

## CODE OF PRACTICE ON POSTGRADUATE RESEARCH DEGREES: APPENDIX 5

### PROCEDURE FOR OFF-SITE AND SPLIT SITE RESEARCH DEGREE STUDY

#### 1. Introduction

- 1.1 The Liverpool School of Tropical Medicine (LSTM) is committed to providing a high quality educational experience for all students, with appropriate academic support, administrative structures and good welfare services and facilities. This procedure is Appendix 5 of an inter-related framework of procedures under the *Code of Practice on Postgraduate Research Degrees*.
- 1.1.1 All students registered on a postgraduate research (PGR) degree programme are entitled to a high quality of research supervision as detailed in the *Procedure for the Supervision of Postgraduate Research Students*. This procedure covers specific arrangements for PGR students who are registered solely as LSTM students but who are located away from LSTM for substantial period(s) of their registration.

#### 2. Scope

- 2.1. The procedure applies to students falling under the following definitions:
- 2.1.1. PGR students designated as 'off-site' are registered with LSTM but spend the full duration of their period of study at a collaborating institution or organisation, which provides an agreed proportion of the formal supervision.
- 2.1.2. PGR students designated as 'split-site' are registered with LSTM but spend substantial period(s) of study (more than one month) at a collaborating institution or organisation, which provides an agreed proportion of the formal supervision. Split-site students normally spend at least twelve months in total of their period of study at LSTM.
- 2.2. The procedure covers examination of a thesis leading to one of the following awards:
- Master of Philosophy (MPhil)
  - Doctor of Philosophy (PhD)
  - Doctor of Medicine (MD)
- 2.3. The procedure does not apply to short study visits away from LSTM (normally less than one month). Such visits do not require any specific academic approval but are subject to standard LSTM processes for risk assessment and travel authorisation.

#### 3. General Principles

- 3.1. The following general principles apply to PGR students who are studying away from LSTM for substantial periods:
- 3.1.1. Students are subject to the regulations and procedures governing the relevant research degrees in place at the time of their registration.
- 3.1.2. Students must enjoy a comparable experience to on-campus students, receive adequate and appropriate induction, supervision and pastoral care and have access to appropriate facilities.

#### **4. Approval**

- 4.1. All requests for a student to study with an off-site or split-site pattern require approval by the Director of Postgraduate Research (DPR).
- 4.2. In determining a pattern of study for international students, full account must be taken of the UK Visa Immigration (UKVI) requirements in relation to visa sponsorship.
- 4.3. A joint supervision agreement must be approved by the DPR before a formal offer letter is sent to the prospective student, including written confirmation from the hosting supervisor of their agreement to undertake the role. A template agreement will be provided by the PGR Administrative Team.
- 4.4. If a student who has already commenced their studies at LSTM then wishes to study at another institution/organisation for a substantial period of their research degree, this will require approval by LSTM as a change to the pattern of study by completing the appropriate form. A joint supervision agreement will be required.

#### **5. Supervision**

- 5.1. The off-site or split-site supervisor must be granted 'Recognised Supervisor' status in accordance with the *Procedure for Supervision of Postgraduate Research Students* and be registered for appropriate use of LSTM's student information system.
- 5.2. The Primary Supervisor of a research student undertaking off-site or split-site study has the following responsibilities in addition to those outlined in the *Procedure for Supervision of Postgraduate Research Students*:
  - 5.2.1. To ensure that the student's progress is monitored in line with LSTM expectations whilst off-site.
  - 5.2.2. To identify an appropriately qualified replacement in the event that the off-site supervisor is no longer able to supervise the student.
- 5.3. The responsibilities of the off-site host supervisor will be outlined in detail in the individual student's joint supervision agreement.

#### **6. Facilities and Resources**

- 6.1. The off-site institution must be well-equipped with facilities to enable the student to undertake the planned research. Specific resource requirements must be covered in the individual agreement and any associated costs will be set out in the offer letter.
- 6.2. The student will be entitled to access all relevant support services from LSTM and equivalent services at the off-site institution.

#### **7. Induction Arrangements**

- 7.1. LSTM will provide a full induction to the student either electronically or via an appropriate audio-visual platform once they are registered on their programme of study. The off-site institution will provide all relevant induction to the student while at its campus/site, including matters such as health and safety.
- 7.2. The off-site institution will advise the student of the requirements for, and provision of, social security and health insurance and their personal liabilities and obligations in these matters.

## **8. Progress monitoring**

- 8.1. LSTM requires students to undertake supervisory meetings at least once per month and these should be recorded in the record of supervisory meetings. While the student is on any visit to LSTM, monthly meetings should take place with the appointed LSTM supervisor. Outcomes should be recorded in the usual way in the LSTM student information system.
- 8.2. The normal procedures for annual progress monitoring will apply. Annual meetings with the Progress Assessment Panel (PAP) may take place using a suitable audio-visual platform. However, a student whose progress is giving cause for concern will normally be required to attend any follow-up PAP meeting in Liverpool.

## **9. Research Skills Training**

- 9.1. Students based off-site are expected to engage with the requirements of the Researcher Development Programme. LSTM and the overseas institution will make appropriate arrangements to facilitate this engagement.

## **10. Responsibilities of the Student**

- 10.1. In addition to the responsibilities outlined elsewhere in the *Code of Practice on Postgraduate Research Degrees*, the student must observe all the appropriate rules, regulations and local legislation at the off-site host institution.