

**University of Manchester**

**Faculty of Humanities**

**PGR Split-Site Process**

The Doctoral Academy will consider an application for an individual split-site programme where evidence can be provided that one or more of the following goals can be achieved:

* Developing or extending a successful, well-established research collaboration;
* Contributing to the recruitment of increased numbers of high-quality international research PGRs;
* Promoting world-class collaboration with leading universities, research institutes and/or commercial/industrial organisations with a significant research component and reputation.

A split-site programme is defined as one which leads to a University of Manchester award and involves a PGR undertaking a significant part of their research away from the university over the period of the programme. Note that split-site requests are not usually considered for MPhil degrees. Supervisors should refer to the [Collaborative Postgraduate Doctoral Research Programme Policy](https://documents.manchester.ac.uk/display.aspx?DocID=68687) and [University Policy for Split-Site PhD arrangements](https://documents.manchester.ac.uk/display.aspx?DocID=68688).

The Doctoral Academy expects that a PGR following a split-site programme will have experience comparable to that of a standard Manchester PGR in terms of supervision, access to facilities, opportunities for skills training and career/personal development and appropriate levels of pastoral support.

**Supervisory Team**

The Main Supervisor (Manchester) must meet all the requirements as set out in the [University Policy for Supervision](https://documents.manchester.ac.uk/display.aspx?DocID=615). A Manchester co-supervisor must also be appointed to the supervisory team. The Doctoral Academy (via the Research Degrees Panel or an appropriate representative) will approve the external co-supervisor at the partner organisation. This co-supervisor must meet the criteria set out in the [University of Manchester’s Code of Practice](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/) and abide by the requirements of the policies for supervision and progress. This will include the use of eProg throughout the programme of study; PGRs are expected to engage with eProg and all mandatory meetings/forms should be completed as would be required on a standard PhD programme.

It is expected that the University of Manchester supervisor will make a least one visit to the partner organisation over the course of the programme.

**Progression, Assessment and Monitoring**

PGRs on a split-site programme are required to be in Manchester for the first four weeks of the programme during registration to attend induction, meet their supervisory team, undertake a development needs analysis and attend any subject specific training. In some instances, throughout the programme, compulsory taught units are required to be completed as part of the PhD programme. PGRs will be required to attend on campus to complete these units. 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 study plan. Any subsequent changes to the schedule of attendance must be agreed with the PGR and recorded in an amended plan.

**Fees**

PGRs registering for a split-site programme will be charged 70% of the standard tuition fee unless the entire year is spent at Manchester in which case the full annual fee will be charged.

**APPROVAL PROCESS**

The following steps will need to be completed for a split-site programme request:

**Step 1:** The PGR will be required to submit a formal University online application (including supporting documents) for assessment and review in line with the standard admissions process.

**Step 2:** If the project proposal is considered suitable for a split-site arrangement by the Department PGR Director/Division Coordinator and circulated to the identified main supervisor (Manchester). The main supervisor should informally discuss the project and split-site request with the applicant. If the application will progress the formal interview process must be followed including completion of the [HUMS Interview Form](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=B8tSwU5hu0qBivA1z6kad1N60lc5rRtItRNXOuqmuABURUVIUEkyRjRaQVhFQ05LRlFEOUVaMkVGSiQlQCN0PWcu&Token=e1f65d4831f34696a0c34b755a57e379). It is expected that as part of the formal interview, the discussion about the split-site is recorded.

**Step 3:** Should the main supervisor wish to proceed to a formal offer the ‘Split-Site Application Form’ is required to be completed and the relevant signatures obtained before submitting this with accompanying documents (external supervisor CV) along with a comprehensive study plan. If compulsory taught units form part of the PGR programme this will need to be included in the study plan. The split-site Application Form should be returned to HUMS.doctoralacademy.admissions@manchester.ac.uk subject heading ‘Split-Site request’.

**Step 4. Export Control Check**

Export control due diligence checks need to be carried out as part of the approval process. If a licence is required, it can take a few weeks to receive a response from the Government. It is the responsibility of the supervisor to take this forward.

Step 4.1 must be carried out. Steps 4.2 and 4.3 may be required depending on the outcome of the first step.

**Step 4.1:** The proposed supervisor will need to visit [**https://www.staffnet.manchester.ac.uk/export-controls-info/visitors/**](https://www.staffnet.manchester.ac.uk/export-controls-info/visitors/)**,** select the option which best suits and if a control check is required as the applicant 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 4.2:** The Export Control Team will send an export control outcome letter to the supervisor where applicable.

**Step 4.3**: If required the proposed supervisor is to send the completed export control outcome letter to the Admissions team at**HUMS.doctoralacademy.admissions@manchester.ac.uk**

**Step 5:** The Doctoral Academy will consider the application and supporting documents for a split-site programme via its Research Degrees Panel. Following the review, the admissions team will notify the main supervisor of the outcome.

**Step 6:** If approval for a split-site programme is granted the main supervisor will need to complete the [HUMS Offer Proforma](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=B8tSwU5hu0qBivA1z6kad1N60lc5rRtItRNXOuqmuABUQUZGUUUxVkoyS1RMU0JEVEtUV09CWlBFTCQlQCN0PWcu&Token=eb42686472c44ffca465414125e89552). Approval of the offer will be carried out in line with the standard admissions process.

**Step 7:** If approval for a split-site programme is not granted the main supervisor should discuss with the applicant whether the standard programme is suitable. Any amendments required to the research proposal should be made at this stage and the updated proposal submitted to the Doctoral Academy Admissions Team. The main supervisor will need to complete the [HUMS Offer Proforma](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=B8tSwU5hu0qBivA1z6kad1N60lc5rRtItRNXOuqmuABUQUZGUUUxVkoyS1RMU0JEVEtUV09CWlBFTCQlQCN0PWcu&Token=eb42686472c44ffca465414125e89552). Approval of the offer will be carried out in line with the standard admissions process.

**Step 8:** A formal contract is required and will be initiated by the Doctoral Academy. The University’s Contracts Team are responsible for producing all split-site agreements and they will be informed by the Doctoral Academy once a split-site request has been approved.

**Please note:** candidates and supervisors should consider the lead-in time for approving split-site agreements and ensure that the completed paperwork is submitted at least two months in advance of the planned registration date.

Any queries regarding split-site programmes, potential partner organisations or agreements, should be directed to HUMS.doctoralacademy.admissions@manchester.ac.uk Doctoral Academy, Faculty of Humanities.