

Coronavirus (SARS-CoV-2/COVID-19) DTP Contingency Plan

ENV
EAST
Doctoral Training
Partnership



ARIES
DOCTORAL TRAINING PARTNERSHIP

Last updated 30 March 2020

This plan is guided by the [UK government's advice to the education sector](#), and [guidance from NERC/UKRI](#).

Please keep up to date with your University / institution's guidance for PGR students, as the situation is rapidly changing. Further guidance will be published by the EnvEast / ARIES DTPs as it becomes available.

With many thanks to Rob Witts, CHASE DTP Manager and other DTP colleagues for sharing their plans and strategies.

Principles

- Students and staff involved in EnvEast / ARIES activities (funded or otherwise supported by the consortium) should be able to follow advice to minimise infection WITHOUT fear that they will be financially penalised.
- Students funded by the EnvEast or ARIES DTPs should receive appropriate advice and support to complete their PhD projects within the restrictions imposed by COVID-19.

Please see the [EnvEast](#) or [ARIES](#) Handbooks for differences in support between DTP-funded and "Associated" PGRs. The DTP supports all PGRs with respect to cohort training, but we do not fund the research, stipends or travel of Associated PGRs (other than travel to cohort training). Associated PGRs should consult their Supervisors and funders for any provision being made to provide equivalent support.

IMPORTANT: It is imperative that you keep records of all impacts of COVID-19 on your PhD research and training – any impact on access to facilities, fieldwork, placement, etc) must be evidenced. More details on how to present these will be provided later.

If you have any queries or concerns about your DTP training and/or studentship please contact aries.dtp@uea.ac.uk

Risks and Mitigation

a) Possible impacts on current research projects (DTP-funded PGRs only)

Risk	Consequence of risk	Mitigation
Student is unable to undertake planned national or international travel for research (e.g. fieldwork, conferences, placements including CASE) due to government restrictions, including FCO guidance	<ul style="list-style-type: none"> • Student may lose opportunity to access resources essential to their project – project may not be completed as proposed • Costs already incurred in travel bookings would not be recoverable through institutional insurance policy 	<ul style="list-style-type: none"> • Reschedule travel where possible; extension to funded period can be applied for if necessary (details of process forthcoming) • Where rescheduling is not possible (e.g. due to time-sensitive trips), redesign research project • No future international travel arrangements to be booked until 19 April 2020, when the position will be reviewed. If prices go up in the meantime, EnvEast / ARIES will cover the increased cost. • Good communication with supervisor and institutional Postgraduate Research Directors / committees. <p>CASE placement requirements waived where these cannot be rescheduled in to existing time frames, or replaced by alternative non-attending activities.</p>
Student is unwilling to undertake planned national or international travel for research (e.g. fieldwork, conferences, placements) due to concerns about COVID-19	<ul style="list-style-type: none"> • Student may lose opportunity to access resources essential to their project – project may not be completed as proposed • Costs already incurred in travel bookings may not be recoverable 	<ul style="list-style-type: none"> • Reschedule travel where possible; extension to funded period can be applied for if necessary; assurances given to students that reimbursement will be made, and that replacement trips will be funded • Where rescheduling is not possible (e.g. due to time-sensitive trips), redesign research project • No future international travel arrangements to be booked until 19 April 2020, when the position will be reviewed. If prices go up in the meantime, EnvEast / ARIES will cover the increased cost • Good communication with supervisor and institutional Postgraduate Research Directors / committees
Student is unable to access resources (e.g. IT facilities, research labs) due to institutional closure	<ul style="list-style-type: none"> • Student may lose opportunity to access resources essential to their project – project may not be completed as proposed 	<ul style="list-style-type: none"> • Investigate use of online resources (remotely accessible) where possible • Where online is not possible or appropriate, redesign research project • Good communication with supervisor and institutional Postgraduate Research Directors / committees
Student is diagnosed with COVID19	<ul style="list-style-type: none"> • Student unable to proceed with project while sick 	<ul style="list-style-type: none"> • Ensure students are aware that extensions are available of up to 13 weeks to funded period and submission deadline for illness
Student self-isolates on government advice	<ul style="list-style-type: none"> • Student unable to undertake research outside the home 	<ul style="list-style-type: none"> • Extension can be considered if self-isolation prevents critical research

b) Possible impacts on EnvEast / ARIES events (DTP-funded and Associated PGRs)

Risk	Consequence of risk	Mitigation
Cohort events (e.g. Summer and Winter Schools, Induction) cancelled due to government advice or illness of training lead	<ul style="list-style-type: none"> • Loss of support for students • Additional cost incurred 	<ul style="list-style-type: none"> • Postpone events; investigate methods of virtual interaction for PGRs instead • No further bookings to be made • Non-recoverable costs will be covered
Training event is cancelled due to government advice or illness of training lead	<ul style="list-style-type: none"> • Loss of support for students • Additional cost incurred • Impact on DTP and institutional research training compliance. 	<ul style="list-style-type: none"> • Timely communication to attendees • Seek to reschedule event where possible • Consider virtual event where appropriate • Monitor training budget

c) Possible impact on recruitment

Risk	Consequence of risk	Mitigation
Candidates are unable to commence study in October due to health issues or ongoing campus closures	<ul style="list-style-type: none"> • Some students start in January, thereby miss induction 	<ul style="list-style-type: none"> • Schedule additional induction events for January starters if necessary

d) Possible impact on governance and DTP management

Risk	Consequence of risk	Mitigation
DTP core team and Executive Team meetings are cancelled	<ul style="list-style-type: none"> • Unable to discuss operational issues 	<ul style="list-style-type: none"> • Set up virtual meetings; all members attend remotely • Consider access/ability to participate - whether for reasons of disability or inability to work if colleagues have caring responsibilities.
Strategy and Advisory Board meetings are cancelled	<ul style="list-style-type: none"> • Unable to discuss essential DTP issues 	<ul style="list-style-type: none"> • Set up virtual meetings • Consider access/ability to participate - whether for reasons of disability or inability to work if colleagues have caring responsibilities.
DTP management unable to work due to own or dependants' ill-health	<ul style="list-style-type: none"> • Unable to make operational decisions including authorising expenditure 	<ul style="list-style-type: none"> • Agree cover for colleagues, with deputies; support from wider PGR Service at UEA