



Management of Joint Doctoral Research Programme Procedure

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1. Introduction

- 1.1 This procedure sets out the minimum requirements for the management of all joint doctoral research programmes at the University of Manchester.
- 1.2 This procedure should be read alongside the [Collaborative Postgraduate Research Programme Policy](#).
- 1.3 This procedure forms part of the [Code of Practice](#) for postgraduate research degrees and should be read in conjunction with all relevant regulations, policies and procedures.

2. Scope and definitions

- 2.1 This procedure is applicable to University of Manchester staff, external collaborators and all full-time / part-time PGRs registered on joint doctoral research programmes.
- 2.2 A joint doctoral research programme is defined as a collaborative arrangement under which two or more awarding institutions together design and deliver a programme leading to a single award made by the lead institution that references both or all other participants.

3. Purpose

- 3.1 This procedure provides a framework to ensure that University of Manchester PGRs registered on a joint doctoral research programme have a positive experience comparable with other PGRs and seeks to protect the reputation and standing of the University of Manchester by setting clear expectations and responsibilities for all parties involved in the management, delivery and oversight of the programme.

4. Roles and Responsibilities

- 4.1 It is the responsibility of relevant University of Manchester staff, external collaborators and PGRs registered on a joint doctoral research programme to adhere to this procedure.

5. Key Principles for the Management of Joint Doctoral Research Programmes

- 5.1 Institutional standing:

- For joint doctoral research programmes it is usually expected for the University of Manchester to be the home / lead institution. The University of Manchester should usually be the one at which the PGR first registers / attends and the one that will provide the PGR with the living stipend, scholarship or salary.
- In some instances, the University of Manchester may act as the collaborating institution in a joint doctoral research programme. In these instances an external institution will be considered the home / lead institution and, unless otherwise agreed, will be the one at which the PGR first registers / attends and the one to provide the PGR with a living stipend, scholarship or salary.

5.2 Administrative and academic management:

- Following approval, and once an institutional level contract is in place, a joint management committee will be established to oversee all the elements of the programme (from recruitment to examination) ensuring that the PGR experience and the academic standards of each institution are maintained.¹
- A [study plan](#), agreed by all parties, is required for each individual PGR registered to the programme.
- Where the University of Manchester is the home / lead institution ownership and oversight of the joint programme, and academic, day to day management of the individual PGR will be undertaken by the relevant Faculty Doctoral Academy.

5.3 Taught units:

- Joint doctoral research programmes that involve a significant taught element must adhere to taught quality assurance and review processes for this element of the degree. Reference should be made to the University's 'Guidance and procedures for the quality assurance of collaborative provision' and the University's [policies and guidance](#) in relation to taught provision and thought should be given to the ownership of teaching materials.

5.4 Marketing and recruitment:

- Once a joint doctoral research programme has been approved, information about opportunities to study for a joint award should be provided in any publicity or other information available to PGRs and a joint marketing plan should be agreed via the joint management committee.
- All PGRs recruited to a joint doctoral research programme will be required to complete the application form at the University of Manchester and at the partner institution (consideration should be given to appropriate processes and entry requirements at both institutions).
- A joint offer letter should be issued. Offer letters must include information about how the arrangement will operate, including fee and attendance and other programme requirements and must refer the applicant to the relevant legal agreements.

5.5 Registration:

- Each PGR studying towards a joint doctoral award will register at each of the collaborating institutions concurrently for the duration of the programme.

¹ This committee can meet virtually and should be responsible for agreeing and monitoring all areas detailed in section 5 of this procedure and also agreeing processes for informing each other on any regulatory changes that could impact upon the programme and for the potential closure or suspension of the programme.

- At the University of Manchester, PGRs will be required to register for each year of the degree in the same way as PGRs in other programmes.
- At the University of Manchester PGRs would normally register on an academic programme / plan which is specific to the joint award and added to the joint award student group in Campus Solutions, but this may vary according to the requirements of the collaborative programme.
- All PGRs on a joint doctoral research programme where the University of Manchester is the collaborating institution will be registered on a non-award bearing programme.

5.6 Fees and funding:

- Fees will normally be waived for PGRs registered on joint doctoral research programmes but should be agreed and clearly specified within the institutional level contract and will include details of fees and stipend and any additional costs associated with participating in the programme.
- If applicable, consideration should also be given to funding including studentships / salaries, travel and conference support and accommodation costs etc. paying particular attention to variances in cost of living between the two countries.

5.7 Mode of study:

- Joint PGR programmes should normally only be offered on a full-time basis. Requests for part-time study will need to be considered by the relevant Faculty PGR committee and Manchester Doctoral College Strategy Group on a case-by-case basis.

5.8 Attendance requirements:

- PGR attendance at the collaborating institution will normally be a minimum of 12 months over the course of the programme.
- All PGRs registered on a joint doctoral research programme will be required to meet their supervisory team, undertake a development needs analysis and attend any subject specific training at the start of their programme.
- The precise attendance requirements for each PGR on a joint doctoral research programme will be agreed with the collaborative institution and approved via the relevant faculty PGR committee and will be clearly stated in the PGR's [individual study plan](#).
- Any subsequent changes to the schedule of attendance in the study plan must be agreed by the PGR, both institutions, the faculty PGR committee and recorded in an amended plan.

5.9 Information and support:

- All PGRs registered on a joint doctoral research programme must have a formal induction at the start of their degree. The induction should address specific issues in relation to collaborative study.
- There must be assurances that the collaborating institution has robust structures in place to support PGRs who encounter any problems and there must be provision of clear information to PGRs about academic support and pastoral support services available to them.

- In addition to the support available at the University of Manchester there should be specialist support in place for PGRs with disabilities and / or English language requirements at the collaborative organisation.
- Thought should be given to arrangements for dealing with and preparing PGRs for any potential differences in cultures and expectations between UK and overseas Higher Education systems.

5.10 Researcher development:

- All PGRs registered on a joint doctoral research programme must complete a formal training and development needs audit. This may be provided by the University of Manchester or the partner organisation, as appropriate, but must meet University requirements, as set out in the University's [Postgraduate Researcher Professional and Career Training and Development - Statement of Expectations](#).
- Mechanisms must be put in place to ensure that PGRs have access to an audit and subsequent training opportunities (including access to the University of Manchester Training Catalogue whilst researching off campus).
- Where researcher development provision is not delivered by the University of Manchester it must be established that the provision is appropriate, of a high standard and comparable with researcher development delivered to PGRs based at the University of Manchester.

5.11 Research culture and environment:

- PGRs must have ready access to an active [research environment / culture](#) and appropriate resources to undertake their research effectively at both the home and collaborative institutions.
- Joint award PGRs should have access to library facilities, IT facilities, adequate work space, other specialist equipment, as necessary.
- Joint award PGRs should have opportunities to interact and share ideas with experienced researchers and academic staff, attend and present at seminars / conferences and receive support in finding out about and getting involved in current research.
- Joint award PGRs should have the opportunity to represent their peers and provide feedback on the programme / their research experience.

5.12 Supervision

- Supervisory practice for joint award PhDs must meet all the requirements on supervision as set out in the University's [Policy on Supervision for Postgraduate Research Degrees](#) and must have a designated main supervisor at both the University of Manchester and the collaborative institution/s. Further co-supervisors are encouraged where required.
- The main supervisors at each institution and the PGR should meet at least once a month. This can include virtual meetings in addition to meetings in person.
- The institutional level contract will include detailed information about the supervision arrangements.

- Detailed information about joint supervision arrangements will also be outlined in the individual PGR study plan. The study plan should include details on how often the PGR and the main/co supervisors will meet as well as how meetings will be organised when the PGR is away from the University of Manchester.

5.13 Monitoring progress:

- The requirements of the University's [Code of Practice](#) for Research Degrees must be met for monitoring the progress of PGRs registered on a joint award. Reference should be made to the [Policy for the Progress and Review of Postgraduate Research Students](#).
- At the University of Manchester, the progression of all PGRs registered on a joint doctoral research programme will be monitored via the University's online system. Consideration will be given to how records are kept and progress monitored at the collaborating institution.
- Formal progression monitoring (taking place at least annually) and assessment for continuation on the programme should ideally be managed via the joint supervisory team. The process for formal progression monitoring must be agreed at the outset and details must be included in the collaborative agreement.
- In addition to monitoring progress at the University of Manchester, regular communication should be maintained with the collaborating institution via the joint management committee to ensure any issues are identified at an early stage so that the PGR can be supported effectively.
- Consideration should be given to monitoring the PGR's progress whilst they are away from the University of Manchester, especially where the programme involves periods of fieldwork or other absences from the collaborating institutions.
- Details of the arrangements to manage the communication with, and support for the PGR should be clearly laid out in the formal contract and study plan.
- Arrangements for managing PGR appeals, complaints, conduct and discipline should be considered and detailed in the collaborative agreement.

5.14 Thesis:

- A joint doctoral research programme requires a single thesis to be submitted to the home / lead institution. The process for thesis submission should be agreed by all partners as part of the institutional level contract.
- Any thesis submitted to the University of Manchester adhere to the [Presentation of Theses](#) policy.

5.15 Examination:

- There will be a single examination process with the home / lead institution responsible for managing / hosting the examination. The examination panel should include at least one examiner from the collaborating institution.
- Consideration should be given to accommodating each institution's examination processes and regulations where possible. The arrangements should be detailed in the collaborative agreement.

5.16 Award / Certification:

- PGRs who successfully complete the joint doctoral research programme will graduate with a PhD awarded by the lead institution but the degree certificate will state clearly that the degree was obtained through a joint award arrangement with the named collaborator.

5.17 Graduation:

- The successful candidate may attend a graduation ceremony at the lead / home University only.

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