

**University of Manchester**

**Faculty of Humanities Doctoral Academy**

**Guidance on Visiting Postgraduate Researcher Process**

This process works to support the University visitor’s [policy](https://documents.manchester.ac.uk/display.aspx?DocID=42562) and [Visiting Research Student Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20693)

This document is to support the process for **Visiting Postgraduate Researchers inclusive of MPhil** only.

Each year several researchers who are currently registered for a PGR programme at another institution spend time at the University undertaking research and training. All visiting researchers must be formally registered.

Appropriate registration of PGR visitors on the student record system means that the University can meet its legal obligations for monitoring and oversight of students, e.g., for immigration, insurance, health and safety, and export control due diligence purposes. All PGRs visiting the University for more than a week must be registered on Campus Solutions. Registration ensures the student experience, providing University identification, allowing access to email, access to the library and other buildings and facilities, as well as ensuring associated insurance coverage.

It is, therefore, a requirement that the Doctoral Academy Admissions Team be made aware of all visiting PGRs to enable us to:

* approve all tuition fee levels in advance of the PGR’s arrival (by the relevant School PGR Director or their representatives)
* formally register the PGR on the University system to allow the payment of appropriate fees (where applicable) which cover swipe card, email, library access, insurance cover for access to buildings and facilities

**PROCESS OF APPROVAL**

Supervisors are required to complete the ‘HUMS Doctoral Academy Visiting PGR Approval Form’ as soon as possible following the process below, and before the visiting PGR’s expected start date.

**Step 1:** If a supervisor receives an enquiry from a potential visiting PGR and wishes to proceed, they should complete the ‘HUMS Doctoral Academy Visiting PGR Approval Form’, with input from the visiting PGR where needed, and email the signed form to HUMS.doctoralacademy.admissions@manchester.ac.uk.

For visits lasting 6–12 months, Visiting PGRs must meet IELTS or an equivalent language requirement. See the Appendix for further information.

**Export Control Check**

Export control due diligence checks need to be carried out for all visitors (including students) during the approval process. If a licence is needed, government approval may take several weeks. Supervisors are responsible for managing this process.

Step 1.1 must be carried out. Steps 1.2 and 1.3 may be required depending on the outcome of the first step.

**Step 1.1:** The proposed supervisor will need to visit <https://www.staffnet.manchester.ac.uk/export-controls-info/visitors/>, select the option which best suits the visiting PGR and if a control check is required as the Visiting PGR is from one of the [key countries](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46167) facing sanctions or embargos, complete the paperwork as indicated and send it to ECC@manchester.ac.uk.

**Step 1.2:** The Export Control Team will send an export control outcome letter to the supervisor where applicable.

**Step 1.3:** If required the proposed supervisor to send the completed export control outcome letter to the Admissions team at HUMS.doctoralacademy.admissions@manchester.ac.uk

**Step 2:** The Admissions Team will provide the visiting PGR details on completing the online application form and submitting any required documents.

**Step 3:** After the form is submitted, the Admissions team will review the documents and assign the appropriate approvers in the PGR Admissions System (PGRA):

* School PGR Director (SALC)
* Department PGR Coordinator & School PGR Director (SoSS)
* Department PGR Coordinator (SEED)
* Head of Division (AMBS)

**Step 4:** The offer letter will include fee information (if applicable), calculated pro-rata for PGRs visiting less than a year. The Admissions team will inform the central Tuition Fees team of the PGRs study duration to ensure the correct fee is recorded.

**Step 5**: Once an offer letter is issued, the Admissions team will:

**Step 5.1:** send an email communication containing a link to a [Visiting PGR Padlet](https://manchester.padlet.org/mdehspg4/university-of-manchester-faculty-of-humanities-doctoral-acad-gwxdfmi5n24lxjox) to the visiting offer holder copying in the supervisor. This Padlet is designed to provide the Visiting PGR with important and relevant information to make the transition as smooth as possible.

**Step 5.2:** A month before the visit the Admissions team will check to ensure the record is ready for the incoming visit and liaise with the visiting PGR to ensure all arrangements are in place copying in the supervisor.

**Step 5.3:** 2 weeks before the visit the Admissions team will contact the visiting PGR to ascertain their arrival date and remind them of the information in the Visiting PGR Padlet as well as support the registration process. The supervisor will be copied into the communication.

**Workspace**

Visiting PGRs will be advised on what arrangements have been made for workspace. Schools within Humanities are moving towards a flexible working culture for PGRs. The admissions team will communicate with visiting PGRs 2 weeks before their arrival to confirm the workspace arrangements during the visit.

**Induction**

Visiting PGRs will be provided with pre-arrival information which includes information on applying for accommodation, the registration process, information on the visiting period such as library access etc. Induction will normally be part of the supervisor’s responsibilities. Further information can be found in the [Visiting Research Student Policy](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https%3A//documents.manchester.ac.uk/protected/display.aspx?DocID=20693) under section 3.4.

**Mandatory Training**

To align with external and internal requirements set by UKVI, sponsors, funding bodies, and University compliance standards, a university-wide procedure has been established for monitoring visiting PGRs through eProg.

This initiative aims to ensure that visiting PGRs receive appropriate supervision, support, and a fulfilling experience during their time at the University of Manchester.

Supervisors hosting visiting PGRs will be required to complete:

* Expectations milestone at the start of the visiting period in conjunction with their visiting PGR
* Monthly attendance and engagement milestones for the duration of the visit

Visiting PGRs, on the other hand, will be required to fulfil mandatory online training via eProg progression milestones before the conclusion of their visiting period. These courses include:

* Health and safety on campus
* Data protection and cyber security

Please ensure arrangements are made for regular in-person meetings between yourself and your Visiting PGR while they are at the university and complete the milestones to ensure their engagement and progress are formally recorded.

**WAM Allocation**

Supervisors should consult their Department / School regarding WAM allocation when considering taking on the supervision of Visiting PGRs.

**Fees**

Supervisors should select the relevant fee band on the approval form. See the University [policy](http://documents.manchester.ac.uk/display.aspx?DocID=20693) on visiting PGRs and [fee bands](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/visiting-student-fees/).

The payment of a tuition fee is required to cover the following:

* **Band 1** fee will give the visiting PGR access to university facilities
* **Band 2-4** in addition to Band 1, the consumable figure quoted will go towards supporting the supervisor in the visiting PGR’s research.

**Strategic Partnerships and Fee Waivers**

Visiting PGRs from strategic partners stated below will have tuition fees waived. For visiting PGRs from other institutions, Schools have the discretion to consider locally whether any partnership arrangement warrants a fee waiver for visiting PGRs.

* The University of Melbourne
* University of Toronto
* Chinese University of Hong Kong
* Indiana University (all campuses)
* Stockholm University
* KTH Royal Institute of Technology
* Tel Aviv University
* Heidelberg University
* Indian Institute of Science Bangalore
* Osaka University
* University of Tokyo
* University of Texas
* Peking University
* Tsinghua University
* Bordeaux University
* Ashoka University
* O.P Jindal Global University

**Faculty & School level Partnerships**

For faculty-level partnerships, a fee waiver will be applied. However, for school-level partnerships, a supervisor must obtain the school PGR Director's approval for a fee waiver to be applied.

* Tongji University (AMBS only)
* University of Gothenburg (AMBS only)
* University o Turn (AMBS only)
* European Forum for Studies of Policies for Research and Innovation (EU-SPRI)

**To note:** MPhil researchers are eligible for consideration as visiting PGRs. The home institution is responsible for determining the maximum duration of the visit to the host university. Typically, when PGRs visit other institutions, the visit duration does not exceed 50% of their total degree period. Similar arrangements are generally implemented by other institutions.

**Appendix**

Based on the duration of the proposed visit an English Language test may be required.

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| **English Language Documents Required by Visiting PGRs** |
| **Visits of up to 6 months duration** | **Visits of 6 – 12 months’ duration** |
| English language evidence is not required.  | English language evidence, such as IELTS, TOEFL, or PTE test results, is required.An exemption applies if the visiting PGR has previously completed a degree qualification from an approved English-speaking country within the last 5 years. |

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| **Document control box**  |
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