

Appendix 8

Split-Site PhD Arrangements

Introduction and Definition of a Split-Site PhD

1. This document sets out the policy for split-site PhD arrangements at the University of Leicester. It should be read in conjunction with Senate Regulation 9
2. The University offers flexible research degree provision through a range of modes. A split-site PhD is defined as a PhD which leads to a University of Leicester award, and involves a student undertaking a significant part of their research in another country, typically at an overseas university or research organisation. Split –site PhDs may be suitable for both international and EU students.
3. This policy does not cover PhD degrees which involve students undertaking field work or other specific visits away from the University as part of their research.
4. Most split-site PhDs involve some type of collaborative arrangement where there is a formal agreement between the University and another organisation. However, it is possible for individual students to register on a split-site PhD, for example where there is existing collaboration between academic staff or where a School or Department is assured that such an arrangement is viable and appropriate for a particular student. Such cases must be approved by the Graduate Dean on behalf of the Postgraduate Research Policy Committee as detailed below.

Approval Process

5. The approval process for establishing split-site PhD arrangements will differ depending on the nature of collaboration and whether it is an institutional level agreement or an individual student undertaking a PhD.

Institutional Arrangements

6. Institutional arrangements will involve a number of students, usually over a period of years. A formal process to approve such arrangements will involve the Fee Setting and Programme Development Committee (FSPDC) and the Post Graduate Research Policy Committee and may involve a site visit. There will be a formal agreement with the partner institution.
7. The following issues will be considered during the approval process:
 - Standing and reputation of the proposed partner institution, including its experience of supervising research degrees
 - Length and nature of links with the partner institution
 - Facilities and resources available to students
 - Current research degree provision and experience
 - Nature of the proposed split-site arrangement, including time to be spent at the partner institution

Individual Student Arrangements

8. All individual split-site student arrangements will require the approval of the Graduate Dean through the submission of a detailed study plan. This should contain include the following information and be completed by the student and proposed supervisors and signed off by the Head of Department.
- The name of the partner organisation and the nature of any link between it and the department
 - Name of the student
 - Name of the Leicester supervisor
 - Name of the associate supervisor (with copy of c.v.)
 - Proposed area of research
 - Details of research training needs, including how and where research training will take place
 - Details of the periods the student will spend in Leicester over the period of his/her registration (these may be indicative and subject to change providing standard requirements are met)
 - Arrangements for managing supervision when the student is away from the University, including frequency and approximate timing of any visits
 - The nature of the work which will be carried out when the student is away from the University
 - Arrangements for the APG review and annual progress reports, including details of how progress will be reviewed when the student is away from the University
 - Confirmation that the viva will be held in Leicester.

Guidelines for Split-Site PhDs

9. The requirements of Senate Regulation 9: Regulations Governing Research Degree Programmes apply to all Split-Site PhD students. In addition, the following guidance applies.

Fees

10. Fees for students studying under an institutional agreement will be approved by the FSPDC. In the case of individual students the standard fee charged will be the appropriate full-time tuition fee based on the student's fee status for periods of time spent in Leicester and 50% of the fee for periods spent away from the University.

Attendance Requirements

11. Requirements for attendance at the University will be determined either as part of a formal agreement with a partner institution or at the time an offer is made for individual students.
12. The minimum period a student must spend at the University is 12 months, although this does not have to be a continuous period. The maximum period is 18 months. Students wishing to be in residence for longer periods should register as full-time campus-based students. It is advisable that the first six months of registration take place at the University where practical so that students can take advantage of induction and research training events.

Induction and Skills Training

13. All students should receive a formal induction and it is important that departments address specific issues in relation to split-site study. Split-site PhD students must also complete the requisite research training which is a compulsory component of the APG period. Training may be provided through a range of means, including attendance at sessions at the University, through distance-learning materials or at the partner institution. The initial period of attendance at the University will normally focus on preparing the student for the research project and identifying training needs through completion of a training needs analysis or equivalent. If skills training is not provided by the University it is the department's responsibility to ensure that the quality and standard of the training is appropriate and to determine how and where it will take place.

Research Environment and Resources

14. Departments must ensure that the research environment in which students are working when they are away from the University is appropriate and that they have necessary resources to undertake their research effectively. This will include library facilities, IT provision, adequate work space and other specialist equipment as necessary.

Monitoring and Review of Split-Site PhD Provision

15. As for all research degree programmes split –site PhD provision will be subject to annual developmental and periodic review processes. In addition any institutional level agreements should be reviewed after five years and only renewed following a successful review process.