

Split-site PhDs

Split-site PhDs involve a lot of preparatory work and careful monitoring throughout the programme, including making sure the supervisory arrangements, training, facilities, etc at the split site institution meet with UoM standards. Applications require approval from Faculty Office. Summary of policy:

- A split site PhD is a PhD that leads to a University of Manchester award and involves students being fully registered as University of Manchester students whilst spending a significant period of their research away from the University, at another institution, normally overseas.
- All split-site PhD arrangements require a formal agreement between the University and the partner organisations. The standard split site PhD fee is charged at 70% of the appropriate fee for the academic session unless the entire year is spent at Manchester in which case the full annual fee will be charged.
- All individual collaborative student arrangements will require Faculty approval, via the Faculty PGRC. An agreement and study plan will be required and must be designed to ensure an experience comparable to that of a student based entirely at Manchester.
- The total period of attendance at the University of Manchester will normally be a minimum of six months over the course of the research degree. The precise attendance requirements will be determined by the Faculty PGRC and will be confirmed in writing to the candidate at the time of acceptance for the degree and included in the agreement.
- Students will normally be required to make an initial visit of a minimum of four weeks during registration in order to attend induction, meet their supervisory team, undertake a skills audit and attend subject specific skills training. Students will normally be required to attend their annual review meeting at the end of year one, and have a further meeting with their supervisor. Students will normally be required to attend the UoM to submit their thesis and for their oral examination.
- All students registered on a split-site PhD must complete a formal training needs analysis. This may be provided by the School of partner organisation, but must meet University requirements, as defined by the University's policy on postgraduate research skills training. This must be followed by an agreement between the supervisor and the student of a skills training programme, which should be supported by a personal development plan.
- For split-site attendance the initial period at the University will normally be focused on preparing the student for the research project and ensuring that skills training needs have been identified and are being progressed. Where skills training provision is not delivered by the University of Manchester it must be subject to rigorous monitoring and review mechanisms to ensure that the provision is appropriate, of a high standard and comparable with skills training delivered to students based at the University.

- Supervisory practice for split-site PhDs must meet all the requirements on supervision as set out in the University's Code of Practice for Research Degrees. Students registered on a split-site PhD must have a designated supervisor at both the University of Manchester and the partner organisation. The Main Supervisor should always be based at the University of Manchester and the student and the main supervisor should meet at least once a month. This can include virtual meetings in addition to meetings in person. The progression of students registered on split-site PhDs must be logged and monitored on e-Prog in the same way as it is for all other PhD students.

Study plan guidance notes

All students registered for a split-site PhD will need to work with their supervisor to complete a study plan covering their entire period of study. The study plan should be presented to the Faculty Research Degree Panel or equivalent for approval prior to the student registering at the University.

The study plan should include:

- Name of the partner organisation (background details on the organisation may be required by the Faculty depending upon the nature of the link)
- Full name of the student (further details about the academic background of the student may be requested by the Faculty)
- Name and contact details of the University of Manchester Main Supervisor
- Name of Partner Organisation Co-Supervisor (details on the academic credentials of the supervisor may be required by the Faculty depending upon the nature of the link)
- Name of the Adviser/Tutor for the student
- Proposed area of research
- An estimated period for the literature survey and the design of the project
- Information about the student's skills training needs and how this will be taken forward to ensure the student has access to and attends appropriate skills training opportunities
- Information about how the personal development planning process will operate for the student, particularly when they are away from the University
- Arrangements for managing supervision when the student is away from the University including the frequency and approximate timing of visits by the University's Main Supervisor to the student whilst they are away from the University, and the role of the Co-supervisor
- The frequency of visits by the student to the University over the full period of the degree and the nature of the work carried out during these visits
- Confirmation that the University of Manchester Main Supervisor and the student will meet at least once a month
- The nature of the work that will be carried out whilst the student is away from the University

- Arrangements for the submission and assessment of annual progress reports and confirmation that the student will be examined at least annually by two members of University Manchester staff.
- Arrangements for ensuring that the progress and review of the student is managed effectively throughout the entire period of the degree and particularly when the student is away from the University with confirmation that staff and students have been given full access and training on eProg.
- Arrangements for the writing, submission and examination of the final thesis.
- Confirmation that the viva will be held at Manchester.