**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.

**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 |  | | |
| **[ Name of Hosting Institution]** | | | |
| **External Supervisor** | | | |
| 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 *(add link or append a pdf)* |  | | |
| 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. |  | | |
| ***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 [[1]](#footnote-1)**  **(*minimum meetings outlined below, more can be added)*** | | | |
| **Year 1 Meeting 1** | **Proposed date:** | | |
| **Year 1 Meeting 2** | **Proposed date:** | | |
| **Year 2 Meeting** | **Proposed date:** | | |
| **Year 3 Meeting** | **Proposed date:** | | |
| **Year 4 Meeting** | **Proposed date:** | | |

**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](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=9)
2. supporting the Split Site arrangement described in this statement.

|  |  |
| --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Head of Section in Host Organisation**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Chair of GRB & Dean of Graduate Studies**  Name:  (typed) | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |

Please submit to [GRB](https://intranet.ucd.ie/graduatestudies/grb/grb-info/index.html)[[2]](#footnote-2), [along with hosting agreement](https://www.ucd.ie/graduatestudies/documentrepository/), for approval and signature..

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For Office Use

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

1. If exact meeting dates cannot be confirmed, please specify month/year [↑](#footnote-ref-1)
2. To the GRB contact for your School or to grb@ucd.ie [↑](#footnote-ref-2)