

How to create a studentship record

CHECK STUDENTSHIP DOESN'T ALREADY EXIST

1. From the Dashboard search for the record within 'Find Studentship Record' or 'View Incomplete Studentship Records'

Manage UKRI Studentship Records

- Find studentship records**
Search for existing studentship records.
- Create new studentship record**
Create a new studentship record.
- View incomplete studentship records**
Check for studentship records that haven't been completed yet.
- Manage users**
View and manage the users in your organisation.
- Manage account**
Manage your account details.


2. If the record is listed in the 'View Incomplete Studentships' select 'Continue' against the relevant one and continue editing as required:

Incomplete studentship records

TestStudentSN9TEST TestStudentSN9TEST	New empty record	Computer Department Student Student
Continue Delete	Continue Delete	Continue Delete
Organisation Essex University	Organisation Not yet set	Organisation Essex University
Reference SDD-000000414	Reference SDD-000000401	Reference SDD-000000400
Start date Not yet set	Start date Not yet set	Start date 22 October 2025
End date Not yet set	End date Not yet set	End date 21 October 2029
Created by SDPROLeadUser-User3@20251209_e026290.nc cpentest.com	Created by LeadROEssex1@f9rhaxxz.mail osaur.net	Created by shirleyUatTester2@f9rhaxxz.m allosaur.net

3. If the record already exists, select the relevant hyperlink and continue editing as required.

STUDENTSHIP DATA SYSTEM


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Find studentship records

Home Studentship records Enter test mode Sign out

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Studentship records

Search records
Search by student name, research organisation, training grant, UKRI studentship reference number or Je-S PID (studentship records created prior to October 2025)

Status

☐ Active

☐ Awaiting start date

☐ Awaiting Thesis Submission

☐ Completed

☐ Terminated


☐ Thesis Submitted

Found **102** records

Name	Research organisation	Training grant	UKRI student reference	Studentship start date	Studentship end date
TestStudentFN9TEST TestStudentSN9TEST	Essex University	NC3R	4335900	1 Jan 2024	1 Jan 2025
TestStudentFN9TEST TestStudentSN9TEST	Essex University	AH/K503022/2	4335899	1 Jan 2024	1 Jan 2025
TestStudentFN9TEST TestStudentSN9TEST	Essex University	NERC Grant	4335898	1 Jan 2024	28 Oct 2024
TestStudentFN9TEST TestStudentSN9TEST	Essex University	MRC	4235447	2 Feb 2025	23 Oct 2025

CREATE NEW STUDENTSHIP RECORD

- If the record does not exist, from the Dashboard select 'Create New Studentship Record'


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Manage UKRI studentship records

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Manage UKRI Studentship Records

[Find studentship records](#)
Search for existing studentship records.


[View incomplete studentship records](#)
Check for studentship records that haven't been completed yet.

[Manage account](#)
Manage your account details.

[Create new studentship record](#)
Create a new studentship record.

[Manage users](#)
View and manage the users in your organisation.

- Complete the Studentship Record in succession starting with the Student Personal Details. Each section will need to be completed in order.



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Create studentship

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Create Studentship

Your reference number SDD-000000415


Form incomplete

You have completed 0 of 6 sections.

Student personal details	Not yet started
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Cannot start yet
This includes information about their funding dates and project details.	
Funding breakdown	Cannot start yet
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Cannot start yet
This includes information about the different training grants associated with their studentship.	
Partnerships	Cannot start yet
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Cannot start yet

ADD STUDENT PERSONAL DETAILS

- Select 'Student Personal Detail's. Enter either the student's name (first or last name), ORCID or email address.



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Find a student record

Enter part of the student's name, ORCID or email address

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- The system will display the search results:

Find a student record

Enter part of the student's name, ORCID or email address

Found 22 records

Name	Email address	ORCID	
TestStudentFN9TEST TestStudentSN9TEST	teststudentfn9test@cambridge.com	3535-9898-0909-4444	Select
UAT Test User10 UAT Test User	uattestuser100@uattest.com	6575-9879-1000-1345	Select
UAT Test User9 UAT Test User	uattestuser99@uattest.com	7867-5656-9999-1229	Select
UAT Test User8 UAT Test User	uattestuser88@uattest.com	5555-3456-7654-0101	Select
UAT Test User7 UAT Test User	uattestuser77@uattest.com	7878-8787-4444-9901	Select
UAT Test User6 UAT Test User	uattestuser66@uattest.com	6758-8877-4450-0123	Select
UAT Test User5 UAT Test User	uattestuser55@uattest.com	2929-0909-0000-2343	Select
UAT Test User4 UAT Test User	uattestuser44@uattest.com	2323-6767-6666-7777	Select
UAT Test User3 UAT Test User	uattestuser33@uattest.com	9080-9090-7777-2233	Select
UAT Test User2 UAT Test User	uattestuser22@uattest.com	8989-8989-9090-0808	Select

Showing records 1 to 10

[Next](#) →

Show

If you cannot find the student in the system, [create a new student record](#)

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8. Select the relevant student if they already exist.

If any of their personal details need updating, this can only be done once the Studentship record is complete. See the **How to Update Student Details** guide for instructions.

9. If the student is not on the system, select 'Create New Student Record' at the bottom and follow the screen instructions to create a record for the student. Complete all the details. Select Save & Continue when finished.

Student's name and date of birth

Creating a new student record

New records should only be created when students could not be found in the system.

[Find an existing student record to use instead](#)


First name

Preferred first name (optional)

Surname

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10. Select the student's Registered Research Organisation


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Student's research organisation (Registered RO)

Use the links below to search for and select the student's research organisation and department.


Registered research organisation
This is the research organisation that the student is registered with, which will be awarding the degree.

[Search for a research organisation](#)

Save and continue

[Return to overview](#)

11. Select the student's relevant department


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Student's research organisation (Registered RO)

Use the links below to search for and select the student's research organisation and department.

Registered research organisation
This is the research organisation that the student is registered with, which will be awarding the degree.

Essex University

U01154932

[Change](#)

Department

[Select a department](#)

Save and continue

[Return to overview](#)

12. Enter the student's personal details:

Personal details

Creating a new student record

New records should only be created when students could not be found in the system.

[Find an existing student record to use instead](#)

ORCID ID (optional)

Open Researcher and Contributor ID (ORCID) - a unique digital identifier for researchers and scholars.

Personal email address

Institutional email address

Date of birth

Day Month Year

Student's sex registered at birth

- ☐ Female
- ☐ Male
- ☐ Information refused
- ☐ Not available

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Gender Identity

Is this the same as sex registered at birth?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say
- ☐ Not available

Student's religion

Ethnic origin

Nationality

Does the student have an impairment, health condition, or learning difference that has a substantial impact on their ability to carry out day-to-day activities and has lasted, or is expected to last, at least 12 months?

Select at least one that applies

- ☐ No known impairment, health condition or learning difference
- ☐ Learning difference such as dyslexia, dyspraxia or AD(H)D
- ☐ Social/communication conditions such as a speech and language impairment or an autistic spectrum condition
- ☐ Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- ☐ Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
- ☐ Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
- ☐ D/deaf or have a hearing impairment
- ☐ Blind or have a visual impairment uncorrected by glasses
- ☐ Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
- ☐ An impairment, health condition or learning difference not listed above
- ☐ Prefer not to say
- ☐ Not available

Fee status

- ☐ Home
- ☐ International

[Save and continue](#) [Return to overview](#)

13. Once the Student Details are completed, select 'Studentship Details'

Create Studentship

Your reference number SDD-000000415


Form incomplete

You have completed 1 of 6 sections.

Student personal details	Completed
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Not yet started
This includes information about their funding dates and project details.	
Funding breakdown	Not yet started
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Not yet started
This includes information about the different training grants associated with their studentship.	
Partnerships	Not yet started
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Cannot start yet

[View all incomplete records](#) [Delete and start again](#)

- Complete the details as instructed on the screens selecting 'Save & Continue' to progress. Once all the details are completed, you can check and change your answers:


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Check your answers for the studentship details section

Studentship basic details

Lead research organisation	Essex University	Change
Studentship scheme	AHRC Doctoral	Change
SID (optional)		Change
RO reference (optional)		Change
Expected Qualification Level	Other postgraduate (taught)	Change

Funding and thesis dates

Studentship funding start date	1 January 2026	Change
Studentship funding end date	1 January 2028	Change
Expected thesis submission date	1 January 2028	Change
Full-time percentage	100%	Change

Project details


Project title	Test project titel	Change
Project summary	Test project summary	Change
Has the ethical information on the project been taken into account, with plans in place to address any issues highlighted?	No	Change
Trusted Research and Innovation – You must ensure that the research and training undertaken as part of this studentship is carried out in accordance with all applicable legal and regulatory requirements as set out in the UKRI training grant terms and conditions. Please confirm that you have reviewed this at the individual project level and have a plan in place to manage the risks.	No	Change

[Save and continue](#)

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15. Select 'Save & Continue to progress to Funding Breakdown:

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Studentship records
Enter test mode
Sign out

Studentships Data

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Create Studentship


Your reference number SDD-000000415

Form incomplete
You have completed 2 of 6 sections.

Student personal details	Completed
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Completed
This includes information about their funding dates and project details.	
Funding breakdown	Not yet started
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Not yet started
This includes information about the different training grants associated with their studentship.	
Partnerships	Not yet started
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Cannot start yet

[View all incomplete records](#)
[Delete and start again](#)

16. Complete the details as instructed on the screens. Select 'Save & Continue' to commit the changes.



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Sign out

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Funding breakdown

Enter a row for each year's financial information. Use the *Add another financial year* button to add rows.

To edit or delete rows, click the checkbox for the row you want to edit then click the *Edit selected row* or *Delete selected row(s)* button.

	Academic year	Annual fees rate (FTE)	Annual stipend rate (FTE)	Actual fee amount	Cash drawn from grant for fees	Actual stipend amount received	Cash drawn from grant for stipend	% funding drawn from partnerships	% funding drawn from grant
<input type="checkbox"/>	2025-26	£13	£100	£100	£100	£100	£100	1%	99%

◀
▶

[Add another financial year](#)
[Edit selected row](#)

Delete selected row(s)

Save and continue

[Return to overview](#)

17. Next complete the 'UKRI Grant Details'.


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Create Studentship

Your reference number SDD-000000415


Form incomplete

You have completed 3 of 6 sections.

Student personal details	Completed
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Completed
This includes information about their funding dates and project details.	
Funding breakdown	Completed
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Not yet started
This includes information about the different training grants associated with their studentship.	
Partnerships	Not yet started
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Cannot start yet

[View all incomplete records](#) [Delete and start again](#)

18. Complete the grant details as instructed on the screen:


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Check your answers for the UKRI grant details section

UKRI grant details

[Add or remove grants](#)


Grant 1

Grant name	NERC GRANT	Change
Grant funding start date	1 December 2025	Change
Grant funding end date	2 December 2029	Change
Lead grant	This is the lead grant	Change
Is there a strategic link to another grant-funded project?	No	Change

Save and continue

[Return to overview](#)

19. Next complete the 'Partner Details':


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Create Studentship


Your reference number SDD-000000539

Form incomplete
You have completed 4 of 6 sections.

Student personal details	Completed
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Completed
This includes information about their funding dates and project details.	
Funding breakdown	Completed
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Completed
This includes information about the different training grants associated with their studentship.	
Partners	Not yet started
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Cannot start yet

[View all incomplete records](#) [Delete and start again](#)

20. Enter the partnership details as instructed on the screen. If there are partners, select 'Yes' otherwise select 'No'.


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Does this studentship have any partner organisations?

A partner organisation is any external organisation (such as a business, charity, or another research organisation) that is formally collaborating on this studentship.

☐ Yes

☐ No

[Save and continue](#)
[Return to overview](#)

21. If there are Partners, search for the relevant partner organisation as directed on the screen:

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Partner details

Associate one or more partner organisations with the studentship. Start by using the link below to find an organisation in the system.

Partner organisation 1

Partner organisation

Search for partner organisation

Add another partner organisation

Save and continue

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22. Enter the search criteria:

UKRI UK Research and Innovation

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Search for a partner organisation

Enter part of the organisation name

siem

Search

Return to overview

23. Select the relevant partner organisation from the search results if the correct one is shown, otherwise, you can create a new partner organisation record by selecting 'Add a new partner organisation':

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Search for a partner organisation

Enter part of the organisation name

Found 2 records

Name	
Siemens (Czechia)	Select
Siemens (Brazil)	Select

Showing records 1 to 2

Show
10

If you cannot find the partner organisation in the search results above, you can [add a new partner organisation](#)

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24. To add a new organisation, enter the details shown on the screen:

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Add a new partner organisation

Organisation name

First line of address

City

Postal code

Country

Organisation type

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25. Select 'Create and continue' and then complete the Partner Details screen that follows:

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Partner details

Associate one or more partner organisations with the studentship. Start by using the link below to find an organisation in the system.

Partner organisation 1

Partner organisation

SQ Test Partner organisation

[Change](#)

Sector
 Add the sector that the partner is from

☐ Institutional
 ☐ UK Public Sector
 ☐ UK Private Sector
 ☐ UK Third Sector
 ☐ International

Partnership start date
 Start date of partner involvement with individual studentship

Day

Month

Year

Partnership end date
 End date of partner involvement with individual studentship

Day

Month

Year

Formal collaboration type

☐ Funding contribution (providing funding for some elements of the studentship)
 The partner is providing funding support for some of the costs associated with the studentship.

☐ Match funding (providing funding for all elements of the studentship)
 The partner is providing funding for all elements of the studentship that the UKRI funding covers.

☐ Collaborative studentship
 The studentship has been developed in partnership between an academic and non-academic organisation

☐ Placement
 Period of work experience that is a formal, integrated part of the studentship

☐ Internship
 A short-term work experience that is not directly linked to the studentship

Total cash contribution
 Total cash contribution that the partner is making to the studentship for the full duration.

£

Percentage of funding from partner
 Total percentage provided by the partner over the duration of the studentship. This should be the total per individual partner.

%

Percentage of funding from grant
 Total percentage drawn from UKRI training grants for the duration of this partnership

%

Is the project partner providing supervision?

☐ Yes
 ☐ No


[Add another partner organisation](#)

Save and continue

[Return to overview](#)

26. Select 'Save and continue' to save your changes.

27. Finally complete the 'Declaration and Submission' section and select 'Create Studentship':


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Create studentship

Home Studentship records Enter test mode Sign out

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Create Studentship


Your reference number SDD-000000415

Form incomplete
You have completed 5 of 6 sections.

Student personal details	Completed
Basic information about their name, research organisation, email address and equality, diversity and inclusion (EDI) profile.	
Studentship details	Completed
This includes information about their funding dates and project details.	
Funding breakdown	Completed
This includes information about their fees and stipend, as well as the cash amount drawn from UKRI.	
UKRI grant details	Completed
This includes information about the different training grants associated with their studentship.	
Partnerships	Completed
This includes information about the different partnerships associated with their studentship.	
Declaration and submission	Not yet started

[View all incomplete records](#) [Delete and start again](#)

28. Tick the declaration box and select 'Create Studentship':


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Declaration and submission

Declaration

☐ Please confirm that the student has been made aware of how this data is shared with UKRI and how it will be used

Click the button below to create the Studentship record.

[Create studentship](#)
[Return to overview](#)

29. The system confirms that the Studentship record is created:

Studentship record created

Your reference number

4335906


Next steps

[Print or download this studentship record](#)

[View studentship record](#)

[View all incomplete records](#)

30. If your user role does now allow you to submit the studentship record, as soon as you select 'Declaration and submission', the system will inform you that the record needs to be approved by either a Lead Account holder or an Admin User. The system lists the email addresses of all the users in your organisation with approval permissions:


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A lead user must complete the creation of this studentship

A lead account holder or Admin user must complete the creation of this studentship. Your user account is able to create draft studentship records, but a user with the Lead account holder or Admin user role is required to submit the new record.

Your organisation has the following lead account holders or Admin users:

Bell Thousand	belt-thousand@f9rhaxxz.mailosaur.net
test testing	several-wore@f9rhaxxz.mailosaur.net
Email Test	pool-deeply@f9rhaxxz.mailosaur.net
Third Deal	third-deal@f9rhaxxz.mailosaur.net
Essex Testing	name-over@f9rhaxxz.mailosaur.net
Different Toy	differ-toy@f9rhaxxz.mailosaur.net
Jane Doe	pendingtest44@f9rhaxxz.mailosaur.net
Email Template Template	emasiltemplate@f9rhaxxz.mailosaur.net

31. Below the list of email addresses, the system prompts you with the information you need to email to the approver:

What the lead user should do

Your lead users can select the View incomplete studentship records card on the homepage, select this draft studentship from the list and navigate to the Declaration and Submission section to complete the submission.

Draft reference number	SDD-000000554
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Student	teststudent teststudent
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[Return to overview](#)

32. The approver will then need to log in, check the record and submit it.

How to contact the UKRI Helpdesk

If you need help with this service, you can contact us either by:

Email: support@funding-service.ukri.org

Or call the UKRI Funding Service Helpline: +44 (0)1793 547 490

Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays)