

# Procedure for Establishing Split Site Arrangements for Research Degree Students



## 1. Introduction

This procedure document should be read in conjunction with the 'UCD Policy Split-Site Research Degree Student Arrangements'.

UCD research degree students, as part of their approved study plan, can undertake to conduct significant elements of their research programme away from the University. The organisations that host research students include but are not limited to research institutes, industry laboratory or studio, government agency or non-government organisation.

Where a research student spends more than one continuous trimester carrying out their research at an organisation other than UCD, this is considered a split-site arrangement.

All institutional split-site partnerships require a written agreement to be drawn up between UCD and the hosting organisation. and formal approval given by the relevant Governing Board which in this case is the Graduate Research Board (GRB). Furthermore, an individual detailed agreement for each research student with the specifics of the arrangements must be agreed by all parties including the student.

Please note that the following students are not considered to be in a split-site arrangement:

- Students undertaking short-term (i.e. less than one trimester) fieldwork or visits outside of the University as part of their research programme.
- Students registered for research degrees at other institutions who spend a substantial period of time at UCD.
- Students on Inter-Institutional Co-supervisory arrangements where the student spends time in two Higher Education Institutions leading to a joint degree award.

## 2. Procedure

### Step 1:

If not already in place, the research student's Principal Supervisor, the proposed External Supervisor in the hosting organisation and the management of the organisation discuss the proposed arrangement and develop an overarching UCD Research Student Supervision Statement to be submitted to the Graduate Research Board for approval. Multiple student arrangements can be accommodated under this agreement. (See Appendix 1 for a template UCD Research Student Hosting agreement).

### Step 2:

The student-specific Statement of Split Site Supervisory Arrangements must be drawn up by the research student's Principal Supervisor, signed by the relevant Head of School and accompanied by the Hosting Agreement, and then submitted to the University Graduate Research Board (GRB) for approval. The documentation submitted to the Graduate Research Board should have all signatures, bar the Chair of the Graduate Board, included.

A template UCD Statement of Split Site Supervisory Arrangements can be found in Appendix 2. However, the host's document can be used once confirmed to be fit for purpose by the GRB Support Team.

Ideally, the supervision statement and the hosting agreement should be completed at the time of admission of a research student. However, if that is not possible, the statement must be approved prior to the student embarking on the split site arrangement.

The Statement of Split Site Supervisory Arrangements articulates:

- I. The student details
- II. The named External Supervisor in the Hosting Institution i.e. the designated member of staff of the external organisation that the student will work closely with.

Note: The External supervisor must be deemed to be appropriately qualified with sufficient professional and research experience to assist in supervision, be a member of the student's Research Studies Panel and be made aware of the academic regulations, policies and procedures by the relevant School.

- III. Specific periods that the student will spend at Host organisation. This can be anything from greater than one Trimester to full time at the Host institution.

IV. Ownership of intellectual property (if relevant).

**Step 3.** The Principal Supervisor submits the proposed split site arrangement and agreement form(s) to the GRB (assuming that they have gone through the appropriate School Approval process).

Note: The UCD Research Student Hosting Agreement and Statement of Split Site Supervisory Arrangements should be submitted to the GRB simultaneously.

**Step 4:** Once approved, the GRB support team will share the approved document(s) with the relevant School, noting the approval date with the UCD parties.

A series of Frequently Asked Questions (FAQs) can be found in Appendix 3 of this document.

## Appendix 1: Template for Hosting Agreement

# UCD RESEARCH STUDENT HOSTING AGREEMENT



**THIS AGREEMENT** is made between:

**UNIVERSITY COLLEGE DUBLIN**, National University of Ireland, Dublin, of Belfield, Dublin 4  
(“UCD”)

and

[ \_\_\_\_\_ ] (host name) with an address at [ \_\_\_\_\_ ] (host location)  
(the “Host”).

### **IT IS AGREED AS FOLLOWS:**

1. This Agreement shall apply to any research student hosting arrangement, including those which may be conducted in part or entirely remotely (the “hosting arrangement”).
2. This Agreement shall apply to the hosting of any UCD research student(s) (“Students”) at the Host organisation, including but not limited to any student identified in the associated individual Hosting Statement. Any subsequent Student Hosting Statements shall also form part of this Agreement. The Hosting Statement includes student details including time spent at Host and the supervisory arrangements.
3. The Host agrees to facilitate the Student(s) to carry out their research activities during such periods (and hours) and at such locations, as specified in any individual Statement of Split Site Supervision Arrangements.
4. The Host will nominate an External Supervisor from the organisation to work with the student and their UCD supervisor, to offer advice and to create a link with the Host’s research activities. The External Supervisor must be specifically approved by the relevant UCD Governing Board on the recommendation of a UCD School, and their name entered on the Register of UCD Approved External Supervisors.
5. The External Supervisor will make themselves familiar with the UCD academic regulations and policies for the supervision of research degree students and be an active member of the student’s Research Studies Panel. Contact should be maintained between the External Supervisor and the student throughout the duration of the student’s research programme. The Host confirms that it can and will provide the necessary expertise & supervision to assist in this regard, even if the hosting arrangement, in whole or in part, is carried out remotely.
6. On giving reasonable notice to the Host, UCD may visit the location of any student to monitor the Students’ progress.

7. The Host is mindful that the Student(s) remain(s) registered with the University during the hosting period and students must fulfill relevant research programme requisites such as minimum taught modules requirements, formal progression steps and research integrity training.
8. In the event that the Student(s) breach(es) or are alleged to have breached any disciplinary code or procedure of the Host or are otherwise alleged to have been engaged in misconduct of any kind, this shall be promptly brought to the attention of UCD. Disciplinary matters will be dealt with in accordance with relevant UCD and Host policies. The Host will provide copies of all applicable company policy (such as internet usage policy or social media policy) to the Student(s) prior to the commencement of the Internship.
9. In the event of the Host changing its name or merging with another entity, the contractual obligation to the student will be met as outlined in the Hosting Statement.
10. For operational purposes UCD and Host will need to share details of the Student(s). Students' personal data will be transferred between UCD and the Host in accordance with EU General Data Protection Regulations.
11. Each Party shall retain all right and title to, and interest in its own background Intellectual Property. An Intellectual property Agreement shall be agreed between UCD, the Host and the Student and appended to the Hosting Statement.
12. The Host will ensure the safety, health and welfare of the Students at all times during the Internship. In compliance with the Health Safety and Welfare at Work Act 2005 (or the equivalent legislation in a foreign jurisdiction), the Host will provide the necessary health and safety training, instruction and equipment to the Students.
13. The Host will ensure they provide the Student with relevant training and guidance to ensure that the hosting arrangement is carried out with best practice health and safety practices, including a pandemic.
14. The Host shall have and maintain public liability and employer's liability insurance (or the equivalent in non-Irish jurisdictions) which provides cover for their hosting of the Students. Upon request, the Host shall provide to UCD, evidence of such insurance cover.
15. The Host will comply with all applicable laws, including, but not limited to any relevant employment, health and safety and data protection laws.
16. This Agreement may be terminated by agreement between UCD and the Host. However, both parties will honour any existing Student Hosting Agreements.
17. The Host will not enter into any contract with the Students which is inconsistent or conflicts with this Agreement or the Hosting Statement unless the Host is required to do so by law. The Host also acknowledges that the Students are not an agent of UCD and do not have the authority to sign any documentation on behalf of UCD.
18. Should any issues arise during the term of this Agreement, these will be dealt with by the representatives of both parties, who are named in the "Contact Details" section in the Hosting Statement (or their replacements).

19. This Agreement and the Hosting Statement will be governed by the law of Ireland and the exclusive jurisdiction of the Irish Courts.

**SIGNATURES**

**IN WITNESS** whereof this Agreement has been entered into by UCD and the Host

**Signed for and on behalf of the Host by [ ]**

**Signed for and on behalf of UCD by:**  
Professor Barbara Dooley, Dean of Graduate Studies

(Authorised Signatory)

(Authorised Signatory)

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Date of Signature*

## Appendix 2: Statement of Split Site Supervision Arrangement

**Statement of Split Site Supervision Arrangement  
Between  
University College Dublin  
National University of Ireland, Dublin  
And  
[.....]  
[Full Legal Name of Host]**

### **PURPOSE**

This Statement of Split Site Supervision Arrangement is drawn up between University College Dublin, National University of Ireland, Dublin ('UCD') and the [full legal name of the third party institution] on behalf of [a named research student] to enable the Student carry out their research activities in whole or in part at the host location i.e. a 'Split site' arrangement. The Research Student Hosting Statement is unique to the named student taking individual research needs into account and enabling collaboration with UCD partners. The unique Intellectual Property Agreement (if relevant) is appended here.

The UCD Graduate Research Board (GRB) is the relevant Governing Board and approval body for Split Site arrangements.

The student will be governed by the rules, regulations, policies and disciplinary measures of each of the above-named institutions while in attendance at that institution.

The research student remains at all times a student of UCD and therefore subject to UCD academic regulations.

**NOTE: A Word version of the Statement of Split Site Supervision Arrangement can be found on the [Graduate Studies Document Repository](#).**

## PARTIES

University College Dublin	
Student Name	
Student registration/application number at UCD	
Mode of Study FT/PT	
Research degree programme at UCD and the research topic	
Registration Date of Student	
Proposed End Date of research programme	
Name of Principal Supervisor	
School and Faculty of Principal Supervisor	
Principal Supervisor email	
Name of School Admin	
School Admin email	
<b>[ Name of Hosting Institution ]</b>	
<b>External Supervisor</b>	
Name of External Supervisor in Host (subject to GRB approval)	
External Supervisor email	
Rationale for the appointment of named External Supervisor	
CV of named External Supervisor ( <i>add link or append a pdf</i> )	
Name of Head of Department/Section/Unit (or nominee) where Student will be hosted	
Head of Department Email	



**Split Site Arrangement**

Please describe reason for research to be carried at a non-UCD site.	
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***Describe below where the student will spend their time carrying out their research***

Period	Academic Session	Trimester	Location
Year 1	2021/22		
Year 2			
Year 3			
Year 4			

**Research Studies Panel (RSP) Meeting Schedule <sup>1</sup>**  
*(minimum meetings outlined below, more can be added)*

<b>Year 1 Meeting 1</b>	<b>Proposed date:</b>
<b>Year 1 Meeting 2</b>	<b>Proposed date:</b>
<b>Year 2 Meeting</b>	<b>Proposed date:</b>
<b>Year 3 Meeting</b>	<b>Proposed date:</b>
<b>Year 4 Meeting</b>	<b>Proposed date:</b>

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<sup>1</sup> If exact meeting dates cannot be confirmed, please specify month/year

## Signatures:

The Principal Supervisor has primary responsibility for the academic supervision of the research degree student. The External Supervisor may not replace the Principal Supervisor.

Please note that by signing this you are

- 1) confirming that you have read the UCD Policy for Split Site Arrangements available [here](#)
- 2) supporting the Split Site arrangement described in this statement.

<b>Research Student</b>  Name: (typed)	Signature _____  Date _____
<b>UCD Principal Supervisor</b>  Name: (typed)	Signature _____  Date _____
<b>External Supervisor</b>  Name: (typed)	Signature _____  Date _____
<b>Head of UCD School</b>  Name: (typed)	Signature _____  Date _____
<b>Head of Section in Host Organisation</b>  Name: (typed)	Signature _____  Date _____
<b>Chair of GRB &amp; Dean of Graduate Studies</b>  Name: (typed)	Signature _____  Date _____

Please submit to [GRB<sup>2</sup>, along with hosting agreement,](#) for approval and signature.

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For Office Use

Date of GRB Approval : \_\_\_\_\_

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<sup>2</sup> To the GRB contact for your School or to [grb@ucd.ie](mailto:grb@ucd.ie)

## Appendix 3: Frequently Asked Questions (FAQs)

### 1. What is the difference between the Split-Site Agreement (Hosting Agreement) and the Split-Site Supervision Statement?

The Split-Site Supervision Statement summarises:

- the key parties to the supervision of the student ,
- the details of the time the student will spend off-site at the hosting institution
- the RSP meeting schedule for the duration of the research programme.

The Split-Site Agreement (Hosting Agreement) specifies the host institution's obligations to students and to UCD in relation to health and safety legislation.

### 2. Can someone be an external supervisor if the student is not spending time off-site?

The role of external supervisor is a role that is specific to circumstances where a student spends at least one continuous trimester on another approved site (e.g. research institution, industry placement). The external supervisor will be a member of staff from that site and will be an external supervisor to the research student for the duration of their time on that site (and a member of their RSP otherwise). If a School wishes to have a non-UCD staff member involved in the supervision of a student who will not spend time off-site, then they can nominate them as a member of the Research Studies Panel (RSP) or request that they be appointed as Adjunct/Visiting Staff, if eligible, and then nominate them as a supervisor. The nomination of an adjunct/visiting staff member as a supervisor is only applicable for the principal/co-supervisor and is subject to the approval of the Graduate Research Board (GRB).

If the student will be based on another academic site, and the student will be registered in both universities and will be awarded their degree by both institutions, then please see the Inter-Institutional Co-Supervisor Agreement Policy/Template/Policy on the [Graduate Studies Document Repository](#).

### 3. What happens if a proposed external supervisor is already adjunct staff and approved as an adjunct supervisor for another student?

If a student is going to be off-site for at least one continuous trimester then a supervision statement and agreement is still required. An adjunct staff member approved as a supervisor for one student can be an external supervisor for a different student. If you have a question about a particular scenario then please contact your GRB support contact or [grb@ucd.ie](mailto:grb@ucd.ie).

### 4. What is the difference between an Inter-Institutional Co-Supervisor Agreement (Cotutelle) and a Split-Site Agreement/Statement?

A Cotutelle/Joint degree agreement should be sought if it is proposed to have a student registered to UCD and an international partner academic institution and will be awarded a joint

degree from those institutions. The first step in setting up such an arrangement is the submission of a proposal to the Graduate Research Board outlining the strategic benefits of such a collaboration. More detailed information on this process can be found Inter-Institutional Co-Supervisor Agreement Policy/Proposal Form/Template/ sections of the Graduate Studies Document Repository.

A Split-Site Agreement/Supervision Statement is used when the student will be registered to UCD, and UCD only, for the duration of their degree but will be spending at least one continuous trimester on an approved research site. The final degree for this student will be awarded by UCD alone.

**5. Is it possible to make changes to the templates provided for the Supervision Statement or the Split-Site Agreement (Hosting Agreement)?**

Both of these documents have been carefully reviewed and the need for changes should be minimal. If a School wishes to provide slightly different information on the Supervision Statement, please contact [grb@ucd.ie](mailto:grb@ucd.ie) for advice.

If a change to the Hosting Agreement template is sought then please contact [grb@ucd.ie](mailto:grb@ucd.ie) for further advice. Please note that changes to this document may require the input of UCD Legal.

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