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**University of Manchester**

**Faculty of Humanities**

**PGR Split-Site Application Form**

**Supervisor to return the completed form to** **HUMS.doctoralacademy.admissions@manchester.ac.uk**

*See the accompanying document ‘PGR Split-Site Process’*

Refer to University Policy on [Supervision of Postgraduate Researchers](https://documents.manchester.ac.uk/display.aspx?DocID=615)

**The main supervisor must complete this proforma in conjunction with the PGR and external co-supervisor. Please complete all sections.**

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| **PGR AND PROGRAMME DETAILS** |
| PGRs Name: |  |
| Start Date of Programme (please state):e.g. September 2023 |  |
| Programme Duration | [ ]  3 Years [ ]  3.5 Years[ ]  4 Years  |
| Research Title |  |
| Funding Arrangements *(please provide details on how the PGR is currently funded)* |  |

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| **The Supervisory Team** |
| **Main Supervisor Name** |  |
| School |  |
| Department |  |
| Position | [ ]  Substantive [ ]  Honorary |
| Appointment | [ ]  Confirmed[ ]  Probationary |
| Are you an Early Careers Researcher (ECR) (see [University supervision guidance](https://documents.manchester.ac.uk/display.aspx?DocID=615)) | [ ]  Yes[ ]  No |
| Does your contract extend beyond the PGR’s expected registration period  | [ ]  Yes[ ]  No |
| If your appointment is not full-time, please indicate FTE here  |  |
| Number of currently registered PGRs (as the main Supervisor) |  |
| Number of currently registered PGRs (as co-supervisors) |  |

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| **Co-Supervisor Name** |  |
| School |  |
| Department |  |
| Position | [ ]  Substantive [ ]  Honorary |
| Appointment | [ ]  Confirmed[ ]  Probationary |
| Are you an Early Careers Researcher (ECR) (see [University supervision guidance](https://documents.manchester.ac.uk/display.aspx?DocID=615)) | [ ]  Yes[ ]  No |
| Does the contract extend beyond the PGR’s expected registration period  | [ ]  Yes[ ]  No |

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| **Co-Supervisor Name (if applicable)** |  |
| School |  |
| Department |  |
| Position | [ ]  Substantive [ ]  Honorary |
| Appointment | [ ]  Confirmed[ ]  Probationary |
| Are you an Early Careers Researcher (ECR) (see [University supervision guidance](https://documents.manchester.ac.uk/display.aspx?DocID=615)) | [ ]  Yes[ ]  No |
| Does the contract extend beyond the PGR’s expected registration period  | [ ]  Yes[ ]  No |

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| **PARTNER ORGANISATION - SUPERVISOR INFORMATION***Please attach the CV for the nominated co-supervisor* *(This must include supervisory research track record, publications and funding)* |
| **Co-Supervisor Name** |  |
| Organisation Name |  |
| Do you hold a substantive contract with your organisation? | [ ]  Yes[ ]  No |
| Does your contract extend beyond the PGR’s expected registration period  | [ ]  Yes[ ]  No |
| Number of PGRs supervised to completion  |  |

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| **Additional Co-Supervisor Name** |  |
| Organisation Name |  |
| Do you hold a substantive contract with your organisation? | [ ]  Yes[ ]  No |
| Does your contract extend beyond the PGR’s expected registration period  | [ ]  Yes[ ]  No |
| Number of PGRs supervised to completion  |  |

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| **PARTNER ORGANISATION INFORMATION** |
| Provide a brief description of the partner organisation – including size, research/teaching profile, number of students, facilities (IT, office etc) |  |
| Outline the arrangements for local induction and any required health and safety/risk assessments |  |

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| **STUDY ARRANGEMENTS**Working with the PGR and partner organisation co-supervisor, outline the study plan that covers the entire period of the programme, using the headings below. Append a study plan timetable as indicated. |
| Proposed area of research and summary of project *(an updated research proposal must be submitted to support this request)* |  |
| Timeline of study at each location (Manchester and Partner Organisation  | Download and complete this [Study Plan](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdocuments.manchester.ac.uk%2Fdisplay.aspx%3FDocID%3D68689&wdOrigin=BROWSELINK) to submit with the split site application form |
| Outline the nature of the work that will be carried out whilst the PGR is away from the University |  |
| Detail any ethical approvals required and timescales involved*(at either location)*Further information, including the Research Ethics Policy, is available here: [**Research Ethics at The University of Manchester**](https://www.staffnet.manchester.ac.uk/humanities/research/postgraduate-research/recruitment-and-admissions/admissions/ethics/) |  |
| Outline the process for managing the end-of-year Continuation Report(s) / Annual Reviews and Viva*(i.e. will this be held in Manchester or by Teams/Zoom?)* |  |
| What training courses will the PGR be able to access whilst away from the University of Manchester? (these can be project-specific or professional development) |  |

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| **Export Control**Depending on the nature of your project this may require an Export Control licence. It is the supervisor's responsibility to check whether Export Control approval is required. Further Information can be found on the Export Control [website](https://www.staffnet.manchester.ac.uk/export-controls-info/).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. |
| Confirm you have read the guidance and if required will carry out the necessary check for export control | [ ]  Yes[ ]  No |

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| **SUPERVISOR(S) & PGR** |
| I confirm that the above details are correct and that sufficient resources will be available to support the work of this PGR for the specified timeframe (electronic signatures acceptable) |
| The University of Manchester Main Supervisor signature: | **Date** |
| Partner Organisation Co-Supervisor signature: | **Date** |
| PGRs signature: | **Date** |

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| **DEPARTMENT AND SCHOOL APPROVAL** |
| Department / Division signature: | **Date** |
| School PGR Director signature: | **Date** |

Please return the form and supporting documents for the final stage of approval to be sought

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| **DOCTORAL ACADEMY USE ONLY**To be completed by the Associate Dean for PGR |
| Associate Dean for PGR Approval Granted  | [ ]  Yes[ ]  No |
| Any additional Comments: |  |