

Je-S

Je-S - Joint Electronic Submissions Managing RCUK Funded Students' Records



Setting up a new account –

<https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm>

Setting up new account help - http://www.gla.ac.uk/media/media_178749_en.pdf

Log in - <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

For managing student records:

- **Documents > Students > Studentship Details Batch Update** for maintaining current records
- **Functions > Create > New document** for creating new student record.

New Student Records

New students must be added within **1 month**. (Students can create a basic record themselves, completing only the 'Person Details'. Inviting students to create an account within Je-S can save some data inputting but may also result in poor data quality which can not be changed).

Be aware that a student may already exist within the system if student has previously received funding with UoG (**record continues**) or funding under another scheme for a previous course of study (**new record required**).

- Select Council

- Select Document Type > Student Details (not be confused with **Studentship Proposal!**)
- Select Scheme – It is extremely important that this is correct. If you are unsure you can look back on other current students' records or check the relevant Research Council website for current funding schemes. Be aware if funding scheme is changed after the record has been created it generate a duplicate record. **Contact PGR Office (Rebekah Derrett) so that original record can be deleted.**
- Select Call/Type/Mode (optional): Ignore, used for Grant/Studentship proposals.
- Don't use browser buttons to navigate. Use side menus or Previous/Next buttons within Je-S.
- Avoid sloppy data inputting – ensure proper nouns are capitalised, use name as recorded in MyCampus, ensure Student Number included.
- When a student record has been completed > **Submit Document**. Comes to PGR Office team. We can return for correction or submit to RC. Note: When submitted the student record will temporarily disappear from main student list.
- Student records can be updated anytime. Each time PGR Office needs to approve via the Je-S system.

Note navigation buttons along the top of each screen within a student record. **As you complete each section listed on the left hand side of the student record you should hit 'Save'.**

Student Record Subsections:

- **Person Details** – It is important that the student's name appears as it is in MyCampus. Can use '*Preferred form of address*' if known by another name. Not all information is required. System will prompt you to complete necessary info. Important to include '*Nationality*'.
- **Qualifications and Relevant Experience** – Record all UG/PG qualifications held. *Note system does not recognise Scottish MA UG qualification. Have to chose BA.*
- **Researcher Training Dates** – Registration Date (time commenced current program of funded study) and Funding Date (start of funded period) usually the same unless +2 funding. System rigidly sticks to 1 October start date even for Masters start date. Need to be aware of length of funded period/RC expected submission deadlines. Should automatically default end date but can be overridden for part-time students. *Note Course Start date refers to Masters year – 1 October -30 September. It is important that funding/submission end dates are kept up to date! If it has changed in MyCampus it needs to be changed in Je-S too.*
- **Termination Details** – used if student ends studentship early.
- **Funding Details** – Records stipend/fees for each year of funding. Must be kept up-to-date to reflect changes to part-time status, periods of suspension due to

internships/maternity/illness. Important information is correct. Part-time is usually assumed to be 60% (3 days) at UoG. Note for part-time students stipend is usually paid at 60% but fees charged at 50%.

- **Project Details** – Title needs to be kept up to date.
- **Research Training Details** – AHRC, statement regarding research environment, training courses and facilities.
- **Ethical** – All research should be subject to ethics review. Information can be copied and pasted from existing records regarding the Ethical Review process in your area.
- **Research Organisation** – 2 points to consider – where is the student registered? And who holds the funding. If student is registered at Glasgow we are 'Degree awarding institution'. If we are responsible for maintain Je-S records we are 'Submitting RO'. Important that if we hold grant that the correct grant is selected. Can refer to other recent records to compare. ESRC funded students under the current funding scheme will have both Glasgow and Edinburgh listed. Glasgow is Submitting Organisation but Edinburgh holds grant. For records where another institution is noted you will see Glasgow being listed as grant holder but other institution as submitting organisation ie for AHRC funding. Start/End Dates should match Funding Start/End dates on Researcher Training Dates. Supervisor details should be kept up to date. If changed in MyCampus should also be changed in Je-S.
- **Project Partner Organisation Details** – used with CASE (Collaborative Awards in Science & Engineering) studentships for external partners.
- **Document Header** – *HUSID* (**HESA unique student identifier**)

Any student who has already had a FE career (undergraduate, PGT or otherwise) will already have a HUSID number generated within MyCampus. New students to the University generally have a number allocated to them by the December of the year they start. The HUSID number can be looked up in MyCampus as follows:

MyCampus>Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > External System ID

Enter the student number and then select 'View All' to expand. The HUSID number is about half way down. HUSID numbers can be entered in bulk in December (make a diary note) using Bulk Update tool.

NUMHUS – not currently required. Refers to number of individual periods of study. Not currently recorded on MyCampus and can be problematic to work out if don't have complete student academic background information. Leave blank.

Your Reference – required. Usually student number if no other local reference system is used. Don't put your name. Administrator names are recorded in Document History.

Student Reference - student number only!

- **Classification** - Some research councils ask for research to be classified. Use common sense/get input from supervisor where not clear.

When document is completed there should be no red Xs down the left hand side menu.

The system will prompt you if anything is missing, if dates do not match up or if you're creating a duplicate record. If everything is OK hit '**Submit Document**'. The PGR Office will receive a notification, do a quick check, and then submit record to the Research Council or will return the record for correction. Student records can be updated at any time. Each time you must select 'Submit Document'.

Current Student Records

Documents > Students > Studentship Details Batch Update > List Studentships

Use the **Filter** to select records for example by Research Council, Start year, Academic Year (all students in progress during a particular year), Surname (**need to tab out of Additional Filter for it to work**).

Can sort results by any of the headings and download as a spreadsheet.

Note some students may appear who are not currently at UoG. Various reasons – moved institutions but still funded or grant held by Glasgow but student elsewhere.

Batch Update – can update HUSID, funding info and end dates in bulk.

Document Actions – Preview Document allows you to view the whole student record at once. You can also download as a PDF using the Print Document option.

Display Document History – shows who has been involved in processing the document.

Useful Links for Managing RCUK Studentship

Purpose of Je-S:

<https://je-s.rcuk.ac.uk/Handbook/pages/StudentshipDetails/IntroductiontoJeSHelptext.htm>

Research Council Guidelines:

RCUK – Terms & Conditions of Research Council Training Grants:

<http://www.rcuk.ac.uk/funding/grantstcs/>

- **AHRC** Training Grant Funding Guide:
- <http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide-2015-16/>

Scottish Graduate School for Arts & Humanities (AHRC): <http://www.sgsah.ac.uk/>

- **BBSRC**: <http://www.bbsrc.ac.uk/skills/investing-doctoral-training/>
- **EPSRC**: <https://www.epsrc.ac.uk/skills/students/>
- **ESRC**: <http://www.esrc.ac.uk/skills-and-careers/studentships/>

ESRC Je-S Guidance: <http://www.esrc.ac.uk/files/skills-and-careers/studentships/esrc-guidance-for-using-je-s-studentship-details/>

Scottish Graduate School of Social Sciences (ESRC): <http://www.socsciscotland.ac.uk/>

- **MRC** Studentship Guidance: <http://www.mrc.ac.uk/skills-careers/studentships/studentship-guidance/>
- **NERC**: <http://www.nerc.ac.uk/skills/postgrad/supervisors/>

NERC Studentship Handbook:

<http://www.nerc.ac.uk/funding/application/howtoapply/forms/>

- **STFC** – Studentships Rules and Regulations:
<http://www.stfc.ac.uk/funding/studentships/>