

Strathclyde Research Studentship Scheme (SRSS)
Equality, Diversity and Inclusion (E,D&I) Reporting Procedures

Introduction/Background

The University has recently received notification of extensive changes to the EPSRC Doctoral Training Partnership (DTP) Annual Monitoring Survey. The Survey now requests that statistical information in relation to all applicants is reported (where this has been provided by the applicants), as well as external collaboration information, and on the training and placements undertaken by successful PhD studentship applicants. Aligned with this, the EPSRC is seeking Equality, Diversity and Inclusion (E, D&I) data of all applicants and interviewees to EPSRC DTP studentships for the purpose of equal opportunities monitoring. This is to ensure that UKRI has an understanding of those who wish to access UKRI support, as well as those who receive it. Following on from this development, the University will also be enhancing its E,D&I monitoring procedures to encompass the whole of the Strathclyde Research Studentship Scheme (SRSS), including those studentships funded through the University allocation.

Based on all of the above, a new internal monitoring and reporting process has been established for the SRSS to facilitate the collection of relevant information from all applicants and interviewees. The data collection process for the SRSS studentships due to start from 2021/22 onwards is detailed below, alongside the suggested mechanisms that Departments/Schools may employ as part of this data gathering. We ask that Departments/Schools make all relevant colleagues aware of the new reporting requirements as soon as possible to drive maximum data capture.

Only aggregated and anonymised E, D&I data is requested by the EPSRC for the purpose of the EPSRC Survey. Any identifiable information provided as part of the survey return will be processed by UKRI in accordance with current UK data protection legislation. Any personal data held by the PGR Funding Team is, and will continue to be, stored on a restricted access folder with password protected files, with appropriate retention policies in place. Departments/Schools are responsible for ensuring that they have appropriate measures in place for data protection purposes, however, it is expected that Departments dispose of the forms and associated emails once the statistical information has been reported to the PGR Funding Team.

New SRSS Data Collection Process

Initial Stage

- Departments/Schools must confirm the name of the nominated Departmental/School contact, who will be responsible for collecting the data and reporting it to the PGR Funding Team, to ensure that potential supervisors do not have access to applicants' personal data.
- Departments/Schools must set up a dedicated mailbox to disseminate and receive E, D & I forms. This mailbox should be monitored by the nominated contact only, and access only granted to another member of staff where the nominated contact is away for a prolonged period of time.

Application Stage

- The academic supervisor should inform the nominated Departmental/School contact of the names and email addresses of all applicants for a given SRSS studentship.

- The nominated Departmental/School contact should then email all applicants requesting that they complete the Equality, Diversity and Inclusion (E,D&I) form, and return it to the new dedicated mailbox. Provision for non-disclosure has been included on the forms. It is **not** compulsory for applicants to complete the form.
- Once applicants have returned the forms, the nominated Departmental/School contact should then populate the *SRSS ED,&I Reporting* spreadsheet.
- In order to drive maximum possible information collection, the data should be requested by Departments/Schools as early as possible in the overall selection and appointment process, and, optimally, before any interview process.

Applicants Selected for Interview Stage

- Once applicants have been selected for interview, the academic supervisor should inform the nominated Departmental/School contact of the names of the relevant applicants.
- The nominated Departmental/School contact should then update the *SRSS ED,&I Reporting* spreadsheet with the information of applicants invited to interview.

Successful Applicant Identified Stage

- Once the successful applicant has been identified the academic supervisor should inform the nominated Departmental/School contact of the name of the successful applicant.
- The nominated Departmental/School contact should then update the *SRSS ED,&I Reporting* spreadsheet with the information of the successful applicant.
- The nominated Departmental/School contact must then return the *SRSS ED,&I Reporting* spreadsheet to the [PGR Funding Team](#).
- SRSS funds cannot be released, and official studentship letters cannot be issued by the PGR Funding Team, until the *SRSS ED,&I Reporting* spreadsheet for a given studentship has been returned.
- Where an applicant declines, and the recruitment process is re-initiated, all new applicants should then be provided with the E,D&I form, and the data collected and reported by the nominated Departmental/School contact in the fashion detailed above.