



# NORTH WEST DOCTORAL TRAINING CENTRE

## Module Exchange Guidance (Updated August 2016)

**This is a guide for postgraduate students who wish to take accredited modules at one of the NWDTC institutions other than the institution at which they are registered.**

### Introduction

Students may have the opportunity to take appropriate modules from one or more of the other institutions in the NWDTC during the course of their studies, which will count towards their final award. This relates to both masters students and PhD students who wish/need to take accredited training modules. Such exchanges will be subject to approval from the student's supervisor and the module leader of the module at the Partner Institution.

### Eligible Modules

A list of eligible modules can be found on the [NWDTC website](#). Unfortunately not all pathways are able to open up their modules in this way.

Module exchange is **not** restricted to the modules listed in the document above, and ad hoc arrangements may be possible where appropriate. Should you wish to take a module that is not listed please discuss with the module convener and your supervisor and, if approved, complete the Module Exchange process as usual.

There is a limit on how many modules master's student may take at partner universities. Master's students must take a minimum of 50% of the taught element at their Home Institution plus their dissertation<sup>1</sup>, unless other arrangements apply (e.g. on a 2+2 programme). All compulsory modules must be taken at the Home Institution.

Where there are limited spaces on a given course, the Partner Institution will reserve the right to offer places to its own students above those requesting a module exchange.

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<sup>1</sup> This applies to the first year of a 1+3 programme.

## Registration

If a student wishes to take a module at a Partner Institution, they should complete the Module Exchange Application Form (available on the [NWDTC website](#)). The module co-ordinator for the relevant module(s) needs to complete a section on this form and sign to approve the exchange. The student's supervisor or programme director also needs to sign the form to approve the exchange. Electronic signatures will suffice, but where this is not included an email of confirmation should be attached from the Module Co-ordinator and the Supervisor/Programme Director instead.

The completed form should then be submitted by email to your relevant Home PGR Administrator (see Appendix 1 for list of contacts). They will then liaise with administrators at the partner institution to arrange registration on the module.

**Applications for modules taking place in the First Semester / Michaelmas Term\* should be submitted by 30<sup>th</sup> September 2016**

**Applications for modules taking place in the Second Semester / Lent or Summer Term\* should be submitted by 9<sup>th</sup> January 2017**

*\*Please note that Lancaster University has three terms in its academic year, while the Universities of Manchester and Liverpool have two semesters. If you want to undertake a module in the Summer Term at Lancaster University, the 7th January 2016 deadline still applies.*

Arrangements will be made for the student to be registered as a visiting/general student at the Partner Institution and for the relevant School at the Partner Institution to register the student for their module(s). The School administrator from the partner institution, where you will be taking the module, will confirm with the student that they have been accepted on to the module(s) of their choice.

## Associated Costs

It will be the responsibility of each student to fund **travel and subsistence** costs incurred as a result of taking a module from a partner institution. For NWDTC students, these costs can be reimbursed from the student's RTSG.

Any **additional fees** relating to specific course modules taken at a Partner Institution (e.g. fieldwork costs, materials) must be paid to that Partner Institution by the student. For NWDTC students, these costs can be reimbursed from the student's RTSG.

Should the student be required to re-sit an exam, they will be responsible for ensuring **re-sit fees** are paid. For NWDTC students, these costs can be reimbursed from the student's RTSG.

## Scheduling Clashes

If timetable clashes occur between modules at the Partner Institution and the Home Institution, it is the responsibility of the student to arrange a module change. Compulsory modules at the Home Institution must take priority over optional modules at a Partner Institution.

When modules at the Partner Institution commence before the start of semester/term at the home institution, it is the student's responsibility to ensure they attend these classes, even if this is prior to formal registration at the Home Institution.

The student should understand that possible clashes in institutional exam board dates could potentially cause delays in the receipt of final marks.

### Access to Partner Institution's Resources

Students will be registered at the Partner Institution as a visiting/general student so that they will have the status to be able access the resources available to all other students on that programme at the Partner Institutions.

### Examination

Students will take the examinations for modules undertaken at a Partner Institution at that institution, except when examination clashes occur. If a examination timetable clash should occur then the Home Institution will be responsible for holding the student in isolation until such a time that they are able to sit the Partner Institution's examination.

It is the student's responsibility to achieve the pass mark of the partner institution to receive credits, even where this pass mark differs to that of the Home Institution.

### Re-sits

The Partner Institution will be responsible for any re-sit requirements and ensuring that visiting students receive the relevant information about re-sits in good time. Re-sit marks will be adjusted in accordance with the Home Institutions assessment and progression regulations.

### Transcripts

Formal transcripts received upon graduation from the student's home institution will just record that a module was taken at the partner institution and the mark that was received. An additional transcript will be supplied by the partner institution to detail the nature of the module and the breakdown of the marks.

### Extension Requests

The Partner Institution will deal with extension requests in relation to their modules. If such requests are linked to mitigating circumstances which may impact on other parts of a student's programme, the Partner Institution, with the permission of the student, has the responsibility to ensure that the Home Institution is aware of this.

### Mitigating Circumstances

Mitigating Circumstance should be reported, in the first instance, to the Home Institution who will then liaise with the Partner Institution as necessary.

## Appeals/Complaints

Appeals and Complaints should be reported, in the first instance, to the Home Institution who will then liaise with the Partner Institution as necessary.

## Malpractice

Any malpractice, including plagiarism, on the part of student will be initially managed by the Partner Institution in accordance with their policies. The Partner Institution will communicate any cases of malpractice and the outcome of any Malpractice Panels to the student's Home Institution.

## Appendix 1: School PGR Administrators

Students should submit their module exchanges forms in the first instance to the School administrator at their **Home Institution**, as listed below.

Pathway	Liverpool Contact	Manchester Contact	Lancaster Contact
Accounting & Finance	Jill Roberts <a href="mailto:ulmsphdenq@liv.ac.uk">ulmsphdenq@liv.ac.uk</a>	Lynne Barlow-Cheetham <a href="mailto:lynne.barlow@mbs.ac.uk">lynne.barlow@mbs.ac.uk</a>	Carole Holroyd <a href="mailto:c.holroyd@lancaster.ac.uk">c.holroyd@lancaster.ac.uk</a>
Business & Management	Jill Roberts <a href="mailto:ulmsphdenq@liv.ac.uk">ulmsphdenq@liv.ac.uk</a>	Lynne Barlow-Cheetham <a href="mailto:lynne.barlow@mbs.ac.uk">lynne.barlow@mbs.ac.uk</a>	Sarah Patterson <a href="mailto:s.patterson@lancaster.ac.uk">s.patterson@lancaster.ac.uk</a>
Development & Humanitarianism	Jayne Avies <a href="mailto:soesresearch@liv.ac.uk">soesresearch@liv.ac.uk</a>	SEED: Christopher Kitchen <a href="mailto:christopher.kitchen@manchester.ac.uk">christopher.kitchen@manchester.ac.uk</a> SALC: Joanne Marsh <a href="mailto:Joanne.Marsh@manchester.ac.uk">Joanne.Marsh@manchester.ac.uk</a>	Anne Thorley <a href="mailto:a.thorley@lancaster.ac.uk">a.thorley@lancaster.ac.uk</a>
Economic & Social History	Lyndy Stewart <a href="mailto:HLC-PGR@liverpool.ac.uk">HLC-PGR@liverpool.ac.uk</a>	Joanne Marsh <a href="mailto:Joanne.Marsh@manchester.ac.uk">Joanne.Marsh@manchester.ac.uk</a>	Sarah Purcell <a href="mailto:fass-pg@lancaster.ac.uk">fass-pg@lancaster.ac.uk</a>
Economics	Jill Roberts <a href="mailto:ulmsphdenq@liv.ac.uk">ulmsphdenq@liv.ac.uk</a>	Victoria Barnes <a href="mailto:victoria.barnes@manchester.ac.uk">victoria.barnes@manchester.ac.uk</a>	Caren Wareing <a href="mailto:c.wareing@lancaster.ac.uk">c.wareing@lancaster.ac.uk</a>
Educational Research		Christopher Kitchen <a href="mailto:christopher.kitchen@manchester.ac.uk">christopher.kitchen@manchester.ac.uk</a>	Sarah Purcell <a href="mailto:fass-pg@lancaster.ac.uk">fass-pg@lancaster.ac.uk</a>
Geography & Environment	Jayne Avies <a href="mailto:soesresearch@liv.ac.uk">soesresearch@liv.ac.uk</a>	Christopher Kitchen <a href="mailto:christopher.kitchen@manchester.ac.uk">christopher.kitchen@manchester.ac.uk</a>	Anne Thorley <a href="mailto:a.thorley@lancaster.ac.uk">a.thorley@lancaster.ac.uk</a>
Health & Wellbeing	Jennifer Pellegrini <a href="mailto:pcbbspgr@liverpool.ac.uk">pcbbspgr@liverpool.ac.uk</a>	James Power <a href="mailto:James.K.Power@manchester.ac.uk">James.K.Power@manchester.ac.uk</a>	Dawn McCracken <a href="mailto:d.mccracken@lancs.ac.uk">d.mccracken@lancs.ac.uk</a>
LBAS	Lyndy Stewart <a href="mailto:HLC-PGR@liverpool.ac.uk">HLC-PGR@liverpool.ac.uk</a>	SoES: Victoria Barnes <a href="mailto:victoria.barnes@manchester.ac.uk">victoria.barnes@manchester.ac.uk</a> SALC: Joanne Marsh <a href="mailto:Joanne.Marsh@manchester.ac.uk">Joanne.Marsh@manchester.ac.uk</a>	

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