Split Location Postgraduate Research Study Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Candidate details | | | | |
| Surname (family name): | | | Forename(s): | |
| Title: (e.g Dr, Mr, Ms, Mrs) | | | Student ID Number : | |
| 1. Programme Details | | | | |
| School/Department: | | | | |
| Degree: Choose an item. | | | Mode of Study: Choose an item. | |
| Proposed start date: Click or tap to enter a date. | | | | |
| Proposed Supervisor: | | | | |
| Research topic: | | | | |
| Reasons for studying as a split location student: | | | | |
| 1. Split Location Institution | | | | |
| Name of split location institution:  Name of Split Location Department/School/Faculty:  Name of Split Location Advisor:  Specific Arrangements for Local Adviser  (Please outline the nature of support agreed by the local academic adviser Note: The University remains in full control over the supervision and must be the final arbiter in all cases.):  Postal Address:  Email Address:  Please select Yes/No in the below categories to indicate if the split location institution provides adequate facilities. This is to ensure that the PGR’s research is not inhibited as a result of studying by split location.  If you select ‘No’ for any of the below resources, please provide details of how the School will overcome any inadequacies in these facilities in the comments section below each category.   1. Access to and availability of research materials, archives data collections, other appropriate/relevant material and/or equipment Choose an item. Comments: 2. Access to Library facilities Choose an item. Comments: 3. Access to IT facilities Choose an item. Comments: 4. Contact with other experienced research workers and academic staff Choose an item. Comments: 5. Access to seminars Choose an item. Comments: 6. Access to communications, Including email Choose an item. Comments: 7. Access to facilities to support any study-related disability (if applicable) Choose an item. Comments: | | | | |
| 1. Supervision and progress reviews | | | | |
| Please give details of how supervisory contact will be maintained when the candidate is not in Birmingham and the frequency of that contact:  Please provide details of the arrangements for annual progress monitoring: | | | | |
| 1. Individual Study Plan | | | | |
| Please provide the study plan for the student in the below table.  Offer letters will not be issued without the individual study plan. Any changes should be notified to the Research Student Administration Team.  This should include the proposed provisional schedule of attendance at the University of Birmingham. Section 8 of The [Code of Practice](https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx) on the Supervision and Monitoring Progress of Postgraduate Researchers states that Split Location Postgraduate Researchers must be in attendance at the University of Birmingham for the following durations throughout their registration   |  |  |  | | --- | --- | --- | | **Qualification** | **Minimum** | **Maximum** | | One year masters (by research alone) | 2 months | 4 months | | Two year masters (by research alone) | 4 months | 8 months | | PhD | 6 months | 12 months | | | | | |
| Year 1 | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 2 | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 3 | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 4 | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 5  (Part time only) | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 6  (Part time only) | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 7  (Part time only) | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| Year 8  (Part time only) | | Location:  From Click or tap to enter a date.  To: Click or tap to enter a date. | | |
| **Variation of Period of Study**  Please set out a case for consideration by the Progress and Awards Board of Senate if the period of study is to be varied from the outset: | | | | |
| 1. Fees | | | | |
| Please set out any additional costs to be borne by the student. These will be specified in the offer letter. Please provide the following details  Invoices: Schools/Departments will be responsible for advising the University’s Finance Office | | | | |
| Where appropriate, cost of travel, subsistence and other miscellaneous expenses for one visit by the supervisor to the student. This will be an estimated cost at current rates. The supervisor may visit on more than one occasion. This is to ensure that the student is aware of costs that they will have to bear. | | £ | | |
| Bench Fee: if appropriate, this will be included in the offer letter. Please specify the level of the fee and the purpose(s) for which it is being levied. | | £ | | |
| Student | | | | |
| Name: | Signed: | | | Date: Click or tap to enter a date. |
| Supervisor | | | | |
| Name: | Signed: | | | Date: Click or tap to enter a date. |
| Head of School (or Nominee) | | | | |
| Name: | Signed: | | | Date: Click or tap to enter a date. |
| Local advisor | | | | |
| Name: | Signed: | | | Date: Click or tap to enter a date. |