



Management of Split-Site Doctoral Research Programmes Procedure

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1. Introduction

- 1.1 This procedure sets out the minimum requirements for the management of all split-site doctoral research programme arrangements (institutional and individual) at the University of Manchester.
- 1.2 This procedure should be read alongside the [Collaborative Postgraduate Research Programme Policy](#).
- 1.3 This procedure forms part of the [Code of Practice](#) for postgraduate research degrees and should be read in conjunction with all relevant regulations, policies and procedures.

2. Scope and definitions

- 2.1 This procedure is applicable to University of Manchester staff, external collaborators and all full-time / part-time PGRs registered on institutional split-site doctoral research programmes and those on an individual split-site arrangement.
- 2.2 An institutional split-site doctoral research programme is a collaborative arrangement that leads to a single UoM award but involves cohorts of a number of fully registered UoM PGRs spending a significant period of their research away from the University, at another approved organisation, which is normally overseas.
- 2.3 Individual split-site arrangements are those which permit an individual PGR to undertake some of their research at an approved partner organisation on a one-off / individual basis.

3. Purpose

- 3.1 This procedure provides a framework to ensure that University of Manchester PGRs registered on a split-site doctoral research programme or an individual split-site arrangement have a positive experience comparable with other PGRs and seeks to protect the reputation and standing of the University of Manchester by setting clear expectations and responsibilities for all parties involved in the management of the programme.

4. Roles and Responsibilities

- 4.1 It is the responsibility of relevant University of Manchester staff, external collaborators and PGRs registered on split-site doctoral research programmes and those on an individual split-site arrangement to adhere to

this procedure.

5. Key Principles for the Management of Split-Site Arrangements

5.1 Institutional standing

- For split-site programmes / individual split-site arrangements the University of Manchester will always be the home / lead institution. The PGR will first register and attend the University of Manchester and the University of Manchester will provide the PGR with their living stipend, scholarship or salary.

5.2 Administrative and academic management:

- Ownership and oversight of split-site programmes / arrangements and academic day to day management of the individual PGR, will be undertaken by the relevant Faculty Doctoral Academy.
- An individual PGR [study plan](#) is required for each PGR registered to an institutional level programme and for each individual arrangement.

5.3 Taught units:

- Split-site doctoral research programmes that involve a significant taught element must adhere to taught quality assurance and review processes for this element of the degree. Reference should be made to the University's [Guidance and Procedures for the Quality Assurance of Taught Collaborative Provision](#) and the University's [policies and guidance](#) in relation to taught provision and thought should be given to the ownership of teaching materials.

5.4 Marketing and recruitment:

- Information about opportunities to study on a split-site doctoral research programme should be provided in any publicity or other information available.
- All PGRs are required to complete the application form at the University of Manchester.
- The offer letter to PGRs should include information about how the split-site arrangement will operate, including fee and attendance requirements.
- Where PGRs are registered on a standard PhD programme but wish to move to an individual split-site arrangement, the appropriate Faculty individual split-site approval process will need to be followed. See section 8 of the [Collaborative Postgraduate Doctoral Research Programme Policy](#).

5.5 Registration:

- PGRs who are admitted onto a split-site research programme / individual split-site arrangement must register at the University of Manchester each year in the same way as other PGRs and be added to the split-site student group in Campus Solutions.

5.6 Fees and funding:

- The [standard split-site doctoral programme](#) 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.

- Fee requirements should be agreed and clearly specified within the institutional contract and will include details of fee and stipend and any additional costs associated with participating in the programme / arrangement.
- Consideration should be given to funding including studentships / salaries, travel and conference support, and cost of living etc.

5.7 Mode of study:

- Split-site PGR programmes / arrangements should normally only be offered on a full-time basis. Requests for part-time study will need to be considered by the relevant Faculty PGR committee and Manchester Doctoral College Strategy Group on a case by case basis.

5.8 Attendance requirements:

- All PGRs registered on a split-site programme / arrangement will normally be required to make an initial visit to the University of Manchester of a minimum of 4 weeks during registration in order to attend induction, meet their supervisory team, undertake a development needs analysis and attend any subject specific training.
- Beyond an initial visit the precise attendance requirements for each PGR on a split-site programme / arrangement can vary and will be agreed in collaboration with the collaborative institution and approved via the process detailed in sections 7 or 8 of the [Collaborative Postgraduate Doctoral Research Programme Policy](#).
- PGRs will normally be required to attend their annual review meeting at the end of each year and have at least one further face-to-face meeting with their main supervisor annually.
- The timing and length of other periods of attendance will be approved as part of the original proposal and will be set out in the PGR's individual study plan.
- Any subsequent changes to the schedule of attendance must be agreed with the PGR and recorded in an amended plan.

5.9 Information and support

- All PGRs registered on a split-site doctoral research programme / arrangement must have a formal induction at the start of their degree. The induction should address specific issues in relation to split-site study.
- There must be assurances that the collaborating institution has robust structures in place to support PGRs who encounter any problems and there must be provision of clear information to PGRs about support services available to them.
- In addition to the support available at the University of Manchester there should be specialist support in place for PGRs with disabilities and / or English language requirements at the collaborative organisation.
- Thought should be given to arrangements for dealing with and preparing PGRs for any potential differences in cultures and expectations between UK and overseas Higher Education systems.

5.10 Researcher development

- All PGRs registered on a split-site doctoral research programme / arrangement must complete a formal training and development needs audit. This may be provided by the University of Manchester or the partner organisation, as appropriate, but must meet University requirements, as set out in the University's [Postgraduate Researcher Professional and Career Training and Development - Statement of Expectations](#).
- Mechanisms must be put in place to ensure that PGRs have access to an audit and subsequent training opportunities (including access to the University of Manchester Training Catalogue whilst researching off campus).
- Where researcher development provision is not delivered by the University of Manchester it must be established that the provision is appropriate, of a high standard and comparable with researcher development delivered to PGRs based at the University of Manchester.

5.11 Research culture and environment

- PGRs must have ready access to an active [research environment / culture](#) and appropriate resources to undertake their research effectively at both the home and collaborative institutions.
- Split-site PGRs should have access to library facilities, IT facilities, adequate work space, other specialist equipment, as necessary.
- Split-site PGRs should also have opportunities to interact and share ideas with experienced researchers and academic staff, attend and present at seminars/conferences and receive support in finding out about and getting involved in current research.

5.12 Supervision

- Supervisory practice for split-site doctoral research programmes / arrangements must meet all the requirements on supervision as set out in the University's [Supervision Policy for Postgraduate Research Degrees](#).
- PGRs registered on a split-site doctoral research programme / arrangement must have a designated supervisor at both the University of Manchester and the partner organisation but the main supervisor should always be based at the University of Manchester. Further co-supervisors are encouraged where required.
- Detailed information about split-site supervision arrangements will also be outlined in the individual PGR study plan. The study plan should include details on how often the PGR and the main/co supervisors will meet as well as how meetings will be organised when the PGR is away from the University of Manchester.

5.13 Monitoring progress

- The monitoring of progress of PGRs on split-site doctoral research programmes / arrangements must meet all the requirements of the [Policy on the Progress and Review of Postgraduate Research Students](#).
- Split-site PGRs registered will monitored via the University of Manchester online progression system. However, consideration will be given to how records are kept and progress monitored at the collaborating institution. Regular communication should be maintained with the collaborating institution.
- The process for formal progression monitoring must be agreed at the outset and details must be included in the institutional contract.
- Consideration should be given to monitoring the PGR's progress whilst they are away from the University of Manchester, in particular if the programme involves periods of fieldwork or other absences from the collaborating institutions.
- Details of the arrangements to manage the communication with, and support for, the PGR should be clearly laid out in the institutional contract and individual PGR study plan.
- Arrangements for managing PGR appeals, complaints, conduct and discipline should be considered and detailed in the institutional level collaborative agreement / proposal.

5.14 Thesis

- A split-site PhD requires the submission of a single thesis to the University of Manchester. PGRs should refer to the University of Manchester [Submission and Examination Policies](#).

5.15 Examination

- All PGRs registered on split-site Doctoral Programmes degrees are subject to the requirements as set out in the University's [Submission and Examination Policies](#).

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