**Guidance on offering Postgraduate Researchers external employment opportunities**

This guidance is for Academics who offer external employment opportunities to PGRs and for PGRs considering an external employment opportunity such as in a spin out company.

The purpose of the guidance is to highlight some of the considerations that should be taken when offering/accepting external employment opportunities to ensure that areas such as conflicts of interest, wellbeing, meeting PhD requirements and clarity of responsibility are taken into consideration.

***Underlying principles:***

* PGRs are encouraged to engage in professional and career development training and opportunities during their research programme. Working for an external company on related scientific work is one type of such activity that PGRs may consider.
* Where an Academic engages a PGR to work for a company they are involved with (such as a spin out company) this is entirely separate from the University of Manchester, and therefore is not covered by any University policies or contractual arrangements. The employment relationship is not with the University.
* Outside employment should not detract from a PGRs main goal of completing their programme of research within the prescribed length of their programme and their funded period.

***Guidelines***

Supervisors and Academics/Researchers offering external employment to PGRs should therefore take the following into consideration when either engaging a PGR in external employment or where they are supervising a PGR who is undertaking external employment:

* PGRs are not obliged to commit to undertaking external research-related activities and should not feel pressured into doing so.
* PGRs should not engage in excessive amounts of external research, and consideration should be taken when engaging a PGR of the impact of the external work on their other commitments, in particular but not limited to their programme of research.
* For international students there are strict rules surrounding what they can do under the terms of a student visa and it is important not to breach these. If they do, they can be asked to leave the UK and may also receive a ban on re-entry for a specified period of time. If the Student is unsure on the limitations of their visa they should contact the Visa Team for advice.
* Students cannot receive a stipend from any source if they are in full time employment. If a student in receipt of a stipend goes in to full time employment they must inform the Doctoral Academy.
* Supervisors should ensure that PGRs are able to discuss any concerns that they may have with their academic progression due to their workload (either external work or teaching commitments) to ensure that this is not having a detrimental impact on their programme or wellbeing, and that where there are issues these are dealt with early.
  + Those offering external employment should be aware of any conflicts of interest and how these might impact on the PGR(s) they are engaging for external activity. For example, a PGR may not feel comfortable talking to their supervisor about the impact of external workload where the external workload is driven by their Supervisor, in this circumstance the supervisor must ensure there is an alternative option for the PGR in terms of raising any concerns about impact on their programme/studies for example ensuring the PGR can speak with their PGR advisor.
  + Both the PGR and the Supervisor (or Academic/Researcher offering external employment) should consider whether the expectations being made of the PGR are fair: are they going to be able to complete their theisis; are they putting undue pressure on the PGR; how will you manage the impact of supervisor/boss and student/employee relationships and any potential conflicts arising out of these.
  + Supervisors should consider and mititgate against all potential conflicts of interest that may arise as a result of offering external employment to a PGR, before the placement takes place. For example the impact on IP and risk that may be associated with potential IP leakage where a student will be working on something externally that may also be linked to the research they are doing under the University. Where the Supervisor has any questions or concerns with regards conflicts of interest and IP, these should be raised with the appropriate department contact in the University of Manchester Innovation Factory <https://www.uominnovationfactory.com/about/team/commercialisation-team/invention-discovery/>.
  + If a PGR feels uncomfortable raising issues with regards any conflict of interest arising with their Supervisor, they can speak with their PGR advisor or Head of PGR (as independent from the supervisor).

***Relevant Policies***

[Work for Outside Bodies Policy and University Consultancy Policy | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/news/display/?id=32386&utm_source=https%3a%2f%2femarketing.manchester.ac.uk%2fcommunicationsandmarketinglz%2f&utm_medium=email&utm_campaign=Managers+Need+to+Know+-+March+2025&utm_term=%7bEmailSubjectLine%7d&utm_content=110753&gator_td=0x2VdaD3zzfOjA1pwdTKyeS3A%2bbXgkNG7qDtRlf%2flsIact3WBKqtw4%2fOJp7OY0alfNYr3ZdK5jM8sgcfze0yz5ya9CH6psHfO7ZyNy1P5BInY9HxGbNlMr7E28qM3WHAtFCWqlOFheLv9EwIFsmIB2qcsX79pn7G18r7LakLwd8nIgWABZdzfzGKnixBSveh)