
2023 Enrichment Scheme FAQs

Contents

Eligibility	4
Can I apply if I am in my first year of my PhD?	4
Can I still do a paid or unpaid internship whilst on the Enrichment Scheme?	4
Are there nationality or other eligibility restrictions?	4
What profile does a prospective Enrichment Scheme student have?	4
Can I access the Enrichment Scheme remotely and study from my home university?	5
Do I need to relocate to London?	5
Is London the only location available on the Enrichment Placement Award?	5
When can I attend the office?	5
Application Guidance	6
How do I choose the length of placement and my start date for the Enrichment Placement Award?	6
Do you offer any guidance on how to write the application?	6
How can I request reasonable adjustments to the application process?	6
What areas of data science are relevant for the Enrichment Scheme?	6
Do I need to supply a reference?	7
Should I inform my department before applying?	7
What if my supervisor/referees have questions?	7
Can I request feedback on my application if I am unsuccessful?	7
Can I reapply if I have been unsuccessful previously?	7
What to expect from the Enrichment Scheme	8
Can I undertake the Enrichment Scheme if I am doing a part-time PhD?	8
How does the funding work?	8
What can I use the Enrichment Training Support Expenses fund for?	8
How do I claim the Enrichment Training Support Expenses fund?	8
How much is the Placement Award and how do I claim it?	9
What equipment am I provided with?	9

Will the Turing organise visits to collaborators and partners on behalf of Award holders?	9
What are examples of collaborative opportunities offered by the Turing?	9
What training is available?	10
How will my progress be monitored?	10
Do I need to stay in contact with my home university supervisor?	11
What support is available to Enrichment students?	11

Financial matters **12**

How frequently do students receive the Placement Award?	12
What is the Access fund and who is it for?	12
How do I apply for the Access fund?	12
What is the Hardship fund and who is it for?	12
How do I apply for the Hardship fund?	12
How can I find out more about the Enrichment Scheme?	13

Eligibility

Can I apply if I am in my first year of my PhD?

You may apply during your first year of your doctoral research, as long as you do not intend to start your Enrichment Scheme until your second year. If you are applying for the Enrichment Placement Award and you are in your first year of your doctoral programme, we encourage you to consider the benefits of a January start, to allow for adequate time to complete any transfer or conversion requirements at your home university.

If your first year of doctoral studies is a training / rotation project year, then you will need to wait until you have completed one year of research on your main doctoral project by the time you start your placement.

You should not apply if the Placement Award falls within the last 6 months of your PhD, as you will be in the 'write up' phase. You must be in your active research phase for the full duration of your Placement.

Can I still do a paid or unpaid internship whilst on the Enrichment Scheme?

The simple answer is no, you are not able to undertake a separate internship whilst on placement with the Enrichment Scheme. In order to undertake a full-time internship you are usually asked to suspend your PhD, which would make you ineligible for the Enrichment Scheme. Whilst the expectations required of students to engage and participate in the Turing community during their Enrichment placement, also means part-time internships are not permitted.

We advise students to explore internship opportunities with start dates outside of placement dates. For example, if a student plans to take an internship in summer 2024, they might want to consider a 6-month placement from October 2023.

Where a student pursues an internship opportunity whilst on placement, it is expected they would cease their placement to start the internship.

Are there nationality or other eligibility restrictions?

There are no nationality restrictions. However, applicants must be registered at a UK university and be able to remain and study legally in the UK for the duration of the programme. It is the student's responsibility to get approval from their university to 'study away' if successful, which may involve informing your international office if you are on a Student Visa.

The Enrichment Scheme **is currently only open to students registered at a UK university**. If you are currently studying remotely and enrolled at a UK university but do not have the right to study in the UK, please contact us for further advice.

The Turing does have partnerships with overseas institutions and sometimes their students are represented on the Enrichment Scheme in small numbers. These students undergo a similar selection process to those applying from UK universities. Please speak to your home university to find out if they are a partner.

What profile does a prospective Enrichment Scheme student have?

Candidates will be reviewed against the assessment criteria which are listed in the Call document. There is no "typical" Enrichment student, and the scheme offers opportunities to students from a broad range of disciplines.

We expect our students to embrace the opportunity to enrich their research and broaden their learning through their award in line with the aims and objectives of the scheme.

Applicants should have access to or be in the process of securing access to the data needed for their research project as participation in the Enrichment Scheme will not provide access to any new data sets for participants.

Can I access the Enrichment Scheme remotely and study from my home university?

Students must be willing to be based at the Turing headquarters in London for at least **two** days per week for the duration of their placement (either 6 or 9 months). You can remain based at your home university and choose to commute to the Turing 2 days per week.

Do I need to relocate to London?

No, you don't need to relocate to London or relinquish your home university accommodation. Depending where you live, you may prefer securing

accommodation for at least one night per week in London so that you can attend the office more easily. For collaboration and social reasons you may like to relocate to London for the duration of your placement, but this is personal preference.

Is London the only location available on the Enrichment Placement Award?

Yes, students applying for the Placement Award are only offered the option to be based the Turing HQ in London.

When can I attend the office?

The office is open Monday-Friday from 8:00am until 8:00pm. Facilities support is only available from 9am – 5pm.

The office is closed at the weekends and on public and national holidays, as well as a week between the traditional Christmas and New Year holidays.

Application Guidance

How do I choose the length of placement and my start date for the Enrichment Placement Award?

The Turing recommends you discuss your choice of start date (October 2023 or January 2024) and length of placement (6 or 9 months) with your supervisor. It is suggested that you time your placement to compliment the length of your research project. For some students this may mean an Enrichment Placement early on in their research to develop new techniques, while others may wait until their project is well defined before making use of the resources available. **We encourage applicants to consider the benefits of a January start, particularly for those students who will have just completed their first year.** If you choose to start your placement in January 2024, you will be able to engage online with the community, participate in early community building and other online activities from October 2023.

Please note that we can only offer a 6 month placement to students starting in January. A 9 month placement is only available when a student starts in October.

Do you offer any guidance on how to write the application?

Yes, at our Open Events on 25th November and 9th December we will be offering seminars about writing a competitive application. A recording of the seminar will be available on the Turing website after 9th December.

Application mentoring: We also offer candidates from our Non-Partner Universities and Turing Network Development Awardees (TNDAs) the opportunity to work with a mentor who can offer guidance on writing a competitive application. A link to the mentor application form can be found [here](#). Unfortunately, we are unable to offer this service to candidates from Partner Universities.

Mentors offer a meeting of 1-2 hours to discuss the programme and areas of research. The mentor will read a draft of the student's application and provide feedback, they will also suggest any potential collaborators and make introductions if appropriate.

Please note that participating in the application mentor scheme and building relationships with researchers does not guarantee a place on the Enrichment Scheme.

How can I request reasonable adjustments to the application process?

The Alan Turing Institute is committed to creating an environment where diversity is valued, and everyone is treated fairly. We encourage candidates to let us know about any reasonable adjustments they may require. You may already know what you would like to request, or you may like to have a general discussion of your options.

We will treat any information you disclose to us as sensitive and will handle it in line with the Data Protection Act 2018. Information will only be used to arrange reasonable adjustments and will not be used to assess your application.

To discuss an adjustment to the application process, please contact our team directly at academic-recruitment@turing.ac.uk or on +44 (0) 20 3862 3578.

What areas of data science are relevant for the Enrichment Scheme?

The best place to find out about the kind of research being undertaken at the Institute is on our [website](#). Students who are significantly engaged in any of the research themes and areas listed on our website are invited to apply, particularly those candidates whose work covers multiple disciplines. All research projects are expected to have a strong data science

and/or AI component. In addition to a research link to The Alan Turing Institute, students should be prepared to engage with a multi-disciplinary cohort and collaborate across fields. Please see the section titled “what profile does a prospective Enrichment Scheme student have?” for more details.

Do I need to supply a reference?

You must state who your referees are in your application and tick a box to confirm you have informed them. References are requested at the point of sending you an offer by email in late May/early June. It is imperative that when you submit your application you have spoken to your referees, as we will contact them at the same time as sending you an offer email. Before we issue you a formal offer, we will expect to have received your references.

Your referees will be asked if you have consulted with them in advance of submitting the application.

Please note that if it transpires that your referee was not aware of your application then there is a danger that you will not receive a formal offer and any informal offer by email will be withdrawn.

Should I inform my department before applying?

Yes, you must inform your department to gain their permission before you apply. We strongly recommend students send their Head of Department, main administrative contact or other suitable individual the Guidance for Universities and Supervisors ahead of applying.

If you are applying from a Partner University, please make sure you inform your Turing University Lead and University Liaison Manager, a list of whom can be found **here**.

If you are selected for the scheme, we will also ask for formal permission from your university to **‘study away’**. This will be done when requesting your reference.

What if my supervisor/referees have questions?

We recommend supervisors review the **Guidance for Universities and Supervisors**. Supervisors can contact academic-recruitment@turing.ac.uk or call +44 (0) 20 3862 3578 with any questions.

Can I request feedback on my application if I am unsuccessful?

Candidates may request feedback. Please note that feedback will only be available to unsuccessful candidates during a short timeframe during summer 2023.

Can I reapply if I have been unsuccessful previously?

If you were unsuccessful in a previous application, you may reapply as long as you still meet the eligibility criteria. We will not look at your previous application and consider you as a fresh applicant. The review panel would not be aware of any previous applications. If you have received a Placement Award, you will not be eligible for further Enrichment Scheme funding at the postgraduate level. You may be interested in looking into other opportunities offered by the Institute such as our [Data Study Groups](#) and the [Turing Internship Network](#).

What to expect from the Enrichment Scheme

Can I undertake the Enrichment Scheme if I am doing a part-time PhD?

Yes, it is possible to participate in the Enrichment Scheme if you are doing a part-time PhD. The minimum expectation for a Placement Award is 2 days a week in person engagement at the Turing offices.

The Turing is committed to supporting individuals to engage with Enrichment and so if you would like to discuss an adjustment to the scheme based on your individual circumstances, please do contact the team on academic-recruitment@turing.ac.uk or on +44 203 862 3578.

You should be in an active research stage of your project during the Enrichment Scheme. For a full time PhD this is defined as **after** the first year of research. For a part-time PhD student this may be further along the doctoral timeframe.

How does the funding work?

If you are successful on being selected for the scheme, we will ask your university to administer the financial award you will receive. Please be aware that in some cases you may need permission from any existing funders to receive additional awards and grant conditions may vary. You must check with your existing funders before applying to make sure that there is no conflict of interest. If it transpires that there is a conflict you could jeopardise your place on the Enrichment Scheme and also your overall PhD funding. If you have questions, please contact academic-recruitment@turing.ac.uk.

What can I use the Enrichment Training Support Expenses fund for?

The Expenses fund is intended to enrich and support the student's doctoral studies in line with the aims and objectives and promote collaboration of the scheme. This fund is worth up to **£1,000** and can be used flexibly to cover the following examples:

- Training activities both internal and external including course fees and accommodation and subsistence costs.
- Expenses for visits to the Turing or to meet collaborators.
- Attendance at conferences including conference fees and accommodation and subsistence costs.
- Additional research costs including subscription costs and public engagement activities.

Your application should outline how you intend to use the Expenses fund, which we recommend is aligned with the aims and objectives, along with how you would use it to collaborate.

In addition to the Expenses fund, students receive the Placement Award, that is intended to cover the relocation costs or commuting and living costs.

How do I claim the Enrichment Training Support Expenses fund?

The Expenses fund is worth up to £1000 and can be claimed from your award start date in either October or January for the period of your placement. To claim the Expenses fund, students must first apply to our Academic Services team for

authorisation that the expense meets the criteria, they can then make the relevant purchase before submitting a receipt and claiming a reimbursement. Receipts must be submitted within two months of the purchase or booking being made.

Students will also be given access to the Institute's booking system in order to make travel and accommodation bookings that meet the criteria of the Expenses fund. All bookings must have prior approval from the Academic Services team.

How much is the Placement Award and how do I claim it?

We pay a financial award of £472.50* per month for the duration of your placement direct to your university who then pays this to you. The student does not need to manage this as it is handled by our Academic Recruitment team and the university, however any issues with receiving the payment should be taken up with the university department.

*as of March 2022.

What equipment am I provided with?

Enrichment students will be provided with:

- The offer of a laptop for the duration of their placement. We currently offer either Mac or Windows research laptop options.
- Turing email and IT account to enable access to Turing's digital workspace and community.
- Turing Access pass to the physical space to encourage collaborative work.

Will the Turing organise visits to collaborators and partners on behalf of Award holders?

Students should self-organise any visits to collaborators and partners they wish to go to and use the financial award received to cover

the related costs. The Turing is not responsible for bookings and other travel arrangements.

What facilities and benefits are offered as part of the Enrichment Scheme?

Among the research benefits of the Enrichment Scheme are:

- Membership of the Turing's online communities, including Slack access and invitations to internal Turing community events.
- Opportunities to collaborate with students and researchers working in other domains, including in Turing Interest Groups and Data Study Groups.
- A collaborative online space with no disciplinary boundaries.
- Access to internal training schemes and activities.
- Opportunity to apply for Microsoft Azure cloud credits and other research resources and support.
- Networking opportunities and chances to build presentation and communication skills.

What are examples of collaborative opportunities offered by the Turing?

An example of opportunities offered to students during the 2022 Enrichment Scheme can be found below:

- Research collaborations – Turing researchers or Enrichment students can propose projects that are open for collaboration and within the research interests of both.
- Data Study Groups – two-week hackathons where Enrichment students can take part to work on a challenge proposed by a business partner.
- Interest Groups – Enrichment students can become active members of more than 35 Interest Groups where researchers, students and practitioners discuss in depth focused areas of research.
- This year we will be embedding successful Enrichment students in Turing groups for the

duration of their placement. As this is a trial we anticipate a mixture of embedded and non-embedded students for the 2023 cohort. The matching will be done on project alignment between the student's research and Turing priority areas.

While some opportunities are usually centrally offered, we encourage students to be proactive in reaching out to the community and seek or create projects to work on.

What training is available?

The Skills Team coordinates many training activities throughout the year for the Turing and wider research community. These include our flagship courses in Research Software Engineering, and Reproducibility, Ethics and Open research, as well as opportunities to take online courses developed together with our research collaborators, and access technical training in specific data science and AI topics.

Many of the training activities will be adapted for online delivery to enable us to both maintain continuity and to include as many researchers as possible.

In order to contribute to the collaborative nature of the Turing, students are also encouraged to self-organise talks and tutorials within the student body to build links within the cohort and learn from their peers. A Grassroots Training fund is available for students who would like to organise training-related activities, alongside support from the Skills team. Students can also choose to present their research to the wider Turing community through (virtual) posters and technical talks at invited meetings.

The following are examples of training and mentorship opportunities that were available during previous Enrichment Schemes. Please note that these opportunities are updated and vary every year and we cannot guarantee that the following ones will be on offer for the 2022-23 call.

- **Live Synchronous Courses** – 5–10-day intensive workshops focused on specific subject matters

aimed to upskill those of you who already present an interest in the topic (*Research Software Engineering with Python, Research Data Science, Responsible Research Innovation, AI Ethics and Governance etc*).

- **Self-paced Online Courses** – flagship courses developed and delivered by the Turing research community (examples above) are available for students to take in their own time.
- **Peer-mentoring programmes** – Enrichment students are invited to take part in 4-16 week long programmes focused on specific areas (e.g., Open research) to discuss with peers and Postdoctoral researchers how they would implement the learnings in their own research.
- **Seminars / Workshops** – half a day to two days, both introductory and advanced level workshops on a wide variety of topics, aimed to expand your knowledge horizons and your skillset (*Collaboration in a distributed world, Deep Learning: Working with Convolutional Neural Networks, Bayesian Statistics*).
- **Academic Mentorship** – opportunity to speak to a senior academic, outside of your supervisors, who can listen impartially and offer advice on academic matters in an informal capacity. Please note this is not a structured mentorship scheme.
- **Research Software Engineering Drop-in sessions** – scheduled, regular sessions that aim to provide one-to-one support with specific technical issues.

How will my progress be monitored?

Enrichment students must conform to their home university's assessment and engagement requirements.

Students will be asked to complete a review questionnaire usually within the first term and also at the end of their placement. Some students may be asked to present their work at meetings or events on a voluntary basis. To measure the impact of the Enrichment Scheme on your studies and career, we may contact you and your supervisor

sometime after you have completed your PhD to enquire about your studies and career.

All students will be required to provide a final report detailing the outcomes of their time on the scheme and how they have used their Award to enrich their research.

Do I need to stay in contact with my home university supervisor?

You should continue to meet with and regularly update your supervisor throughout your participation in Enrichment and should continue to complete any progression requirements from your home university.

What support is available to Enrichment students?

We have a dedicated Academic Services team at the Turing to provide help and advice throughout your time with us. In addition to this, you will be able to access all services offered by your home university as well as the Institute's External Supervisor, who offers 121 supports on dealing with challenging situations.

For research advice, researchers and senior academics affiliated with the Turing are available to our cohorts of students. Please note that Enrichment students are not assigned with a Turing supervisor or mentor.

As part of the Enrichment Scheme, you will join the community of students and researchers based in our London headquarters and be able to access peer support, advice and guidance through your time in our office. Students can provide feedback directly to the Academic Services team, as well as student representatives and community champions, who play a vital role in ensuring the student voice is heard.

Financial matters

How frequently do students receive the Placement Award?

The Placement Award is paid by the Turing to your home university, your university then administers it to you. The timings of award payments are therefore set by the home university; however, the Turing suggests payments are made in line with existing stipend payments.

What is the Access fund and who is it for?

The Access fund provides financial support to students to participate who otherwise would not be able to due to a disability, additional need, a caring responsibility or other financial hardship.

The fund provides awards of up to £500 per month and applications will be assessed separately to the main call.

The fund is expected to support the following costs:

- Additional housing costs (e.g. specific relocation or access requirements) or commuting costs (outside of what is reasonable from the placement award).
- Additional childcare or other caring costs (e.g. beyond what the student would ordinarily incur).
- Additional support costs.
- Loss of earnings through participation in the scheme that will result in financial hardship.

The fund is not intended to provide support for students who do not meet the criteria above with the costs of moving to London and does not replace the financial award offered as standard to students applying for a Placement Award.

How do I apply for the Access fund?

You can apply for the Access fund through the

Flexi-Grant form. The information you share will not be visible to reviewers and will be assessed separately to your research application.

As part of the application, you will be asked to briefly outline the additional expenses you would incur by taking part in the Enrichment Scheme and the reason for this.

We may need to follow up your application with a phone call to find out more details. This will not contribute to an assessment of your overall Enrichment application.

What is the Hardship fund and who is it for?

The Hardship fund provides financial support to enable students to continue to participate who otherwise would not be able to due to **unexpected financial difficulty**. Applications open as soon as the individual's placement commences.

The fund is expected to support the following costs:

- A change in domestic situation leaving the student unable to meet basic living costs.
- A change in childcare circumstances and costs resulting in an expected increase.
- An unforeseen change in core PhD funding.
- A family member who was contributing to the student's living costs is unable to do so due to redundancy, breakdown in relationship or health reasons.

How do I apply for the Hardship fund?

Applications are reviewed monthly by a panel at the Turing and recipients are paid directly from the Turing within a couple of weeks of the decision being made and communicated to them.

Applicants can apply for between £500-£2000 as a one of payment or to be paid in instalments. Applicants can only apply to the Hardship fund once.

How can I find out more about the Enrichment Scheme?

We are running two Open Events during the application period on Friday 25th November and Friday 9th December. These will be followed by a live Q&A session on Wednesday 11th January 2023 before the Call closes.

The Open Events will be held at the Turing HQ and will provide an overview of the scheme, how to apply, gives you a chance to engage with current and former students and hear about other opportunities at the Turing. Places will be limited, and we encourage early booking. A recording of the sessions will be made available on the website after the second event on 9th December 2022. Book your place [here](#).

The Academic Recruitment department are always happy to answer your questions and can be contacted at academic-recruitment@turing.ac.uk or call +44 (0) 20 3862 3578

