



Management of Dual Doctoral Research Programmes Procedure

If you are reading a printed version of this document, you should check

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=41841> to ensure you have the most up to date version.

1. Introduction

- 1.1 This procedure sets out the minimum requirements specific to the management of all dual 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 dual doctoral research programmes.
- 2.2 A dual doctoral research programme is defined as a collaborative arrangement that leads to separate awards from two equal partner institutions. Each partner is responsible for making its own award which references the collaboration with the partner institution, but the two components form a single research experience with a single thesis submission and the programme is managed cooperatively between the two institutions. As such, an agreed approach to management, delivery and oversight is required.

3. Purpose

- 3.1 This procedure provides a framework to ensure that University of Manchester PGRs registered on a dual 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 dual doctoral research programme to adhere to this procedure.

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

- 5.1 Institutional standing:

- Both institutions have equal standing within the arrangement but the home / lead institution for each PGR will be, unless otherwise agreed, the one at which the PGR was recruited and first 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.
- Day-to-day management of the individual PGR must be undertaken by the relevant Faculty Doctoral Academy.

5.3 Taught units:

- Dual 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 Taught 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 dual doctoral research programme has been approved, information about opportunities to study for a dual 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 dual 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).
- It is advised that a joint offer letter is issued but separate offer letters may be more appropriate. If both institutions are in agreement over separate offer letters, the information must be consistent in terms of the content covered. 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 dual doctoral award will register at each of the collaborating institutions concurrently for the duration 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.

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 would normally register on an academic programme/plan which is specific to the award and added to the dual award student group in Campus Solutions, but this may vary according to the requirements of the collaborative programme.

5.6 Fees and funding:

- The PGR dual award fee is negotiable on a case-by-case basis. However, as a minimum it is expected that tuition fees paid to the University of Manchester will cover the PGR's time at the University of Manchester.
- [Fee requirements](#) 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:

- Dual 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 management committee on a case-by-case basis.

5.8 Attendance requirements:

- PGRs registered on a dual doctoral research programme will normally be expected to spend 50% of the programme at each institution dependent on the requirements of the programme (as a minimum the total period of attendance at the collaborating institution should be 12 months, full time).
- All PGRs registered on a dual doctoral research programme will be required to meet their joint 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 dual doctoral research programme will be agreed in collaboration 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 must be agreed by the PGR, both institutions, the faculty PGR committee and recorded in an amended agreement.

5.9 Information and support:

- All PGRs registered on a dual doctoral research programme must have an induction at the start of their degree.
- 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 dual 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.
- Dual award PGRs should have access to library facilities, IT facilities, adequate work space, other specialist equipment, as necessary.
- Dual 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.
- Dual 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 dual award PhDs must meet all the requirements on supervision as set out in the University's [Policy on Supervision for Postgraduate Research Degrees](#). PGRs must have a designated main supervisor at both the University of Manchester and the collaborative institution. 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 dual 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 dual award. Reference should be made to the [Policy for the Progress and Review of Postgraduate Research Students](#).
- Dual award PGRs progress will monitored via the systems at their home / lead institution. However, 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 institutional contract and individual PGR study plan.
- Arrangements for managing PGR appeals, complaints, conduct and discipline should be considered and detailed in the institutional level collaborative agreement / proposal.

5.14 Thesis:

- A dual doctoral research programme requires the same single thesis to be submitted to both institutions. The process for thesis submission should be agreed by both partners as part of the institutional level collaborative agreement / proposal.
- Any thesis submitted to the University of Manchester adhere to the [Presentation of Theses](#) policy.

5.15 Examination:

- Each institution is responsible for examination of the thesis and wherever possible this should be done via a joint examination panel with a single viva process with consideration for following each institution's own internal process and regulations. See the University of Manchester's [Submission and Examination Policies](#).

- Where a single examination process is not possible, full consideration must be given to how the examination process will be conducted, including timeframes for the separate exams and how different outcomes from the examination panels will be managed. It may be possible to agree that the PGR will follow the examination process at the home institution but the arrangements for examination must be included in the collaborative agreement. If it is necessary that each institution examines separately, it will make its own recommendation on the award from that institution. Every endeavour should be made to minimise the impact of separate examination processes for the PGR.

5.16 Certification:

- PGRs who successfully complete the dual doctoral research programme at both institutions, will graduate with a PhD from both institutions and will receive a degree certificate from each university each of which will state clearly that the degree was obtained through a dual award arrangement naming the collaborating institution. The degree titles awarded and thesis title must be the same.
- If a PGR only completes or meets the assessment requirements for one of the awarding bodies, they will receive only one award from that single institution.

5.17 Graduation:

- The successful candidate may attend a graduation ceremony at each awarding University.

Version amendment history		
Version	Date	Reason for change
2	July 2023	Scheduled Review

Document control box	
Policy / Procedure title:	Management of Dual Doctoral Research Programme Procedure
Date updated:	July 2023
Approving body:	MDCSG
Version:	2
Supersedes:	February 2019
Previous review dates:	n/a
Next review date:	July 2028
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/
Related policies/procedures/guidance etc.	Collaborative Postgraduate Doctoral Research Programme Policy https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=68687
Policy owner:	Alex Hinchliffe
Lead contact:	Alex Hinchliffe (alex.hinchliffe@manchester.ac.uk)