 **University of Manchester**

**Faculty of Humanities Doctoral Academy**

**Visiting Postgraduate Researcher Approval Form**

**Supervisor to return the completed form to the Admissions Team**

([HUMS.doctoralacademy.admissions@manchester.ac.uk](mailto:HUMS.doctoralacademy.admissions@manchester.ac.uk))

*See* *accompanying document ‘HUMS Doctoral Academy Guidance on Visiting PGR Process’*

**SUPERVISOR DETAILS**

|  |  |
| --- | --- |
| Supervisor Name |  |
| School |  |
| Department |  |

**VISITING PGR DETAILS**

|  |  |
| --- | --- |
| Applicant Name |  |
| Current registered place of study/Institution |  |
| Applicant Email Address |  |
| Arrival date |  |
| Duration of visit |  |

**STRATEGIC PARTNERSHIP**

|  |  |
| --- | --- |
| Is a strategic/institutional/Faculty or School level partnership with the Visiting PGR’s Home institution in place? (see [Visiting PGR Process for Supervisors](https://documents.manchester.ac.uk/display.aspx?DocID=70807) for a list of partnerships) | Yes  No |
| If yes, please state the name of the partnership in place |  |

**STUDY DETAILS**

|  |  |
| --- | --- |
| Provide a detailed statement for the purpose of visiting the school and the aim to be achieved |  |
| State details of the collaboration between Manchester and the applicant’s current institution of study |  |
| Give details of supervision arrangements whilst in Manchester (including any contact with the supervisory team) |  |

**FEES** (2025/26 - 01.08.2025-31.07.2026)

non-collaborative fees for other subject areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fee band** | **Total per year** | **Total per month** | **Consumables per month to the supervisor** |
|  | Band 1 | £5,500 | £458 | Nil |
|  | Band 2 | £9,100 | £758 | £300 |
|  | Band 3 | £10,850 | £904 | £446 |
|  | Band 4 | £23,800 | £1,983 | £1,525 |
|  | ***Waiver of tuition fees***  *Visiting PGRs from strategic partners* (both at the institution and Faculty level) *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.* | | | |

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

**FUNDING**

**Select relevant funding source for payment of fees (X):**

|  |  |  |  |
| --- | --- | --- | --- |
| Self-Funded |  |  | |
| External Sponsor/institution |  |  | |
| Strategic/Institutional/Faculty/ School Partnership – Fee waived |  |  |  |
| Mobility scheme |  | Indicate name: |  |
| School agreed Fee Waiver (outside of Strategic Partnerships) |  | Indicate the account code to be charged: |  |
| Supervisor |  | Indicate the account code to be charged: |  |
| If there is a consumables element to be paid to the supervisor, indicate the account code to which this should be paid: | | |  |

|  |  |
| --- | --- |
| **Export Control**  Depending on the nature of the project, it may require an Export Control licence. It is the supervisor's responsibility to check whether Export Control approval is required. Further information and resources to assist staff and researchers in understanding their duties and ensuring compliance with export control regulations can be found on the Export Control [website](https://www.staffnet.manchester.ac.uk/export-controls-info/). This includes guidance on dealing with individuals or entities from [key countries](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46167) facing sanctions or embargoes.  This may not seem immediately relevant, but there are hidden pitfalls that we need to be aware of, around the transfer of knowledge or academic partnerships.  If Export Control is required, please follow the process on the Export Control website. If you have any questions please contact the Export Controls Team at [ECC@manchester.ac.uk](mailto:ECC@manchester.ac.uk). | |
| Confirm you have read the guidance and if required will carry out the necessary check for export control | ☐ Yes  ☐ No |

**APPROVAL**

|  |  |
| --- | --- |
| I confirm that the above details are correct and that sufficient resources will be available to support the work of this visiting PGR for the specified period | |
| **Supervisor signature:** | **Date:** |

**SUPPORTING DOCUMENTS**

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| --- | --- |
| **Documents Required by Visiting PGRs for Standard Visits** | |
| **Visits of up to 2 months duration** | **Visits of 2 – 12 months’ duration** |
| **Confirmation of Studies Letter** from the programme team at the Home institution, confirming the start date of the PhD studies, the current stage of study, and the agreement to the student visiting. | **Confirmation of Studies Letter** from the programme team at the Home institution, confirming the start date of the PhD studies, the current stage of study, and the agreement to the student visiting. |
| **Statement of Research Plan and Intentions**, including justification confirming the connection between the school’s expertise and facilities to enable the PGR to undertake the research work/research project | **Statement of Research Plan and Intentions**, including justification confirming the connection between the school’s expertise and facilities to enable the PGR to undertake the research work/research project |
| **Letter of support from home supervisor**. This must be provided on the official letterheaded paper of the home institution, be freshly dated, and bear their signature | **Letter of support from home supervisor**. This must be provided on the official letterheaded paper of the home institution, be freshly dated, and bear their signature |
| **Official sponsor letter** (if the PGR is in receipt of an official scholarship that covers the visit) | **Official sponsor letter** (if the PGR is in receipt of an official scholarship that covers the visit) |
|  | **Research proposal** (to include a summary of the PhD research proposal – no longer than 1500 words) |
|  | **Degree certificates and grade transcripts** of all previous degree qualifications that have been awarded (these documents must be written in English). |
|  | **CV** |

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| --- |
| **Documents Required by Visiting PGRs for Strategic / Institutional / Faculty / School level Partnerships** |
| **Letter of support from home supervisor.** This must be provided on the official letterheaded paper of the home institution, be freshly dated, and bear their signature |
| **Research Plan and Intentions.** A proposed research plan for the exchange period, should the exchange period include a research component, approved by the main doctoral supervisor at the Home Institution and the host supervisor at the Host Institution. |

**ENGLISH LANGUAGE**

|  |  |
| --- | --- |
| **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. |