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| **SCHEDULE: INDIVIDUAL POSTGRADUATE RESEARCHER (PGR) COLLABORATIVE STUDY PLAN** | | | | |
| **RECITALS** | | | | |
| The University of \*\*\*\* and The University of Manchester (Manchester) wish to establish a joint/dual/split site PhD framework (Program) for \*\*\*\* under this Postgraduate Researcher Agreement in accordance with the Agreement for Jointly Awarded/Dual/split site Doctor of Philosophy (PhD) signed by the parties dated dd/mm/yyyy (‘Head Agreement’).  The purpose of this Postgraduate Researcher Agreement is to confirm the agreed arrangements for this Postgraduate Researcher’s jointly awarded/dual/split-site Doctor of Philosophy (PhD).  Policy regulations:  The University of \*\*\*\*:  The University of Manchester:   * Ordinances and regulations - *https:*[*//www.staffnet.manch*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/)*e*[[*ster.ac.uk/rb*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/)*e*](https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/)[*/rdrd/ordinancesandregulations/*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/) * Postgraduate Research Code of Practice - *h*[*ttps://www.st*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/code/)*affnet.*[*manchester.ac.uk/rbe/rdrd/code/*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/code/) | | | | |
| **1. POSTGRADUATE RESEARCHER DETAILS** | | | | |
| Postgraduate Researcher identification numbers | University of \*\*\*\* (Student ID) | | | University of \*\*\*\* (Student ID) |
| Family name |  | | Given name(s) |  |
| Date of birth |  | | | |
| Email address (\*\*\*) |  | | | |
| Email address (\*\*\*) |  | | | |
| Mobile /cell telephone | + | | | |
| **2. UNIVERSITY DETAILS** | | | | |
| Unless otherwise indicated below the Home Institution is the Party that provides the Postgraduate Researcher with the living stipend, scholarship or salary, and at which the Postgraduate Researcher is first recruited. | | | | |
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| The Home Institution will be: | |  | | |
| The Host Institution will be: | |  | | |
| The following persons have been designated as the **principal supervisors**, and will be responsible for providing primary supervision of the Postgraduate Researcher from their respective institution: | | | | |
|  | Home institution | | | Host institution |
| Principal supervisors (name and title) |  | | |  |

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| Faculty and School/Department |  |
| Email address | <mailto:> |
| Telephone numbers |  |
| 3. INTERNATIONAL RESEARCH TRAINING GROUPS | |
| Is the Postgraduate Researcher part of an established International Research Training Group (IRTG) between \*\*\*\* and Manchester? | |
|  | Yes  No |
| If yes, name of IRTG: |  |
| **4. PROPOSED PROJECT AND SUPERVISION ARRANGEMENTS** | |
| Describe the thesis topic that will be undertaken: | |
|  | |
| The following regulatory approvals will be required in order for the Postgraduate Researcher to conduct their research at the Home and Host institutions *(e.g.: ethics approvals, materials handling certifications, health or police checks, discipline specific training)*: | |
|  | |
| The following arrangements will be put in place for the appropriate management and retention of [research data generated](https://www.library.manchester.ac.uk/services/research/research-data-management/planning/) during the research: | |
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| The University of Manchester and \*\*\*\* agree to provide a safe environment for the Postgraduate Researcher for the duration of the Programme in accordance with \*\*\*\* Health and Safety Policy *[INSERT LINK]* and Manchester’s Health and Safety policy *https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=654* | |
| The date of commencement of joint candidature arrangements is:    Commencement date is the first day that the Postgraduate Researcher starts work towards the Program (start date). For Postgraduate Researchers whose Home Institution is Manchester this is the date of registration. | |
| **Allocation of time**  The Postgraduate Researcher will be funded for, and is expected to submit their thesis for examination within, x years of elapsed candidature. Subject to exceptional circumstances, the Postgraduate Researcher may be granted an extension or writing up period and must submit their thesis for examination within a maximum of four years of elapsed candidature.  The Postgraduate Researcher will divide their time between the Home and Host institution and will spend a minimum of at least 12 months at each institution.  The expected periods to be spent at each institution are as follows | |



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| Period *(Provide proposed dates in dd/mm/yy format)* Location (Home or Host Institution) | | | |
| From date |  | to | Home / Host |
| From date |  | to | Home / Host |
| From date |  | to | Home / Host |
| From date |  | to | Home / Host |
| From date |  | to | Home / Host |
| From date |  | to | Home / Host |
| **Leave policies affecting candidature**  The effective leave policies will be that of the institution the Postgraduate Researcher is physically located at, excepting Parental leave (maternity, adoption and partner leave) which will be determined by their Home Institution’s policy.  Leave of absence is a period of non-enrolment that may be granted for reasons such as sickness, family or career responsibilities, which temporarily hinder the Postgraduate Researcher’s studies.  When leave is approved under either institution’s policies, the expected thesis submission date and progress review due dates will be adjusted at both institutions by the appropriate length of the approved leave period.  While at \*\*\*\* leave is granted in accordance with *[insert section]* of the \*\*\*\* [*[Insert*](file:///\\nask.man.ac.uk\home$\Downloads\%5bInsert) *policy and link]*  While at Manchester leave is granted in accordance with the policies and procedures outlined in the ‘Changes to degrees’ section of the PGR Code of Practice: *https:*[*//www.staffnet.ma*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/code/)*n*[*chester.ac.uk/r*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/code/)*b*[*e/rdrd/code/*](http://www.staffnet.manchester.ac.uk/rbe/rdrd/code/)  ***Note*:** recreational leave (up to x weeks at \*\*\*\* or 8 weeks at Manchester per year) will not affect the thesis submission date.  ***Note:*** Postgraduate Researchers will need to consider any relevant visa and immigration requirements when taking leave of absence. | | | |
| The following arrangements will be put in place to ensure effective supervision of the candidate and effective communication between the supervisors at Home and Host institutions*:* | | | |
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| The following arrangements will be put in place to ensure the Postgraduate Researcher’s progress is reviewed formally on at least an annual basis: | | | |
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| **5. THESIS REQUIREMENTS** |
| The expected format and approximate word length of the thesis is: |
| The expected format of the thesis is per the *[insert link]* at \*\*\*\* and the *Presentation of Theses Policy* at Manchester.  The word length of the thesis will not exceed 80,000 words exclusive of tables, maps, bibliographies and appendices. |
| **6. THESIS EXAMINATION** |
| The Thesis Examination Board will consist of: |
| * For example… * At least two examiners external to, and independent of, all Partners; AND * One examiner internal to Manchester. |
| The following arrangements will govern the selection of examiners and examination of the thesis. |
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| **7. ORAL EXAMINATION/ VIVA** |

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| The Oral Examination Board will be assembled by The University of \*\*\*\* and will consist of: | | |
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| The following arrangements will govern the Oral Examination / Viva process: | | |
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| **8. FINANCIAL ARRANGEMENTS** | | |
| The Home institution will provide the Postgraduate Researcher with a living stipend. Both the Home and Host institutions will waive any applicable tuition fees. The following financial arrangements will apply to this Postgraduate Researcher’s Program: | | |
| Institution: | Home | Host |
| a) Tuition fee remission waiver: |  |  |
| b) Living stipend (scholarship): |  |  |
| c) Travel costs of the Postgraduate Researcher: |  |  |
| d) Insurance costs of the Postgraduate Researcher  (health, travel): |  |  |
| e) Travel costs of the supervisors, as they apply to the supervision of the  Postgraduate Researcher: |  | |
| f) Honoraria for external examiners: |  | |
| g) Technology costs associated with the Oral Examination (e.g. video/ teleconference): |  | |
| h) Travel costs associated with the Oral Examination for the: |  | |
| 1. Postgraduate Researcher 2. Supervisors 3. External examiners |  |  |

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| **9. INTELLECTUAL PROPERTY ARRANGEMENTS** |
| (IF RELEVANT) Where the research is conducted under a funding / third-party agreement, the following conditions upon  ownership and /or communication of the research: |
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| **Where there is no third-party funding agreement, the general rule is that the Institution will own any Intellectual Property rights generated by its employees, jointly generated intellectual property will be jointly owned. Further details can be provided on request.** |
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| **10. AUTHORSHIP AND THESIS ACCESS ARRANGEMENTS** |
| **Copyright in the thesis will vest in the Postgraduate Researcher and Intuitional access arrangements will apply unless otherwise indicated below:** |
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| The following arrangements will apply to any publications arising from the Postgraduate Researcher’s work *(indicate copyright arrangements, anticipated author roles and attributions where co-authored publications are expected and publication access*  *requirements)* |
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| **11. UNIVERSITY APPROVALS** | |
| **INSTITUTION NAME** | University of \*\*\*\* University of Manchester |
| **PRINCIPAL SUPERVISORS** | |
| Name |  |
| Signature |  |
| Date |  |
| (IF RELEVANT) To confirm whether the Postgraduate Researcher has been granted a place in an International Research Training Group (IRTG), the Head of Department/Head of School will consult with the IRTG coordinator or academic lead.  Has the Head of Department/Head of School received confirmation from the IRTG coordinator or academic lead that the named Postgraduate Researcher is being supported as part of the IRTG? | |
|  | Yes □ No □ Yes □ No □ |
| **HEAD OF DEPARTMENT / SCHOOL** (as appropriate) | |
| Name |  |
| Signature |  |
| Date |  |
| **RESPONSIBLE OFFICER AT ENROLLING FACULTY** | |
| Name |  |

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| --- | --- |
| Position | Associate Dean, Research Training Associate Dean, PGR |
| Signature |  |
| Date |  |

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| **12. POSTGRADUATE RESEARCHER ACKNOWLEDGEMENT** | | | |
| The content of this Agreement has been discussed with me, and I acknowledge these conditions will apply in respect to my Program, unless varied by agreement between the Home and Host Institutions, and with my knowledge. | | | |
| Name |  | | |
| Signature |  |  |  |