
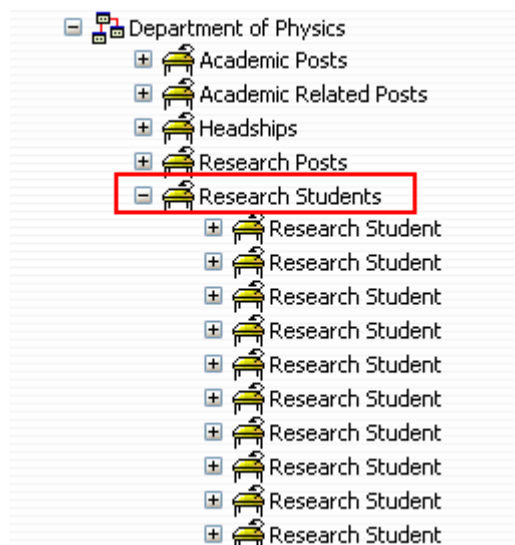


1 Studentships

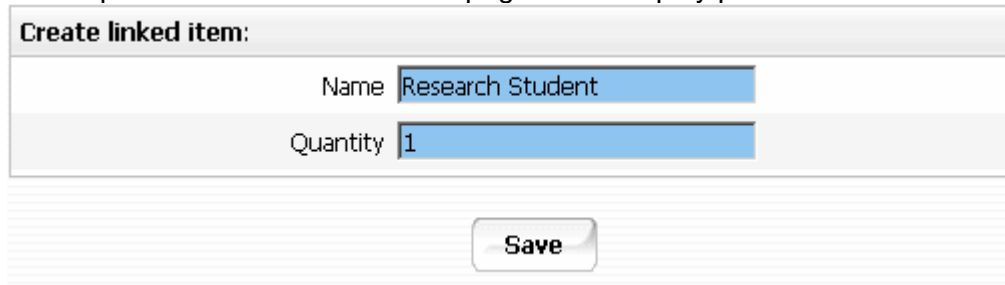
Studentships are a means of providing postgraduate funding for postgraduate students. Funds could be made available from research councils, institutions, faculties or departments, named awards or hardship funds. Students who receive such funds need to be set up within a post and position so that they can be 'paid' their funds. A New Studentship Form - CHRIS/30 will be completed for studentships. Students are attached to a separate 'student' payroll.


1.1 To set up a studentship post

1. Select the University of Cambridge Organisation
2. Enter the correct effective date for the start date of the studentship – this is question 1 of the New Studentship form – CHRIS/30.
3. Click Units in the Action Pane and then use the search facility  Search to locate the required department.
4. Open the Mini Explorer
5. Select the level 1 post of Research Student within which you wish to create the new Research Student post



- Click the create Post option in the Action Pane
Trent opens the Create linked item page in the display pane



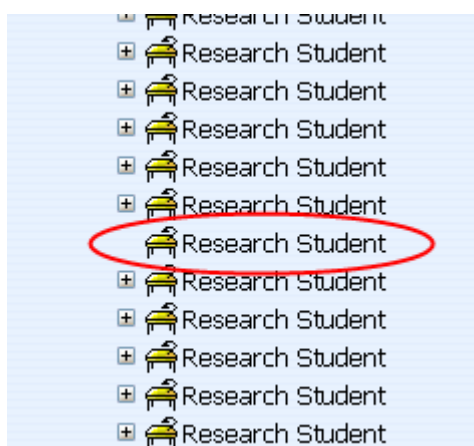
- Enter name of Research Student and quantity of 1
- Click the  button.

Trent adds the new post to the Organisation structure and the explorer diagram is updated accordingly.

1.2 Post Reference Number

A post reference number is automatically generated when a post is created. To enable you to easily identify this post it is advised that you make a note of the post number once you have created it.

- Select the new post in the object pane. The new Research Student post will be the one without a position, and hence will be displayed without the expand icon to the left of it. You may need to scroll down the list of Research Students to locate it.



Choose post details and record the post reference number.