NORTH WEST DOCTORAL TRAINING CENTRE

Module Exchange Guidance for Staff
(Updated July 2015)

The following pages refer to the process for the administration of module exchange for PGT and PGR students between the three NWDTC Universities (Lancaster University, University of Liverpool and University of Manchester).

Introduction

The process for module exchange was introduced to facilitate the exchange of training and expertise between institutions. An Operational Document was produced between the Quality Assurance staff at the three Universities, which outlines the principles and processes associated with this scheme.

For general details of the scheme, please see Appendix 1 which contains the information available to students in their 'Guidance for Module Exchange' which can be found on the NWDTC Website Should any issues arise that are not covered by the information in Appendix 1, or if you would like more information about the specific details in the Operational Document, please contact Hayley Meloy (hmeloy@liv.ac.uk).

Student Application and Registration

Students are required to complete a Module Exchange Application Form and get this signed by both their supervisor and the module convener for the module(s) they wish to take. This form will then be submitted to their School's PGR Administrator.

The School PGR Administrators should keep a record of module exchange requests and, as soon as possible after the deadline (see Appendix 1 for deadlines), should send all relevant applications to the respective PGR Administrator at the Partner Institution(s). Please see Appendix 3 for a list of institutional contacts.

The process for registering students at a partner institution will vary between Universities.

Lancaster University Process for Registering External Students

When Administrators receive module exchange forms from their opposite numbers at Manchester or Liverpool, they should complete an 'account provisioning' spreadsheet and send it to pgso@lancaster.ac.uk. On receipt of the spreadsheet the Student Registry will create the student

record and the researcher will receive an automated email inviting them to complete the online pre-registration process. Once the researcher has completed the pre-registration process their registration will be confirmed by the Student Registry

University of Liverpool Process for Registering External Students

When Administrators receive module exchange forms from their opposite numbers at Manchester or Lancaster, they should contact the students and ask them to complete a Visiting Student Application Form (if this is the first time they are taking a module at Liverpool) and the completed form should be sent to Martin Robinson in SRAO (mjr1976@liverpool.ac.uk). SRAO will create a student record, after which School Administrators will be notified to enter the necessary CO code and registration dates. The student will then need to be prompted to complete their registration online, after which Administrators can register them on the chosen modules.

University of Manchester Process for Registering External Students

When Administrators receive module exchange forms from their opposite numbers at Liverpool or Lancaster, they will check and roll the records forward into registration and enrol students onto the appropriate course units. The School Administrator will then liaise with the student about how to complete the registration, set up an IT account, gain access to e-learning resources, course timetable, etc.

Reporting

At the end of the academic year School PGR Admin will be asked to report to their Institutional Administrative Lead (Lancaster University: James Heard; University of Liverpool: Hayley Meloy; University of Manchester: Nichola Ellis) on all of their students who have undertaken modules at Partner Institutions. It is not necessary to report on students who have taken modules at your institution – this will be captured by the administrators at the home institution of the student(s). Deadlines for reporting will be communicated via the weekly NWDTC Office Update.

The Institutional Administrative Leads will collate the information submitted by Schools and this information will be recorded by the NWDTC for reporting purposes and to monitor demand.

Appendix 1: Student Guidance for Module Exchange

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 master's 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.

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[1], 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.

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 liaise with administrators at the institution to arrange registration on the module.

Applications for modules taking place in the First Semester / Michaelmas Term* should be submitted by 10th September 2015

Applications for modules taking place in the Second Semester / Lent or Summer Term* should be submitted by 7th January 2016

*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.

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[1] This applies to the first year of a 1+3 programme.

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.
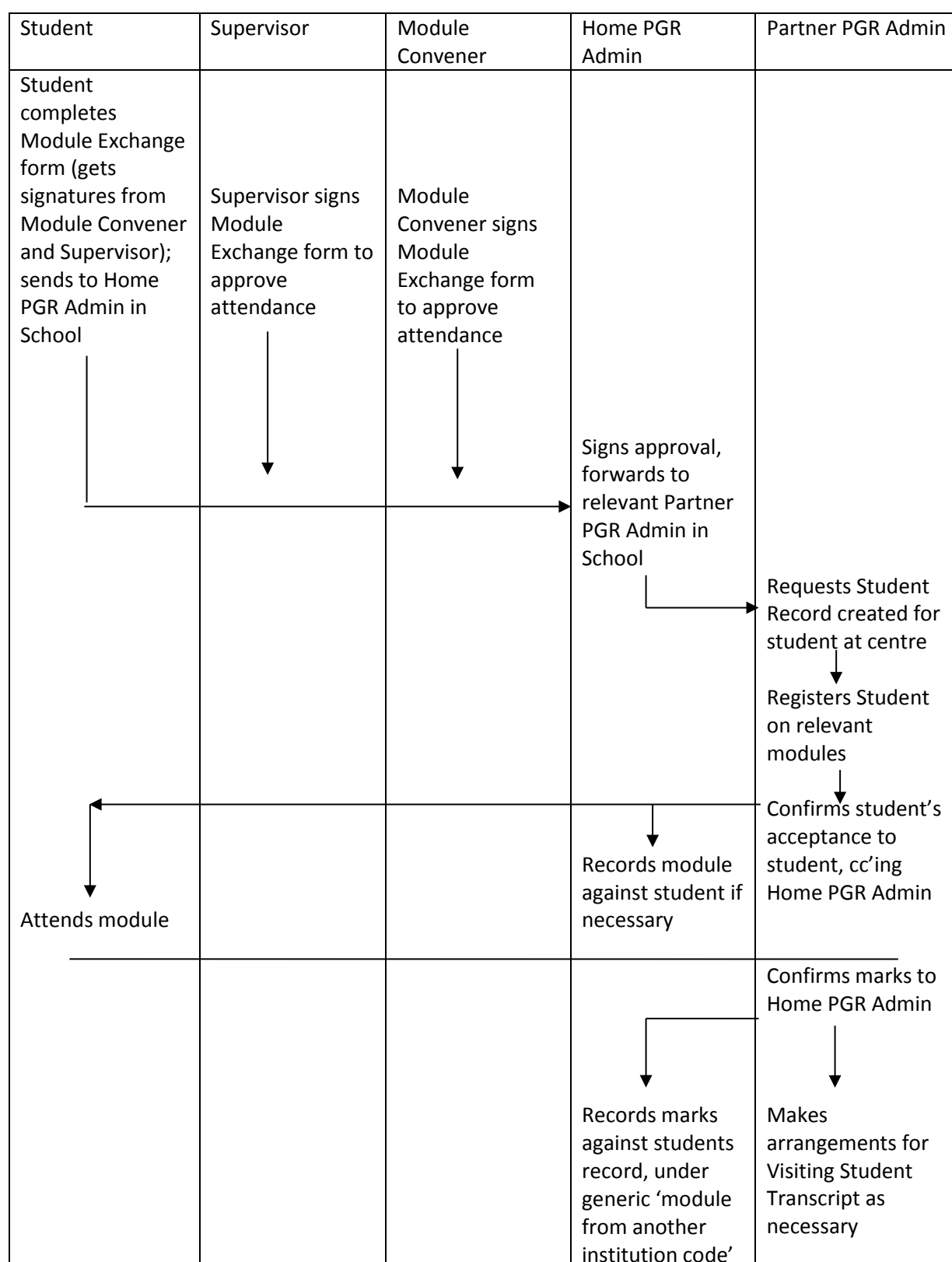
Appeals/Complaints

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 2: Module Exchange Flowchart

Student	Supervisor	Module Convener	Home PGR Admin	Partner PGR Admin
Student completes Module Exchange form (gets signatures from Module Convener and Supervisor); sends to Home PGR Admin in School	Supervisor signs Module Exchange form to approve attendance	Module Convener signs Module Exchange form to approve attendance		
			Signs approval, forwards to relevant Partner PGR Admin in School	
				Requests Student Record created for student at centre
				Registers Student on relevant modules
Attends module			Records module against student if necessary	Confirms student's acceptance to student, cc'ing Home PGR Admin
				Confirms marks to Home PGR Admin
			Records marks against students record, under generic 'module from another institution code'	Makes arrangements for Visiting Student Transcript as necessary

Appendix 3: School PGR Administrators

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

Linguistics	███████████	Joanne Marsh Joanne.Marsh@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
Planning & Environment	Jayne Avies soesresearch@liv.ac.uk	Christopher Kitchen christopher.kitchen@manchester.ac.uk	███████████
Politics in a Global World	Lyndy Stewart HLC-PGR@liverpool.ac.uk	Victoria Barnes victoria.barnes@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
Psychology	Jennifer Pellegrini pcbspgr@liverpool.ac.uk	Isabella McGilvray isabella.mcgilvray@manchester.ac.uk	Anne Thorley a.thorley@lancaster.ac.uk
Security, Conflict & Justice	Clare Kelly slsjpgr@liverpool.ac.uk	Helen Davenport helen.davenport@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
Social Anthropology	███████████	Victoria Barnes victoria.barnes@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
Social Statistics	Jayne Avies soesresearch@liv.ac.uk	Victoria Barnes victoria.barnes@manchester.ac.uk	Anne Thorley a.thorley@lancaster.ac.uk
Sociology	Clare Kelly slsjpgr@liverpool.ac.uk	Victoria Barnes victoria.barnes@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
Social Work	Clare Kelly slsjpgr@liverpool.ac.uk	James Power James.K.Power@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk
STISP	███████████	Michael McGlinchey Michael.Mcglinchey@manchester.ac.uk	Sarah Purcell fass-pg@lancaster.ac.uk