

# **Split Site Policy for Doctoral Research Programmes**

## **November 2016**

**Research Degrees and Researcher Development  
Directorate of Research and Business Engagement**

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## **1 INTRODUCTION AND DEFINITION OF A SPLIT-SITE DOCTORAL PROGRAMME**

- 1.1** This document sets out the policy for split-site Doctoral Programmes arrangements at the University of Manchester (UoM). It should be read in conjunction with other relevant University policies and guidance for postgraduate research degrees (referred to hereafter as the 'Code of practice for postgraduate research degrees') and the University's 'Policy and procedures for the quality assurance of collaborative provision' which are available respectively at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/>

<http://www.tlso.manchester.ac.uk/map/collaborationsandpartnerships/>

- 1.2** This policy aims to ensure rigorous quality mechanisms are in place to safeguard the student experience whilst recognising the different contexts within which partners operate, and the different needs and requirements that this presents. This policy provides a flexible institutional framework for all types of split-site Doctoral Programmes and outlines minimum institutional requirements. Faculties will need to consider this policy in the context of specific, local arrangements and partnerships, and this may lead to more detailed requirements being developed at Faculty level, where appropriate.
- 1.3** The Manchester 2015 agenda emphasises the need to ensure that the student experience is of the highest standard. This policy provides a University framework which aims to ensure that students registered for a split-site Doctoral Programmes have a positive experience which is comparable with other UoM research students whilst also protecting the reputation and standing of the University by being clear about the expectations and responsibilities of all parties involved in the partnership.
- 1.4** For the purposes of this document a split-site Doctoral Programme is defined as a Doctoral Programme which leads to a University of Manchester award and involves students being fully registered as University of Manchester students whilst spending a significant period of their research away from the University, at another approved organisation, which will normally be overseas. The term split-site includes arrangements which were previously known as "external Doctoral Programmes" and "split-time Doctoral Programmes".
- 1.5** This policy does not cover Doctoral Programme degrees that involve students undertaking field work or other specific visits away from the University, as part of their research. It does not cover validated Doctoral Programmes or Doctoral Programmes by distance learning. For more information about these other types of degrees please contact the University's Graduate Education Team (see link below for contact details).
- 1.6** All split-site Doctoral Programme arrangements require a formal agreement between the University and the partner organisation(s). The University's Contracts Team are responsible for producing all split-site Doctoral Programme agreements. As soon as a new split-site Doctoral Programme arrangement is being considered the Contracts Team should be notified and involved in all contractual matters. Further information including contact details for this team are available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/contracts/>

- 1.7** The University's Teaching and Learning Support Office are responsible for the oversight of all taught collaborative partnerships. The Graduate Education Team is responsible for the policy and regulations for research degree collaborations including split-site Doctoral Programmes links.

Further information and contact details for both offices can be found at:

<http://www.tlso.manchester.ac.uk/>

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/>

Oversight and day to day management of split-site Doctoral Programmes is undertaken by the relevant Faculty Graduate Office. Contact details are as follows:

Faculty of Science and Engineering – [janine.calland@manchester.ac.uk](mailto:janine.calland@manchester.ac.uk)

Humanities – [Anusarin.Lowe@manchester.ac.uk](mailto:Anusarin.Lowe@manchester.ac.uk)

Biology, Medicine and Health – [Alison.Cox@manchester.ac.uk](mailto:Alison.Cox@manchester.ac.uk)

- 1.8** Individual student split-site Doctoral Programme arrangements, which permit a student to undertake some of their research at an approved place away from the University can also be set up in addition to institutional arrangements for groups of students. This policy applies to all students registered on split-site Doctoral Programmes.

Information about the fees for split-site Doctoral Programmes is available from the Student Services Centre at:

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/fees-amounts/split-sitephds/>

Queries can be sent to: [tuitionfees@manchester.ac.uk](mailto:tuitionfees@manchester.ac.uk)

The standard split site Doctoral Programmes fee is charged at 70% of the appropriate fee for the academic session unless the entire year is spent at Manchester in which case the full annual fee will be charged.

## **2 RATIONALE FOR DEVELOPING SPLIT-SITE DOCTORAL PROGRAMMES LINKS**

- 2.1** Reference should be made to the University 'Policy and procedures for the quality assurance of collaborative provision' (as listed above) for a full list of criterion to be considered when setting up new collaborative links. The following areas concentrate specifically on research degree links.
- 2.2** The Manchester 2015 agenda sets out ambitious targets in the area of research degrees, in terms of doubling the numbers of postgraduate students that complete within the specified period of their programme, and in the areas of research, collaboration and international links.
- 2.3** All proposed new split-site Doctoral Programmes links should, at an early stage in the process, be considered against the Manchester 2015 objectives to ensure that they have a strong rationale. The full document is available at:
- <http://www.manchester.ac.uk/aboutus/vision/>
- 2.4** Split-site Doctoral Programmes collaborations can help the University to meet its research and collaborative agenda by:
- extending a successful, well established research collaboration;
  - recruiting increased numbers of high quality international research students;
  - promoting world class collaboration with leading universities, research institutes and/or commercial/industrial organisation with a significant research component and reputation.
- 2.5** The University has signed up to the Salzburg II principles and all proposed links should be considered against the relevant sections of this document. Further information can be found at:
- [http://www.eua.be/Libraries/Publications\\_homepage\\_list/Salzburg\\_II\\_Recommendations.sflb.ashx](http://www.eua.be/Libraries/Publications_homepage_list/Salzburg_II_Recommendations.sflb.ashx)

### **3 APPROVAL PROCESS**

Full details of the approval process for all collaborative arrangements are set out in the University's 'Policy and procedures for the quality assurance of collaborative provision'. The following points apply specifically to split-site Doctoral Programme arrangements.

The approval process for establishing new split-site Doctoral Programme arrangements will need to be different depending upon the nature of the collaboration and the partner organisation. The following section distinguishes between the following two types of arrangement:

- a formal relationship between the University and a partner organisation that involves a number of students undertaking a Doctoral Programme on a split-site basis every year;
- an individual student undertaking a split-site Doctoral Programme on a one-off basis.

#### **3.4 Institutional arrangements**

Institutional level split-site Doctoral Programme arrangements that involve a number of students will always require a formal University approval process and a legally binding contract. The detail of how this will be organised will be determined on a case by case basis and staff from the Graduate Education Team and the relevant Faculty will need to discuss and agree the approach on a case by case basis.

The following issues should be considered when determining the precise nature of the approval process:

- length and nature of existing links with the proposed partner organisation;
- standing and reputation of the proposed partner organisation;
- previous experience of the proposed partner organisation in offering research degrees;
- nature of the proposed split-site arrangement, including time to be spent at the partner organisation and the nature/degree of the partner contribution e.g. skills training, specific research training needs, resource requirements for the research project etc.

#### **3.2 Individual student arrangements**

All individual collaborative student arrangements will require Faculty approval, via the Faculty Research Degrees Committee or equivalent. Detailed arrangements for these processes will be included in Faculty guidelines. An agreement and study plan will be required for each individual split-site student arrangements and this should be presented to the Faculty Research Degrees Committee as part of the approval documentation. A template for the individual student study plan is provided in Appendix 2. In all such cases, the arrangements must be designed to ensure an experience comparable to that of a student based entirely in Manchester.

## **4 KEY PRINCIPLES FOR SPLIT-SITE DOCTORAL PROGRAMMES**

The University's Code of Practice for Research Degrees applies to all split-site Doctoral Programme arrangements.

In addition to the Code of Practice, the following principles set out the University's minimum requirements for all split-site Doctoral Programme arrangements, whether they involve groups of students or an individual student. Reference should be made to the principles below when setting up any new arrangements and when operating existing links, either at a student or institutional level, in order to ensure that standards are in place to safeguard the experience of the student and the reputation and standing of the University. Some sections include possible questions and prompts to inform the approval, monitoring and review process for split-site Doctoral Programme links. Faculties should provide further local requirements and guidance as appropriate, within the minimum requirements of this policy.

### **4.1 Online support and communication technologies**

The University places a high strategic importance on the appropriate development and use of online technologies to help staff and students communicate and work together to support student learning and research. The use of online technologies can be particularly beneficial when students spend periods of time away from the University as they can ensure regular contact between staff and students, reduce response times for feedback on work, prevent students feeling isolated by helping them meet other students and provide a range of online resources to support students with their research project.

All split-site Doctoral Programme links should take advantage of the technologies available but also ensure that this is not used as a replacement for appropriate one to one contact and attendance at the University, where required. The approval and review processes for split-site Doctoral Programme links should consider the online mechanisms in place to support the arrangement and ensure they are effective for all involved.

The following areas of online provision should be considered when setting up a split-site Doctoral Programme arrangement, to supplement any face to face activity:

- Establishing a virtual student community providing student profiles to help students get to know each other and facilitating online discussions and presentations, where appropriate e.g. Blogs, discussion boards and Wikis
- Providing an online resource facility for students with useful documents, articles and links to help with their research and the possibility of some lecture/seminar material being provided on podcasts for students to access online;
- Providing students with the opportunity to access skills training and other taught courses online;
- Providing opportunities to share documents e.g. through Sharepoint to enable students and supervisors to exchange documents and share feedback
- The use of webcams or other audio visual means to conduct regular supervisory meetings.

Further information and guidance on online learning and support is available at:

<http://www.tlso.manchester.ac.uk/e-learning/>

#### **4.2 Taught units**

Split-site Doctoral Programme degrees that involve a significant taught element must adhere to the taught quality assurance and review processes for this element of the degree. Reference should be made to the University's 'Policy and procedures for the quality assurance of collaborative provision' and the University's 'Manual of Academic Procedures' which applies to all taught provision and is available at:

<http://www.tlso.manchester.ac.uk/map/>

#### **4.3 Application process**

Information about opportunities to study for a split-site Doctoral Programme should be provided in any publicity or other information available to students. Attendance and fees requirements should be clearly specified. The offer letter to students should include information about how the arrangement will operate, including fee and attendance requirements.

#### **4.4 Registration of students**

Students who are admitted on to a split-site Doctoral Programme must be registered as a University of Manchester student. Students will be required to register for each year of the degree in the same way as all other research degree students and this can be achieved online via the University's online registration process.

#### **4.5 Attendance requirements and mode of study**

The total period of attendance at the UoM will normally be a minimum of six months over the course of the research degree. The precise attendance requirements will be determined by the Faculty PGR committees and will be confirmed in writing to the candidate(s) at the time of acceptance for the degree and included in the agreement.

In deciding on these requirements, Faculty PGR committees will have regard to the University's responsibilities for the supervision, support and training of the candidate as set out in the *Code of Practice for Postgraduate Research Degrees*. Faculty PGR Committees will have discretion in deciding how best to carry out these responsibilities, which will include by attendance at UoM, by electronic or digital means, by attendance at some other location agreed with the candidate or by visits by School staff to the candidate's place of residence.

Students will normally be required to make an initial visit of a minimum of four weeks during registration in order to attend induction, meet their supervisory team, undertake a skills audit and attend subject specific skills training. Students will normally be required to attend their annual review meeting at the end of year one and have a further meeting with their supervisor. Students will normally be required to attend the UoM to submit their thesis and for their oral examination.

The timing and length of other periods of attendance will be decided by the Faculty PGR committee and will be set out in the student's study plan. Any subsequent changes to the schedule of attendance must be agreed with the candidate and recorded in an amended plan.



For many research degree arrangements it will be necessary for students to be present at the University for additional activities, over and above those detailed above, and for a longer period than the minimum six months. Faculties should therefore set out further requirements accordingly and consider this as part of the approval process.

Recommendations for the amount of time the student(s) needs to spend at Manchester, taking into account the partner organisation infrastructure, support offered to students at their split-site location, virtual and online facilities and arrangements available to students and staff at the partner organisation and the nature of the research to be undertaken, will need to form part of the approval process. The qualifications and prior experience of individual students should also be considered as part of this exercise. The Faculty Research Degrees Committee, or equivalent, will normally be responsible for approving the ultimate pattern of study for each student, within the University's minimum requirements. Detailed arrangements for how the approval process will operate will be determined at Faculty level.

Due to the particular challenges and extended period of registration for part-time Doctoral Programme study, split-site Doctoral Programme arrangements should normally only be set up for full-time students. Requests for part-time study will need to be considered by the Faculty PGR committee on a case by case basis.

#### **4.6 Support and information for students**

All split-site Doctoral Programme students must have a formal induction at the start of their degree. The induction should address specific issues in relation to split-site study. All students should also be introduced to the University online progression tool as part of their induction process. The progression system is available at <https://app.manchester.ac.uk/eprog/>

Research students have specific needs and requirements and it is important that students registered on a split-site Doctoral Programme are provided with appropriate levels of support and information through their research. Support needs may be particularly challenging if students are registered on a split-site basis and particular care needs to be taken when setting up new links to ensure rigorous mechanisms are in place.

##### ***Points to consider for approval, monitoring and review***

- ensuring there are robust structures in place to support students who encounter any problems which can include relevant virtual forms of support. This would normally be via the Advisor/Tutor role but should also include the provision of clear information to students about support services available to them;
- ensuring that there is specialist support in place for students with special needs or English language requirements;
- ensuring that University's online progression system is set up and all students and staff have access to the system particularly when they are away from the University.

#### **4.7 Skills Training and Personal Development Planning**

All students registered on a split-site Doctoral Programme must complete a formal training needs analysis, in order to identify their skills and training needs. This may be provided by the School or the partner organisation, as appropriate, but must meet University requirements, as defined by the University's Policy on Postgraduate Research Skills Training which is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/skills/policyandstrategy/>

This must be followed by an agreement between the supervisor and the student of a skills training programme which should be supported by a personal development plan (PDP).

For split-site attendance the initial period at the University will normally be focussed upon preparing the student for the research project and ensuring that skills training needs have been identified and are being progressed. Where skills training provision is not delivered by the University of Manchester it must be subject to rigorous monitoring and review mechanisms to ensure that the provision is appropriate, of a high standard and comparable with skills training delivered to students based at the University.

***Points to consider for approval, monitoring and review***

- will the student undertake their skills audit and training at the University of Manchester?
- if so, what mechanisms will be put in place to ensure that the student has full access to the audit and subsequent training opportunities?
- if the split-site proposal involves the student undertaking some or all of their skills training away from the University, an assessment will need to be made of the appropriateness of this provision and its comparability with provision at the University of Manchester;
- what measures have been put in place to ensure student can access the University's [training catalogue](#) whilst they are away from the University?

**4.8 Supervision**

Supervisory practice for split-site Doctoral Programmes must meet all the requirements on supervision as set out in the University's Code of Practice for Research Degrees which is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/>

Students registered on a split-site Doctoral Programme must have a designated supervisor at both the University of Manchester and the partner organisation. The Main Supervisor should always be based at the University of Manchester and the student and the Main Supervisor should meet at least once a month. This can include virtual meetings via webcam, email or other online technologies in addition to meetings in person. The progression of students registered on split-site Doctoral Programmes must be logged and monitored on the University's online progression system, in the same way as it is for all other Doctoral Programmes students.

The contractual agreement between the University and the partner organisation will include detailed information about the supervision arrangements, particularly in relation to managing the supervisory process when the student is away from the University. Detailed information about supervision arrangements will also be outlined in the study plan.

Supervision arrangements will need to be agreed for each new link or student, on an individual basis, but certain types of collaboration will normally require specific supervision arrangements.

***Points to consider for approval, monitoring and review***

- how often the student and the Main Supervisor will meet and how this will be organised when the student is away from the University;
- the relationship between the student, the Main Supervisor and the Co-supervisor, particularly as the Co-supervisor will be based away from the University;
- the process for selecting/approving the Co-supervisor, if they are based away from the University, to ensure that they meet University criteria, as stated in the University's Code of Practice;
- how information and support will be provided for supervisors who are based at the partner organisation, where appropriate, to ensure they are aware of the requirements of their role and University procedures;
- how staff from the partner organisation will receive support and supervisor training. Will this be provided at the University of Manchester or will this be organised separately by the partner organisation? Details of any opportunities for staff at the partner organisation to access support and supervisor training courses online;
- if supervisor training is to be provided away from the University, an assessment may need to be made to ensure that it is appropriate and meets University requirements;
- what measures have been put in place to ensure all members of the supervisory team have access to and are trained in the use of the University's online progression tool.

**4.9 Research environment and resources**

Research students must have ready access to an active research environment and appropriate resources to undertake their research effectively. For students who are spending periods of their research time away from the University extra care needs to be taken to ensure that they feel part of a research environment.

A key focus of the approval and ongoing monitoring processes for research degrees must be to ensure that the student's environment whilst they are away from the University is appropriate. The Faculty will need to make an assessment of the appropriateness of the research environment on a case by case basis depending upon the nature of the proposed link and the intended research. The Quality Assurance Agency (QAA) Code of Practice for Research Degrees provides a useful guide on different aspects of the research environment, which can be accessed at:

[www.qaa.ac.uk/academicinfrastructure/codeOfPractice/default.asp](http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/default.asp)

The University's 'code of practice for postgraduate research degrees' also provides guidance on the requirements of the research environment for its research students which is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/researchenvironment/>

***Points to consider for approval, monitoring and review***

Ensuring students have:

- access to appropriate resources and an appropriate physical environment in order to carry out their research effectively e.g. library facilities, IT facilities, adequate work space, other specialist equipment, as necessary;
- opportunities to interact and share ideas with experienced researchers and academic staff;
- opportunities to attend and present to seminars/conferences;
- opportunities to find out about and get involved in current research.

**4.10 Monitoring student progress**

The requirements of the University's Code of Practice for Research Degrees must be met for monitoring the progress of students registered on a split-site basis. The 'Policy for the Progress and Review of Postgraduate Research Students' is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/progressandreview/>

Consideration should be given to monitoring the student's progress whilst they are away from the University and details of the arrangements to manage the communication with, and support for, the student should be clearly laid out in the formal contract and student study plan. All students must be registered on the University's online progression tool.

Any enquiries about the online progression system should be directed to the School PGR administrator in the first instance:

All students registered on a split-site Doctoral Programme are subject to the University's guidance note, 'Leave of Absence, Interruptions, Extensions and Withdrawal / Termination of Registration for Postgraduate Research Degrees' which is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/>

**4.11 Examination processes**

All students registered on split-site Doctoral Programmes degrees are subject to the requirements as set out in the University's submission and examination requirements which are available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/submissionandexamination/>

The oral examination (viva) will normally be conducted at the University of Manchester. Exceptional requests for the oral examination to be conducted away from the University will need to be approved by the Faculty Research Degrees Committee and may be possible via video link.

#### **4.12 Annual monitoring and review of the provision of Doctoral Programmes degrees**

All research degree provision at the University of Manchester is subject to ongoing annual monitoring and review processes. Split-site Doctoral Programmes must be included in this exercise and faculties should include specific consideration of issues and evidence relating to split-site Doctoral Programme arrangements within their annual monitoring processes. The University's process for annual monitoring of the provision of research degree degrees is available at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/qualityassurance/>

In addition, any institutional level arrangements will be formally reviewed every five years. For institutional arrangements the contract and memorandum of agreement for the partnership should only be renewed following a successful review exercise.

Any changes to the arrangements set out in the contract and study plan will need to be approved by the Faculty Research Degree Committee or equivalent.

## **APPENDIX ONE: Study plan guidance notes**

All students registered for a split-site Doctoral Programme will need to work with their supervisor to complete a study plan covering their entire period of study. The study plan should be presented to the Faculty Research Degree Panel or equivalent for approval prior to the student registering at the University.

### **The study plan should include:**

- a.** Name of the partner organisation (background details on the organisation may be required by the Faculty depending upon the nature of the link)
- b.** Full name of the student (further details about the academic background of the student may be requested by the Faculty)
- c.** Name and contact details of the University of Manchester Main Supervisor
- d.** Name of Partner Organisation Co-Supervisor (details on the academic credentials of the supervisor may be required by the Faculty depending upon the nature of the link)
- e.** Name of the Adviser/Tutor for the student
- f.** Proposed area of research
- g.** An estimated period for the literature survey and the design of the project
- h.** Information about the student's skills training needs and how this will be taken forward to ensure the student has access to and attends appropriate skills training opportunities
- i.** Information about how the personal development planning process will operate for the student, particularly when they are away from the University
- j.** Arrangements for managing supervision when the student is away from the University including the frequency and approximate timing of visits by the University's Main Supervisor to the student whilst they are away from the University, and the role of the Co-supervisor
- k.** The frequency of visits by the student to the University over the full period of the degree and the nature of the work carried out during these visits
- l.** Confirmation that the University of Manchester Main Supervisor and the student will meet at least once a month
- m.** The nature of the work that will be carried out whilst the student is away from the University
- n.** Arrangements for the submission and assessment of annual progress reports and confirmation that the student will be examined at least annually by two members of University Manchester staff.
- o.** Arrangements for ensuring that the progress and review of the student is managed effectively throughout the entire period of the degree and particularly when the student is away from the University with confirmation that staff and students have been given full access and training on the University's online progression system.

- p.** Arrangements for the writing, submission and examination of the final thesis.
- q.** Confirmation that the viva will be held at Manchester.

**APPENDIX TWO – Example of split-site Doctoral Programmes  
checklist from Faculty of Humanities**

1) A completed student study plan should be presented to Faculty RDP as part of the approval process.
2) Must be registered as University of Manchester student. <input type="checkbox"/>
3) An agreement will need to be made as part of the approval process in terms of attendance at the University of Manchester and contact should be made with the University's central contracts team at an early stage in the approval process
The minimum requirements being:
(i) Register for the degree at the beginning of the 1st year; <input type="checkbox"/>
(ii) Undertakes a Skills Audit exercise and the necessary skills training. <input type="checkbox"/>
(iii) Establish a PDP and set up on University online progression system <input type="checkbox"/>
(iv) Attend the Oral Examination at Manchester. <input type="checkbox"/>
(v) Recommendations for the split time should be made. <input type="checkbox"/>
1 <sup>st</sup> Year:
2 <sup>nd</sup> Year:
3 <sup>rd</sup> Year:
(vi) Progress and review of students throughout the year needs to continue. <input type="checkbox"/> Please give details of review panel members and frequency of meetings:
(Vi) Must have University of Manchester Main supervisor <input type="checkbox"/>
(vii) UK supervisor and student must meet at least once a month <input type="checkbox"/>
(viii) Ensure external supervisor meets requirements for the University of Manchester as per Supervisor Code of Practice. <input type="checkbox"/>
(ix) Provision for external supervision must be provided and detailed in the study plan. <input type="checkbox"/>
(X) Access to research environment and appropriate resources to undertake their research (desk, computer, library facilities, etc.) <input type="checkbox"/>
(Xi) Must be examined annually by 2 x members of the University of Manchester staff <input type="checkbox"/>
(Xii) Examination process will be the same as the University of Manchester based



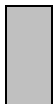
candidates.

**Signatures:**

Manchester Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

School PGR Director: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 3 Example study plan chart for a split-site Doctoral Programmes – Faculty of Engineering and Physical Sciences**

 Shade in blocks to highlight milestones to be completed

Year			Student			Supervisor	
			UK	Host	UoM Milestone		Study Plan
1	2008	Sept			Register with UoM		
		Oct			Attend UoM Introduction to Research		
		Nov			Undertake Training Needs Analysis & Personal Development Plan		
		Dec					
	2009	Jan					
		Feb			6 month review		
		March					
		April					
		May					
		June					
		July			End of Year 1 transfer report		
		Aug			Examination of end of year report		
		Sept					
	Oct						

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2		Nov				
		Dec				
	2010	Jan				
		Feb			18 month review	
		Mar				
		Apr				
		May				
		Jun				
		Jul			End of Year 2 transfer report	
		Aug			Examination of end of year report	
3		Sep				
		Oct				
		Nov				
		Dec				
	2011	Jan				
		Feb			30 month review	
		Mar				
		Apr				
		May				
		Jun				
		Jul				
		Aug				
		Sept			final Doctoral Programmes viva with a view to graduation in December 2011	



**APPENDIX 4 - Example of Application form for Split-Site Doctoral Programmes – Faculty of Engineering and Physical Sciences**

1) Student Name:
2) Supervisor Name:
3) University of Manchester co-supervisor (if applicable)
4) University of Manchester Advisor (or confirm that an advisor will be appointed before the start of the programme)
5) Partner Supervisor Name:
6) Project title and description
7) University of Manchester degree registration sought (delete as appropriate):  MPhil/Doctoral Programmes  Full-time/part-time
8) A statement of the planned attendance of the student at the University of Manchester should be given, the minimum requirements being:  (i) Registration, School and Faculty induction at the beginning of the 1st year <input type="checkbox"/>  (ii) GRADS induction course and Development Needs Analysis exercise. <input type="checkbox"/>  (iii) Establish a PDP <input type="checkbox"/>  (iv) Attend end of year progression interview at the end of every year <input type="checkbox"/>  (v) Attend the Oral Examination. <input type="checkbox"/>  (v) Plans for the programme should be made and presented in the form of a GANTT chart or table showing when the student is expected to be in Manchester, when or how frequently the supervisor will visit the partner and when the partner supervisor will visit Manchester. <input type="checkbox"/>  <b>Statement of attendance:</b>

<p>9) Statement of the relationship between the partner organisation and the University of Manchester, including any prior contact between the supervisors, research groups or schools.</p>

10) Attach a CV of the partner supervisor. Summarise the evidence that the supervisor has appropriate experience for the supervision of University of Manchester students.

11) State the facilities required for the project:

12) Describe the facilities available to the student at the partner organisation including library, IT and experimental apparatus (if appropriate)

13) Attach a statement from the partner organisation including confirmation that they approve the registration of the student, that the facilities required will be available to the student and specifying the number of hours per week that the student will have available for the project.

14) Checklist

(i) Progress and review of students throughout the year will be undertaken as per the UoM policy.

(ii) UK supervisor and student must meet at least once a year

(iii) Ensure external supervisor meets requirements for the University of Manchester as per Supervisor code of practice.

(iv) Provision for external supervision must be provided and detailed in the study plan.

(v) must have access to research environment and appropriate resources to undertake their research

(vi) Must be examined annually by 2 x members of the University of Manchester staff

(vii) Examination process must be the same as the University of Manchester based candidates.

(viii) External supervisor must meet the requirements of the University of Manchester Supervisor Code of Practice

(ix) Provision for external supervision must be detailed in the study plan

(x) The student must have access to a research environment and appropriate resources to undertake their research

(xi) The progress of the student must be reviewed annually by two members of staff of the University of Manchester.

(xii) Ensure that the student, as part of an induction, is referred to the partner institution's Health and Safety Policy



**Split Site Policy for Doctoral Research Programmes  
June 2016**

<b>Document Control Box</b>	
Policy / Procedure title:	Split Site Policy for Doctoral Research Programmes
Lead contact email	Helen.C.Baker@manchester.ac.uk
Date updated:	November 2016
Approving body:	MDC
Version:	3
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Next review date:	November 2021
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	<a href="#">Regulations for Postgraduate Research Students</a>
Related policies/procedures/guidance etc.	If your policy links to other documents at the University, list them here: <a href="https://www.staffnet.manchester.ac.uk/tlso/quality/collaborative-validated-provision/">https://www.staffnet.manchester.ac.uk/tlso/quality/collaborative-validated-provision/</a>
Policy owner:	Helen Baker, Head of Graduate Education & Researcher Development
Lead contact:	Helen Baker, Head of Graduate Education & Researcher Development