**GUIDANCE NOTE ON RESEARCH STUDENTS WORKING AWAY FROM ASTON UNIVERSITY**

Where a student is registered for Aston research awards of (e.g. MSc (by Research), MPhil, MD, DBA or PhD), but is carrying out ***more than six consecutive months*** of their research in industry or in other institutions, the School will need to gain approval of the partner and ensure that an agreement is in place that sets out the responsibilities of each organisation.

The subject area will need to gain approval of the partner and set up an institutional agreement. Proposals should be approved by the School Senior Management Team, School Research Committee and be submitted to the Collaborative Provision Strategy Group (CPSG) and Graduate School Management Committee (GSMC) based on the following guidelines. The Secretaries of CPSG and GSMC can provide advice on drafting the agreement. Once an institutional agreement has been approved by CPSG and GSMC, and signed by the Executive Dean of the School and the University’s Deputy Vice-Chancellor, arrangements for individual students may be approved by School Research Committees. A template for such agreements may be found at: <http://www.aston.ac.uk/staff/legal-services/>.

See also the **Checklist for Staff Preparing and Considering Collaborative Proposals for Cotutelle Arrangements** at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>.

1. **Fees**

Schools should discuss appropriate student fees with their School accountants.

1. **Attendance**

Any attendance requirement at the University must be specified at the outset.

**3 Selection of Partners**

Proposers will need to ensure that there is an appropriate research environment, in terms of the student having other researchers to work with, and the relevant equipment and learning resources. Arrangements for students working away from the University must ensure that students are able to acquire appropriate research skills wherever they study.

Reference should be made to the training needs analysis for the individual student and consideration given to the skills development opportunities that may be available in

industry or in another institution.

Due Diligence must be carried out, and a Risk Assessment for Research Students Working Away from the University completed. A Due Diligence Checklist and a Risk Assessment proforma for research and cotutelle students may be found at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>.

For students working on EU, CASE and KTP projects, only the Risk Assessment for Research Students Working Away from the University need be submitted, since such projects are already subject to significant due diligence by the funding bodies.

**4 Staffing**

There must be a clear requirement that immediate notification of key staff resignations and appointments be provided.

**5 Review**

The School will be responsible for an annual review of the arrangement.

**6 Assessment**

Assessment will be in accordance with the University’s General Regulations for Degrees by Research and Thesis.

Internal and External Examiners will not normally be appointed from within the partner organisation where the research student is based.

**7 Supervisory arrangements**

Supervisory arrangements must meet the University’s General Regulations for Degrees by Research and Thesis, and the Aston University Supervisor is responsible for establishing at the beginning of the student’s research programme a satisfactory framework for supervision, including arrangements for communicating with the student, and the participation of the Associate Supervisor.

There should normally be at least one face-to-face meeting between Supervisor and Associate Supervisor each year and monthly communication by other means. The Supervisor is responsible for ensuring that the Associate Supervisor is carrying out his or her responsibilities to the student and to the University.

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