



Postgraduate Researcher (PGR) Research and Work Away from the University Procedure

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1. Introduction and Purpose

- 1.1 The purpose of this procedure is to provide guidance on the types of research and work that can be carried out away from the University and to specify instances where a Change of Circumstance request may be required.

2. Scope and Definitions

- 2.1 This policy applies to all full-time and part-time PGRs and relevant University of Manchester staff.
- 2.2 This procedure should be read alongside the [Postgraduate Researcher \(PGR\) Change of Circumstance Policy](#).
- 2.3 Types of research and work away from the University covered in this procedure include:
- Fieldwork
 - Mandatory Placements
 - Optional Placements
 - Internships
 - Exchanges
 - Institutional Visits

3. Research and Work Away from the University – General Principles

- 3.1 During a research programme, PGRs may be required or may choose to undertake a period of work or research away from the University.
- 3.2 If the time away is an integral part of the PhD programme a change of circumstance request may not be required. However, in all cases, local approval will be required. PGRs should consult their Faculty Doctoral Academy well in advance of making travel arrangements to understand the specific requirements and ensure that all approvals are in place.
- 3.3 Where the absence is not a mandatory part of a programme and/or is unrelated to the programme of study it may be necessary for PGRs to submit a formal change of circumstance request to accommodate the time away.

3.4 It is advised that PGRs refer to the individual [degree regulations](#) for circumstances in which research away from the University might be permitted and also seek advice from their supervisor(s) and their Faculty Doctoral Academy as to whether a formal change of circumstance request is required before undertaking any research or work away from the University.

3.5 PGRs on a student route visa are subject to restrictions that may not allow them to undertake a period of research or work away from the University that is not integral to their programme and/or is based outside of the UK. These PGRs should contact the [Student Immigration Team](#) and their Faculty Doctoral Academy for advice before undertaking any research or work outside of the University.

4. Fieldwork

4.1 A period allocated to research data collection that may or may not be off-campus but will be limited to a distinct period.

4.2 No change of circumstance request is required.

5. Mandatory Placements

5.1 A mandatory period of unpaid research or work away from the University that is an expected and integral part of the programme.¹

5.2 The research or work undertaken on a mandatory placement can contribute towards the research project or be a discrete activity that enhances career prospects and / or experience.

5.3 No change of circumstance request is required.

6. Optional Placements

6.1 A period of unpaid research or work away from the University that is usually optional but recognised as part of the programme.²

6.2 The research or work undertaken on an optional placement can contribute towards the research project or it may be a discrete activity that enhances the PGRs career prospects and / or experience.

6.3 An optional placement may or may not be funded and may require an [Extension to Programme](#) request in order to accommodate the time away if funder terms and conditions require it.

6.4 PGRs should seek advice from their Faculty Doctoral Academy if they wish to undertake an optional placement.

¹ While the placement itself will be unpaid a funded PGR will continue to receive a stipend as usual (if applicable).

² While the placement itself will be unpaid a funded PGR will continue to receive a stipend as usual (if applicable).

7. Internships

- 7.1 An 'unexpected' period of work away from the University that exists outside of the programme and may be paid or unpaid.
- 7.2 The work undertaken on an internship cannot contribute towards the research project and is a discreet activity that enhances career prospects and experience.
- 7.3 There is no formal relationship between the University and the employer and the University is not involved in the management, contract negotiation, funding or payments.
- 7.4 A full time internship will require an [Interruption](#) request and part-time internship may require a [Change to Mode of Attendance](#).

8. Exchanges

- 8.1 An approved period of time where a PGR visits another institution, which has a formal reciprocal arrangement with the University of Manchester, to conduct research related to their programme of study (examples of an exchange might be to learn new research techniques, access archives, use specific pieces of equipment, etc.)
- 8.2 No change of circumstance request is required.

9. Institutional Visits

- 9.1 A short-term visit to another institution related to the PGR's programme of study. It may be part of a formal partnership agreement with an external organisation.
- 9.2 No change of circumstance request required.

Version amendment history		
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1	October 2025	New procedure

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