**UCD RESEARCH DEGREE STUDENT HOSTING AGREEMENT**

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**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 degree student hosting arrangement, including those which may be conducted, in part or entirely remotely (the “hosting arrangement”).

1. This Agreement shall apply to the hosting of any UCD research degree 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.
2. 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.
3. 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.
4. 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.
5. On giving reasonable notice to the Host, UCD may visit the location of any student to monitor the Students’ progress.
6. The Host is mindful that the students remains registered with the University during the hosting period and students must fulfil relevant research programme requisites such as minimum taught modules requirements, formal progression steps and research integrity training.
7. In the event that the student(s) breach, 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 prior to the commencement of the Internship.
8. 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.
9. For operational purposes UCD and Host will need to share details of the student. Students personal data will be transferred between UCD and the Host in accordance with EU General Data Protection Regulations.
10. Each Party shall retain all right and title to, and interest in its own background Intellectual Property. An Intellectual property Agreement may be agreed between UCD, the Host and the Student if required and appended to the Hosting Statement.
11. The Host will ensure the safety, health and welfare of the Student at all times during the hosting arrangement. 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.
12. 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.
13. 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 Student. Upon request, the Host shall provide to UCD, evidence of such insurance cover.
14. The Host will comply with all applicable laws, including, but not limited to any relevant employment, health and safety and data protection laws.
15. This Agreement may be terminated by agreement between UCD and the Host, however both parties will honour any existing Student Hosting Agreements.
16. The Host will not enter into any contract with Students which is inconsistent or conflicts with this Hosting Agreement or the Split-Site Supervision Agreement unless the Host is required to do so by law. The Host also acknowledges that Students are not an agent of UCD and do not have the authority to sign any documentation on behalf of UCD.
17. 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).
18. 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**

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| --- | --- | --- |
| **Signed for and on behalf of the Host by [ ]** |  | **Signed for and on behalf of UCD by:**  Professor Emma Sokell, Dean of Graduate Studies |

(Authorised Signatory) (Authorised Signatory)

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

**Split Site Supervision Agreement**

**Between**

**University College Dublin**

**National University of Ireland, Dublin**

**And**

**[……………………………………………………….]**

**[Full Legal Name of Host]**

1. **PURPOSE**

This Split-Site Supervision Agreement 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 to carry out their research activities at the host location i.e. a ‘Split site’ arrangement by specifying roles and responsibilities, time spent at non-UCD institution and certain milestones.

Please note the following:

* The Research Student Supervision Agreement is unique to the named student taking their individual research needs into account and enabling collaboration with UCD partners.
* 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 at all times.
* The research student remains ***at all times*** a student of UCD and therefore subject to UCD [Academic Regulations.](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272)
* The External Supervisor submitted for approval to GRB should be appropriately qualified with sufficient professional and research experience to assist in supervision, will be  a member of the student’s Research Studies Panel (RSP) and be familiar with [the UCD Academic Regulations](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272), policies and procedures for graduate research students.
* The arrangements outlined in this agreement must be academically justified and appropriate for this student *.*

**This document must be completed in full, incomplete information will delay submission to the GRB and potentially admission of the student.**

1. **SPLIT SITE ARRANGEMENT**

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| --- | --- | --- | --- | --- |
| **2.1 UCD Student Details** | | | | |
| Student Name | |  | | |
| Student registration/application number at UCD | |  | | |
| Mode of Study FT/PT | |  | | |
| Research Masters or PhD and proposed thesis title | |  | | |
| Proposed start date of student | |  | | |
| Proposed end date | |  | | |
|  | |  | | |
| Principal Supervisor | |  | | |
| School of Principal Supervisor | |  | | |
| Principal Supervisor email | |  | | |
|  | |  | | |
| Head of UCD School | |  | | |
| Head of UCD School email | |  | | |
| School UCD Administrator | |  | | |
| School UCD Administrator email | |  | | |
| **2.2 [ Name of Hosting Institution]** | | | | |
| **2.3 Detail of Split Site Supervision Arrangement** | | | | |
| **Please provide a strong academic rationale justifying why the research must be carried out at a non-UCD site (150 words):** | | | | |
| **Where will the student spend their time carrying out their research?** | | | | |
| **Period** | **Location** | | **Academic Year** | **Trimester/Specific Months** |
| Year 1 |  | | 2025/26 |  |
| Year 2 |  | |  |  |
| Year 3 |  | |  |  |
| Year 4 |  | |  |  |
| **2.4 External Supervisor Details** | | | | |
| Name of External Supervisor in Host institution | |  | | |
| External Supervisor email | |  | | |
| Rationale for the appointment of named External Supervisor? | |  | | |
| CV of named External Supervisor *(add link or append a pdf)* | |  | | |
| Head of Department/Section/Unit where Student will be hosted while off-site | |  | | |
| Head of Department Email | |  | | |
| Is the External Supervisor on the UCD Register of Adjunct UCD Faculty Approved to Supervise? | |  | | |

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| **2.5 Supervision Meeting Schedule** |
| **Outline planned schedule of formal meetings to be held between Principal Supervisor and the student, along with the planned location and format of the meetings.** |
| **Outline how parties will stay in touch with each other ( e.g. email, phone, VLP) outside of formal meetings.** |

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| **2.6 Research Studies Panel Meeting Schedule**  ***Minimum number of meetings required by*** [***Academic Regulations***](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272) ***outlined below, more meetings can be called at the request of student or supervisor.*** | |
| **Year 1 (Meeting 1)**  **Location:**  **Format ( in person/Virtual):** | **Planned date:** |
| **Year 1 (Meeting 2)**  **Location:**  **Format ( in person/Virtual):** | **Planned date:** |
| **Year 2 Meeting**  **Location:**  **Format ( in person/Virtual):** | **Planned  date:** |
| **Year 3 Meeting**  **Location:**  **Format ( in person/Virtual):** | **Planned date:** |
| **Year 4 Meeting**  **Location:**  **Format ( in person/Virtual):** | **Planned date:** |
| **2.7 Stage Transfer Assessment**  [***Academic Regulations***](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272) ***specifies the timing for progression of doctoral students to Stage 2 of their programme (or for research Masters to a doctoral programme).  This timing is not altered if the student is completing research on a non-UCD site.*** | |
| **Stage Transfer Assessment: Planned date (month/year) and location** | |

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| **2.8 Taught Component (see** [**Academic Regulation**](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272) **7.2)** |
| **Please say how the taught component of the programme will be met while the student is on the Non-UCD site?** |

\*\*\*\*\*\*\*\*\*\*\*Append Intellectual Property Agreement ( if relevant)\*\*\*\*\*\*\*\*

**3.SIGNATURES:**

Please note that by signing this you:

1. Confirm that you have read the [UCD Policy for Split Site Arrangements](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=9) including roles & responsibilities.
2. Agree to the Split Site agreement described in this document (changes to this document should be notified to the GRB)
3. Confirm that the External Supervisor is familiar with [UCD Academic Regulations](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=272), policies and procedures
4. Understand that the UCD Principal Supervisor has primary responsibility for the academic supervision of the research degree student. The External Supervisor may not replace the Principal Supervisor.
5. Split Site Checklist has been completed

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| **Research Student**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_ |
| **UCD Principal Supervisor**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **External Supervisor**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Head of UCD School**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Authorised signatory in Host Organisation**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Chair of GRB & Dean of Graduate Studies (added**  **after GRB approval)**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |

Please submit to [GRB](https://intranet.ucd.ie/graduatestudies/grb/grb-info/index.html), along with hosting agreement, for approval and signature..

For Office Use

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

**Checklist for Split Site Arrangement**

**Note:** All Documents should be completed by the Supervisor. Submitted documentation should have all required signatures (except for the Chair of the GRB) by the time it's submitted to the GRB.

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| **CHECKLIST** | |
| **ELEMENT OF SPLIT SITE ARRANGEMENT** | **YES/NO** |
| Is there a signed Hosting Agreement in place? |  |
| Is there a fully completed and signed Split-Site Supervision Agreement in place? |  |
| Are the facilities at the external site suitable for the student’s research? |  |
| Is the student registered in UCD with full access to UCD facilities e.g. library etc? |  |
| Has the Principal Supervisor communicated with the External Supervisor to make them aware of the student’s obligations to the University and UCD’s Academic Regulations, policies and procedures? |  |
| Is there a requirement for an Intellectual Property Agreement to be drawn up? |  |
| Have arrangements been made to pay all fees to UCD? |  |
| Is the student aware that they must fulfil all research programme requirements including 30 taught credits even when off-site (Doctoral students only)? |  |
| Is the Head of School aware of their responsibilities if a problem arises with the split site supervision arrangement? |  |