

Guidance on the Payment of External Supervisors

To be read in conjunction with the [Supervision policy](#) and included in the text of the [formal agreement](#) with an external supervisor.

The University recognises that there are certain circumstances where there are valid reasons for contributions to the supervision of a PGR student to take place externally. This may be due to a supervisor leaving the University to go to another institution during a student's programme and there being a need for continuity, or, in rarer circumstances, the need to appoint an external supervisor with specialist knowledge for a short period of time to enhance a student's experience. In such cases, a formal agreement must be drawn up to set out the school's expectations around this external provision. With a very small number of exceptions, new PGRs should not be admitted to the programme without full supervisory support from the University of Manchester staff.

Up to £1,000 pa (pro rata based on programme academic load, supervision split and length of agreement) may be paid to an institution/individual where a formal agreement is in place. This document aims to provide further guidance on this, specific to Humanities. It applies only to individual and one-off cases and not to those already covered by formal institutional/faculty or school level agreements or contracts such as those relating to joint/dual award, UKRI CDT/DTP, CASE/CDA agreements, split-site or exchange programmes. This guidance also excludes supervision arrangements with those holding honorary appointments.

The following principles should apply to the payment of External Supervisions of PGR students within the Faculty of Humanities:

1. All external supervision arrangements must be agreed under the conditions set out in the formal University [PGR External Supervisor Engagement Form](#);
2. In all circumstances, external supervisors will perform only a co-supervisor role. Main supervision must always be provided by the University of Manchester;
3. The relevant school must agree the 'split' of supervision at the earliest opportunity (eg 60:40; 80:20) and this must be articulated in the formal agreement. A 60:40 split (Manchester:external) should be the maximum contribution received from an external provider.
4. As above, external supervisors may be paid a fee of up to £1,000 per annum. External supervisors will normally receive payment up to the point of thesis submission.
5. Payment schedules to external supervisors should be made following the Annual Review milestone each year, and only where the obligations set out in the agreement have been met.

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