**University of Manchester**

**Collaborative Proposal for a renewal / approval of a**

**Postgraduate Research Joint or Dual Award**

This form should be completed in line with the requirements detailed in the documents ‘[Collaborative Postgraduate Doctoral Research Programme Policy](https://documents.manchester.ac.uk/display.aspx?DocID=68687),’ ‘[Management of Joint Doctoral Research Programme Procedure](https://documents.manchester.ac.uk/display.aspx?DocID=11944)’ and ‘[Management of Dual Doctoral Research Programmes Procedure](https://documents.manchester.ac.uk/display.aspx?DocID=41841).’

All completed forms should be signed off by the required signatories at Faculty/School level before being submitted to the Research Degrees and Researcher Development Team in the Directorate of Research and Business Engagement for consideration and University level approval.

For any questions on the guidance or on completing this proposal, please contact:

* James Lalic, Postgraduate Research Manager [James.Lalic@manchester.ac.uk](mailto:James.Lalic@manchester.ac.uk)
* Alex Hinchcliffe, Postgraduate Research Officer [Alexander.Hinchcliffe@manchester.ac.uk](mailto:Alexander.Hinchcliffe@manchester.ac.uk)

**Overview of Approval Process**

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| Stage | Approver(s) | Purpose |
| 1: Strategic Partnership & Faculty Approval  (Please complete Section 1) | Head of School/Department  PGR Services Manager  Associate Dean for Research  Dean of Faculty  Director of Student Recruitment and International Development | * To confirm the proposal meets the strategic objectives of the Faculty/University * To confirm the proposed partner is in line with the universities strategic priority areas and conduct is in line with our ethical and social responsibility agenda * To confirm administrative and supervisory capacity to deliver the proposed programme /award * To confirm proposed fee structure |
| 2: Programme Approval  (Please complete section 2) | Manchester Doctoral College Strategy Group  Associate Vice President for Research | * To confirm that the programmatic aspects of the proposal are in line with University of Manchester Policy and Governance * To approve any exceptions to or deviations from university policy * To ensure that all aspects of the programme are considered and approved prior to any agreements being signed |

**Following Approval**

The relevant Faculty Doctoral Academy will work with Research Degrees & Researcher Development to ensure all approved aspects of the programme translate to the contract and programme

Prior to signature, any contracts related to collaborative awards should be sent to either:

* James Lalic, PGR Manager [james.lalic@manchester.ac.uk](mailto:james.lalic@manchester.ac.uk)

Cc Helen Baker, Head of Research Degrees & Researcher Development [helen.baker-2@manchester.ac.uk](mailto:helen.baker-2@manchester.ac.uk)

**Changes to programme post approval**

Any changes to the proposal following MDCSG approval should be sent to the Director of Manchester Doctoral College, for Chairs approval. Should the changes be deemed to be substantial by the Chair, the proposal may be referred to MDCSG for re-approval.

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| 1. **School** | 1. **Faculty** |
|  |  |
| 1. **Specify if Joint or Dual Award** | |
|  | |
| 1. **Lead contact at University of Manchester** | |
| *Name:*  *email:*  *Tel:* | |
| 1. **Collaborating Institution (s)** | |
| NAME:  ADDRESS:  EMAIL: | |
| 1. **Length and nature of existing links with the proposed partner organisation (s)** | |
|  | |
| 1. **Previous experience of the partner organisation(s) in offering research degrees** | |
|  | |
| 1. **Proposed number of PGRs to be enrolled** | |
|  | |
| 1. **Strategic rationale for the joint/dual award** | |
| *[Please set out how the partner institution’s mission, strategy, quality and ethos are compatible with those of the University of Manchester. This should include reference to ranking tables and a clear rationale for the proposed partnership and joint/dual award, including how the proposal is consistent with the University of Manchester’s strategic plan and Research strategy. Please explain the duration and extent of the wider collaborative relationship and what research outcomes are anticipated.]* | |
| 1. **Business case for the proposal** | |
| *[ Please include the financial case for setting up the proposed collaboration including costs of establishing the partnership, proposed funding mechanisms for the PGRs, details of any visits made etc.]* | |
| 1. **Evaluation of the proposed collaboration by the Associate Dean for Graduate Education** | |
| *[Please indicate whether the faculty supports the proposed collaboration and explain its strategic importance]* | |
| 1. **If the collaboration is with an Institution outside the UK, please provide an evaluation of the proposed collaboration by the Director of Student Recruitment and International Development** | |
| *[Please indicate whether it would be appropriate to undertake the proposed collaboration in view of existing collaborative arrangements and other commitments]* | |
| 1. **Fee payment arrangements** | |
| *[Please indicate the fee arrangements for the proposed collaboration.* *Please note that the minimum requirement for joint award tuition fees is outlined in section 5.6 of the document ‘*[*Management of Joint Doctoral Research Programme Procedure*](https://documents.manchester.ac.uk/display.aspx?DocID=11944)*’ and in section 5.6 of the ‘*[*Management of Dual Doctoral Research Programme Procedure*](https://documents.manchester.ac.uk/display.aspx?DocID=41841)*.’* | |
| 1. **Evaluation of the proposed collaboration by partner organisation** | |
| *[Please provide a supporting statement from the collaborating partner organisation]* | |

**Approval supported by the School / Faculty**

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| Head of School: | |
| Signature: | Date: |

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| PGR Services Manager: | |
| Signature: | Date: |

**Approval supported by the faculty**

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| Associate Dean for Graduate Education: | |
| Signature: | Date: |

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| Dean: | |
| Signature: | Date: |

**Approval supported by International Development**

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| Director of Student Recruitment and International Development | |
| Signature: | Date: |

**Section 2: Programme Management**

Please complete the below information and **Appendix 1: Programme Management Matrix**. We recommend sharing the matrix with the proposed partner so they can provide feedback on each area.

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| 1. **Programme Overview** |
| (This should include, number of cohorts, proposed start date and length of programme, *time to be spent at the partner organisation and the nature/degree of the partner contribution)* |

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| 1. **Funding Arrangements** |
| (This should include how stipend and research training support grant will be funded. I think it would be useful somewhere also to ask for some sort of Calendar of the programme as some institutions have very strict entry dates (just one a year and very short window for students to apply) and examinations dates (once a year and that does not match with a September start date and 4 year duration e.g. Tsinghua) and in the past has been difficult to marry recruitment and examination for example. |

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| 1. **Full details of how the PGR(s) would be managed on the joint /dual award programme** |
| *[Please include details of how the Faculty/School/Department) will ensure the quality of the PGR experience in line with all appropriate University of Manchester regulations and policies, including registration, supervision, progression, skills training, thesis submission and examination].* |
| 1. **Please provide full details on how the Professional Services will be resourced in order to support the programme** |
| *[Please include details of PS support for the entire lifecycle of the programme including, for example, admissions support, in programme support and training support etc.]* |

**Approval Supported by the University**

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| Associate Vice President (Research): | |
| Signature: | Date: |

**Appendix 1 Joint/Dual PhD Programme Management Matrix**

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| **Joint/Dual PhD Programme Management** | | |  |
|  | **University of Manchester** | **Partner**  (If policies are aligned, say Yes. If not-aligned but could be overcome or not-aligned but cannot be overcome, please provide a brief explanation.) | **Notes & Guidance** |
| **Name of the Degree Program and Award** | Joint/Dual Award Doctor of Philosophy (PhD) |  | We issue one certificate for a joint award  We issue two certificates (one from each partner) for a Dual Award |
| **Number of certificates** | We issue one certificate for a joint award  We issue two certificates (one from each partner) for a Dual Award |  |  |
| **What is mentioned in the diploma** | Manchester certificate would state “….awarded the degree of Doctor of Philosophy, a dual/joint award with the University of XXX” |  |  |
| **Is there named lead institution or is this jointly delivered.** |  |  | The lead institution is also the institution where the student conducts the majority of the research, the institution of the main supervisor and may have implications for Admissions, funding, and examination.  In cases where there is no lead institution, it should be clear how jointly delivered aspects of the programme will be managed. |
| **Duration** | Our standard PhD is 3.5 years (42 months) in length.  Postgraduate Researchers can apply to enter a submission pending phase for 6 months to finish writing up their thesis  The maximum length of registration is 4 years. |  |  |
| **Coursework / Credit-bearing unit requirements** | Other than the thesis, our standard PhDs do not have any coursework requirements  We do not require any credit-bearing training units to be completed prior to award. |  |  |
| **Admission** | Must meet the admissions requirements of both institutions and be admitted to both through each institution’s regular PhD application & admission process.  All PGRs who are classed as International for UoM will need to be assessed for ATAS approval at the admissions stage and will need approval before even starting to study remotely |  | Does the collaborating institution have any strict requirements as to timings of admissions and recruitment that need to be considered.  What are the admissions requirements of the collaborating institutions, are there any differences that need to be addressed prior to approving the programme? |
| **Thesis** | Postgraduate Researchers will normally submit copies of a single doctoral thesis simultaneously to both participating Universities.  Must meet requirements of both institutions policies on thesis presentation  The thesis should be in English.  For the University of Manchester thesis should not normally exceed 80,000. |  | . |
| **Assessment** | Postgraduate Researchers submit their thesis for review and oral examination (viva voice) the panel consists  1x Internal Examiner  1x External Examiner(this examiner should be external to all collaborating institutions)  A range of outcomes can be given following the oral examination ranging from  Minor typographical amendments in, full resubmission  Full detail can be found here: <https://documents.manchester.ac.uk/display.aspx?DocID=7445> |  | Our preferred arrangement for examinations is that participating institutions agree to review and “validate” the assessment process for the respective partner.  The PGR would only undertake the examination process at their host institution.  Other possible models are   * Two concurrent examinations (with awards not given until the assessment process at both institutions is completed * A combined process (this will need to be agreed in full prior to the agreement being signed)   Other considerations   * Does the collaborating partner have any strict deadlines for assessment e.g. specific windows by which a PGR should/must be examined |
| **Research ethics, student conduct & IP** | Research ethics and protection policies of both institutions apply always.  Student is expected to follow policies of non-academic conduct based on which institution they are residing.  Academic & research misconduct is dealt by policies of the lead institution.  For IP, location of discovery governs rules of IP use. In the case of jointly created IP, mutually discussed and resolved. |  |  |
| **Minimum Residency** | We would normally expect the minimum time at the University of Manchester on a joint or Dual award degree to be 12 months in total. |  |  |
| **Supervision** | PGRs will have at least 1 main supervisor from each institution who will have responsibility for overseeing progress. PGRs will normally also have co-supervisors who are appointed according to the UoM [Supervision Policy for Postgraduate Research Degrees](https://documents.manchester.ac.uk/display.aspx?DocID=615). | . | Each institution is responsible for checking the eligibility for supervisors from their own institution against their own guidelines. |
| **Tuition fees, non-academic compulsory incidental fees and international health insurance** | The standard approach is the home institution covers the full tuition fees (and studentship including health and insurance fees) for the PGRs they recruit for the duration of their programme and offer a full fee waiver to PGRs they host for the full duration of their programme.  When there is no leading institution, PGRs can be co-funded by the two institutions where the stipend is paid by Manchester when students are in Manchester and fees are paid at Manchester when students are at Manchester and zeroed when at the partner institution. |  |  |
| **Funding** | Institutions cover the following for their home PGRs (i.e.: the PGRs they recruit)   * Full living stipend * Research training grant * PGR one return travel costs (and related insurance)   The following are not covered: Relocation expenses, supervisor travel, incidentals  The UoM preference is that the home institution provides living stipend for their PGRs for the whole programme and the host institution provides living stipend for their PGRs for the duration of the programme ‘Incidentals’ would not normally be covered by a Manchester studentship.  Where there is no lead institution, Stipends can be co-funded by the institution, normally based where the PGR will be located at the time of the stipend payment. . |  | We would expect that partners provide adequate stipends to cover the cost of living for the country of residence. This includes meeting the minimum cost of living requirements when a PGR from a partner institution is in the UK.  Details on cost of living in Manchester can be found here <https://www.manchester.ac.uk/study/postgraduate-research/funding/living-costs/>  UoM provides stipend in line with UKRI minimum stipends |
| **Graduation & Alumni status** | Student graduates from both institutions regardless of which one is lead/home or collaborator.  Upon graduation student is an alumnus of the University of Manchester |  |  |
| **No. of Agreements** | Normally there would be two agreements   * Between institutions to ensure alignment on overall PhD policies * Between both co-supervisors, faculty and postgraduate research and Chairs around the student’s research topic, funding etc |  |  |
| **Progression** | Supervision meetings held at least monthly with PGRs and supervisor from both institutions over Zoom/Teams (or equivalent)  Formal progress meeting held annually in line with University [Policy on the Progress and Review of Postgraduate Researchers](https://documents.manchester.ac.uk/display.aspx?DocID=612)  Progression outcomes to be recorded on the institution where the PGR is currently studying/located with copies provided to the collaborative host institution for their own records |  |  |
| **Change in circumstance**  **e.g. Interruptions, Extensions, Change of Supervisor, Change of Mode of Study** | PGRs to apply at the institution where they are currently studying. The institution should then seek approval from the collaborating partner.  [Change of Circumstances Policy for Postgraduate Researchers](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.708952) |  | Where a leave of absence or extension is applied under either institutions policy, expected submission date and review date will be adjusted at both institutions by the appropriate period |
| **Holiday** | up to 8 weeks at Manchester | Recreational leave – | State holiday entitlement in individual student agreements |