## Split-Site PhD Agreement Checklist

This Agreement Checklist does not form part of the approval document submitted to Faculty Committee when considering approval of a Split-Site PGR arrangement.

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| Information needed by the Partnerships Team to draft the contractual agreement |

This form can be completed before or after consideration of the proposal at Faculty Executive Committee and it may be helpful to complete this Split-Site Agreement Checklist during a meeting with the Partner and / or the Partnerships team. Once completed please email it to partnerships@port.ac.uk

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| 1. | Partner Institution Details | | | | |
| 1.1 | Name of Proposed Partner: | | |  | |
| 1.2 | What consent is required by an education registering authority in the Proposed Partner’s home country? (*include URL of information source)* | | |  | |
| 1.3 | Type of Institution: *(Public or Private)*  *(include URL of information source)* | | |  | |
| 1.4 | Does the Partner have its own degree awarding powers for research degrees? (*Provide source of evidence for this)* | | |  | |
| 1.5 | Detail any issues with the business and ethical links of the proposed Partner, or country, which could bring the University into disrepute. | | |  | |
| 1.6 | Will there be a requirement for any variation to standard UoP policy regarding Intellectual Property rights? | | |  | |
| 2. | | | UoP & Partner Contact Details |  | |
| 2.1 | | | Email(s) for Partner Supervisor or Academic Contact: |  | |
| 2.2 | | | Title, Name and Job Title of Administrative Contacts at UoP and Partner: |  | |
| 2.3 | | | Email(s) for UoP and Partner Administrative Contacts: |  | |
| 2.4 | | | Title, Name and Position of Partner Executive signing the contract: |  | |
| 3. | | Proposed Postgraduate Research (PGR) Arrangements | | |  |
| 3.1 | | Provide details of the language (if other than English) that will be used at the Partner: | |  | |
| 3.2 | | Will there be a requirement for any exemption/variation to UoP standard admissions process? If so, please state the reasons why this is needed: | |  | |
| 3.3 | | Will Postgraduate Research Students (PGRS) be employed by the Partner for the duration of the research programme? If yes, confirm that the visa requirements have been checked with [hr-ukvi-compliance@port.ac.uk](mailto:hr-ukvi-compliance@port.ac.uk) and [internatonal.student.adviser@port.ac.uk](mailto:internatonal.student.adviser@port.ac.uk) to clarify the arrangements: | |  | |
| 3.4 | | If the Partner is a UK Partner, confirm if International PGRS can apply for this programme and, if so, that the Partner has a sponsor licence: | |  | |
| 3.5 | | Provide details of the arrangements for the attendance & engagement monitoring at the Partner: | |  | |
| 3.6 | | Provide details of the method and frequency for the UoP First Supervisor and the Partner Second Supervisor to remain in contact throughout the period of registration. *(include how UoP is made aware of any welfare issues or matters affecting the research)* | |  | |

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| 3.7 | Provide details of any research training provided by the Partner: | |  | |
| 3.8 | Provide details of the alternative arrangements, (for approval by UoP) for Major Review, Annual Review and the Viva Examination, if the PGRS is not undertaking these assessments at Portsmouth: | |  | |
| 3.9 | Provide details of the periods of attendance at each institution for the PGR; and visits to the Partner by the UoP First Supervisor:  *(to align with the attendance requirements at Portsmouth within the Framework Collaborative PGR Degree Partnerships)* | |  | |
| 3.10 | Provide details of the arrangements at the Partner, for provision of a work space, computer, access to library, and other resources: | |  | |
| 3.11 | Provide details of any specialist equipment or techniques required for the UoP PhD research, and which institution will provide these: | |  | |
| 3.12 | Provide details of the research environment, PGRS experience, access to relevant equipment and the opportunity to interact with other researchers at the Partner:  *(is this appropriate and equivalent to provision at UoP?)* | |  | |
| 3.13 | Provide details of the arrangements will be in place for accommodation whilst the PGR is at Portsmouth *(on or off campus)*: | |  | |
| 4. | Financial Arrangements | | | |
| 4.1 | Provide details of any additional payment of tuition fees to the Partner, (if applicable) in addition to payment of 50% of the International or home/EU applicable PhD fee to Portsmouth: |  | | |
| 4.2 | Provide details of any bench fees payable to UoP for applicable subject areas: *(indicate the specific research expenses which are included in the bench fee)* |  | | |
| 4.3 | Provide details of responsibility for any additional costs for PGRS relating to travel, accommodation and subsistence during periods of attendance, at Portsmouth and/or at the Partner: |  | | |
| 4.4 | Provide details of responsibility for the costs for travel & accommodation for UoP and Partner academic staff during visits to either institution: |  | | |
| 5. | Health & Safety and Insurance | | | |
| 5.1 | Provide details of induction provision by the Partner, (including Health & Safety briefing) for the PGRS regarding their research environment and use of any specialist equipment: | | |  |
| 5.2 | Provide evidence of the Partner’s Public Liability Insurance arrangements, or if applicable, confirm that public liability is underwritten by the government of the country where the Partner is located: | | |  |
| 5.3 | Will the PGRS be required to purchase full medical insurance cover and personal public liability insurance, or any other type of insurance, for periods of attendance at Portsmouth and/or the Partner? *Please give details*: | | |  |