JeS New Starter - Department

Contents
Procedure ownership and last update .............................................................. 1
Aims and Impact .......................................................... 1
Assumed knowledge .......................................................... 1
Definitions .......................................................... 1
Useful information .......................................................... 2
Timelines .......................................................... 2
Procedure .......................................................... 2
Appendix 1 Full revision history .............................................................. 23

Procedure ownership and last update

Procedure owner: Theme lead(s)

Details of last update:

<table>
<thead>
<tr>
<th>Version</th>
<th>Revision Date</th>
<th>Description of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15/10/15</td>
<td>Document Created</td>
</tr>
<tr>
<td>2</td>
<td>15/08/17</td>
<td>Document revised</td>
</tr>
<tr>
<td>3</td>
<td>15/09/17</td>
<td>Document revised</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Department emails Student Registry with list of RCUK funded students being entered on JeS – <strong>with the exception of AHRC and ESRC as these awards are handled through Student Registry</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Department Submits Studentship Details</td>
</tr>
<tr>
<td>3.</td>
<td>Student Registry allocate JeS documents to themselves to complete Studentship Details and submit them to RCUK</td>
</tr>
</tbody>
</table>

How to set yourself up on JeS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>New members of staff will have to set themselves up on JeS</td>
</tr>
<tr>
<td>5.</td>
<td>Follow the instructions on the JeS Account Creation guidance – student document except for section 6.</td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
</tr>
</tbody>
</table>
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
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

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
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**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Date</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher Training</td>
<td>30 Sep 2020</td>
<td>ESRC Standard Research Studentship (SRSG) (New)</td>
</tr>
</tbody>
</table>

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 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**

- **Enter project Title**
- **Enter Summary**
- **Enter Qualification to be attained** – if requested on JeS, if not do not worry

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”
70. Select Department

71. Scroll down until you see your Department

72. Select your Department

Je-S Department Search

Please specify a part of the department name to search for
(if an exact match is not found try typing a smaller part of the name)

After searching, click on any part of a row to select that department onto the form.

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Type</th>
<th>Valid For Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Grants Payments Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Advanced Religious &amp; Theological Studies</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>African Studies Centre</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Anaesthesia</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Anatomy</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Anglo-Saxon Norse and Celtic</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Applied Maths and Theoretical Physics</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Archaeology</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Archaeology &amp; Anthropology</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Architecture</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Architecture &amp; History of Art</td>
<td>Department</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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**

- Select Classification
- Follow JeS instructions
- 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).

<table>
<thead>
<tr>
<th>Version</th>
<th>Revision Date</th>
<th>Description of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/10/2016</td>
<td>Document updated</td>
</tr>
<tr>
<td>2</td>
<td>15/08/2017</td>
<td>Document updated</td>
</tr>
</tbody>
</table>