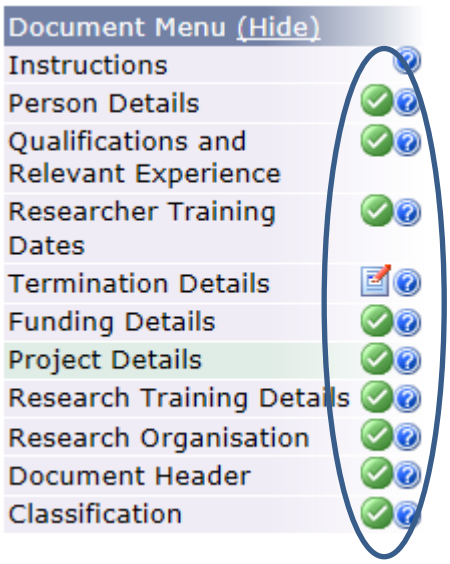
As you complete each section the red x should be replaced with a green tick

80.	Select **Document Header**

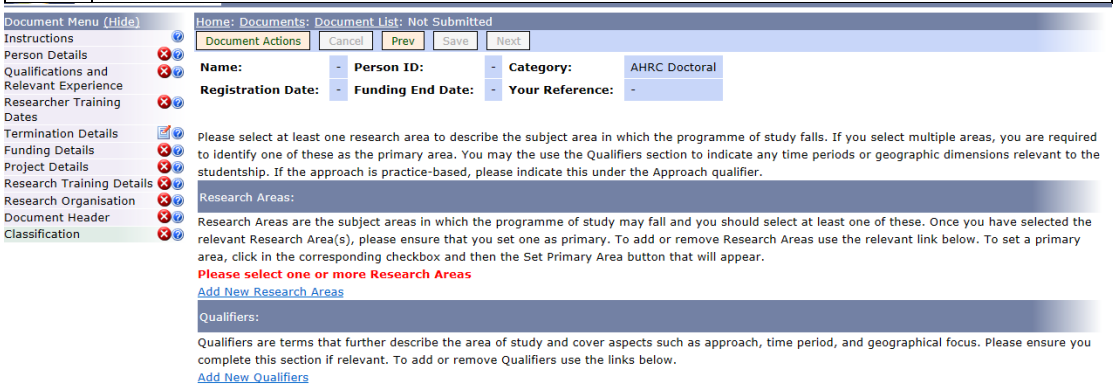


81.	You can ignore the HUSID and NUMHUS, these will be added by the Student Registry
82.	Enter the Academic Start Year
83.	Enter Grant Ref under Your Reference
84.	Enter student USN No under Student Reference
85.	Save

As you complete each section the red x should be replaced with a green tick



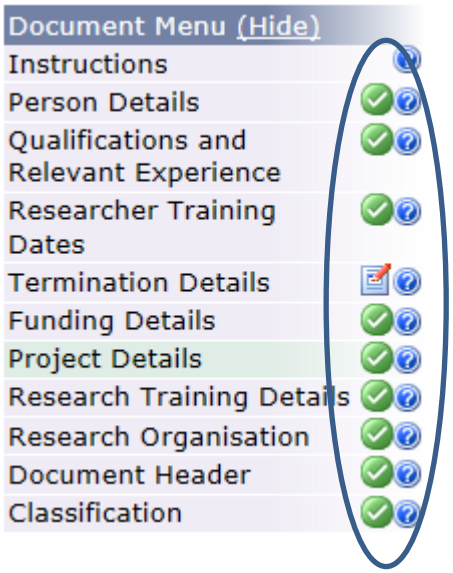
86.	Select Classification



87.	Follow JeS instructions
88.	Save

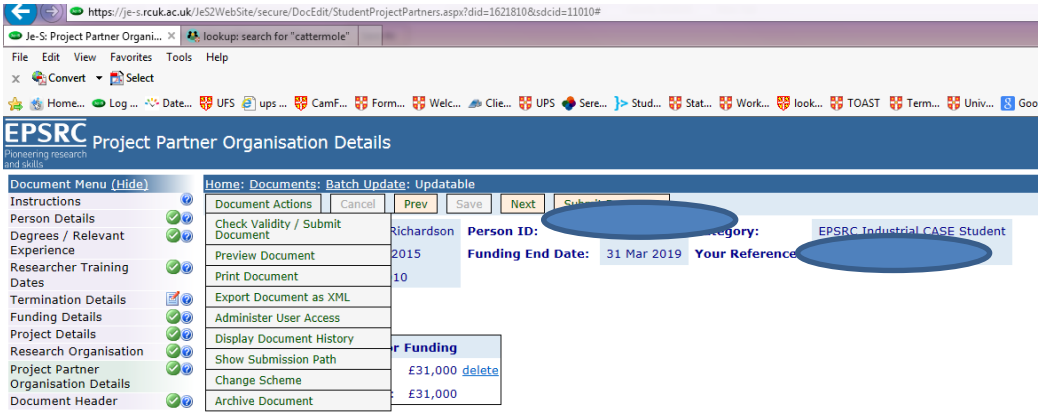
As you complete each section the red x should be replaced with a green tick

At the end of the session there should be no red x's left

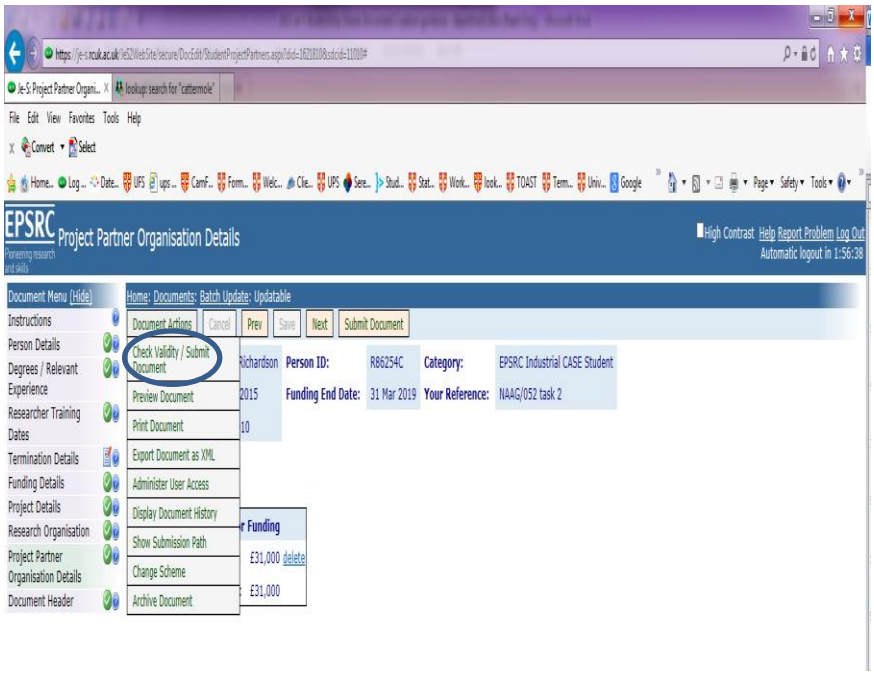


If you have any red x's go back to the page and see if you have not completed anything as JeS will not let you submit the document to the Student Registry if there are any conditions outstanding.

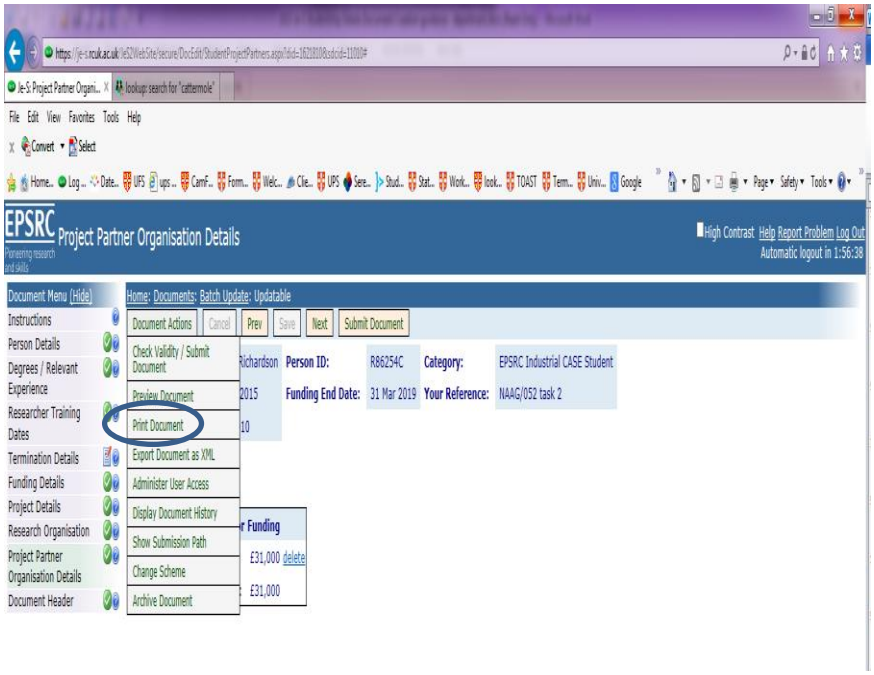
89.	Select Document Actions



90.	Check Validity (circled below) – ***do not submit to Student Registry yet***



91.	if all green ticks in document menu and you wish to keep a copy of the document submitted select “Print document” select “download the print” – do not have print emailed as this can take days



92.	Save pdf document
93.	Submit Document to Student Registry
94.	Student Registry checks and submits document to Council

If you have any questions please contact Kathy White on graduate.funding@admin.cam.ac.uk or Tel (3)38396

Appendix 1 Full revision history

The theme leader will update this with details of any previous changes (the most recent change will always be detailed at the start of the document).

Version	Revision Date	Description of change
1	04/10/2016	Document updated
2	15/08/2017	Document updated