

University of Manchester

Cookson Scholarship Dual Award

**(Dual award between The University of Manchester and The
University of Melbourne)**

Student and Supervisor Handbook

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This handbook is primarily for Cookson Scholars and their supervisory team who have the University of Manchester as their home institution. It should be referred to in conjunction with the Individual Graduate Research Agreement (IGRA).

1. Dual award leadership, management and administration

The Academic Lead for the Dual award is Dr Michael Taylor. The Cookson Scholar Dual award programme between the University of Manchester and the University of Melbourne is administered by faculty Doctoral Academies, who act as the first point of contact for queries related to the Dual Award programme. **Cookson Scholars are strongly encouraged to notify the Doctoral Academy of any changes to personal circumstances.** For any questions about any aspect of the dual-award programme, please contact the Faculty Doctoral Academy listed in [1.1 Contacts](#)

2. Supervisor guidance and responsibilities

The supervisory team consists of academics from the University of Manchester and University of Melbourne who share the responsibility of providing guidance throughout the programme. The University of Manchester Supervision Policy for PGR can be found at the following [link](#). In the event of changes to the programme, Cookson Scholar must make sure they include both Manchester and Melbourne supervisors in the communication and discussion.

2.1 Individual Graduate Research Agreement (IGRA) or Study Plan

An agreement between the student and all primary supervisors will be signed off following registration, the RDRD team will be in contact to provide templates that will need to be signed by student and supervisory team and returned to the RDRD team. Any change (including change of circumstances e.g., interruption to study, extensions to study and sick leave and changes in pattern of stay at the two institutions) to the original individual agreement will need to be approved by the both institutions.

The IGRA is an important document and can be seen as the single point of truth for details of an individual's programme. The IGRA contains links to important policies and documents from across the two institutions that students and supervisors may be asked to refer to.

[Appendix is an example of a blank IGRA](#)

1.1 CONTACT DETAILS	
General enquiries	FBMH.doctoralacademy@manchester.ac.uk fse.doctoralacademy.specialistprogrammes@manchester.ac.uk HUMS.doctoralacademy@manchester.ac.uk
Recruitment & admissions	FBMH.doctoralacademy.admissions@manchester.ac.uk fse.doctoralacademy.specialistprogrammes@manchester.ac.uk HUMS.doctoralacademy.admissions@manchester.ac.uk
Progression & welfare support queries (eProg, change of circumstances, support services referrals)	FBMH.doctoralacademy.support@manchester.ac.uk fse.doctoralacademy.specialistprogrammes@manchester.ac.uk HUMS.doctoralacademy.cdt@manchester.ac.uk
Funding queries (studentships, stipend, expenses)	FBMH.doctoralacademy.funding@manchester.ac.uk fse.doctoralacademy.specialistprogrammes@manchester.ac.uk HUMS.doctoralacademy.funding@manchester.ac.uk
Examination & submission queries	FBMH.doctoralacademy.exams@manchester.ac.uk fse.doctoralacademy.specialistprogrammes@manchester.ac.uk HUMS.doctoralacademy.cdt@manchester.ac.uk
Research Degrees and Researcher Development Amanda Aspinall, Postgraduate Programmes Coordinator James Lalic, Postgraduate Research Manager	amanda.aspinall@manchester.ac.uk James.Lalic@manchester.ac.uk
University of Melbourne (All Enquiries)	International Research Training Group Coordinators Team jointphd-admin@unimelb.edu.au

3. Student guidance and responsibilities

3.1 University regulations

All Postgraduate Research at the University of Manchester should conform to the University ordinances and regulations, policies and codes of practice for postgraduate research. These can be found at: <http://www.rbess.manchester.ac.uk/graduate/>

It is the Cookson Scholar's responsibility to be familiar with the University regulations and policies which govern their research degree. **At the first meeting with their supervisor, they should be asked to declare that they have read and understand these documents.** They are specifically advised to familiarise themselves with the [Code of Practice for Postgraduate Research Degrees](#).

A student will abide under the University ordinances and regulations which applied at the time of entry to their programme of study; however, changes to University and Faculty policy and guidance will apply to all students, and with immediate effect.

The Cookson Scholar's faculty will have created specific essential information/handbooks to help guide them through their Postgraduate Research please refer to this [below](#)

3.2 Faculty/School Essential Information/Handbooks

A Cookson Scholar with the University of Manchester as their home institution will have their guidance and responsibilities will be set out by their faculty (or school if they belong to the Faculty of Humanities). Please follow the relevant link below.

[FBMH essential information](#)

[FSE essential information](#)

[HUMS Postgraduate Research Handbook](#)

Any queries about any aspect of the programme, please [contact the relevant faculty teams](#)

3.3 Research ethics approval

Manchester-based Cookson Scholars are required to follow the Manchester process to obtain necessary research ethics clearance from both the University of Manchester and University of Melbourne. For approval from Manchester, please refer to the relevant [handbook](#) above for information.

For approval from Melbourne, please contact International Research Training Group Coordinators, Team jointphd-admin@unimelb.edu.au

3.4 Fees

University of Manchester

For Manchester-based Cookson Scholars, tuition fees are paid directly to the University on their behalf

University of Melbourne

For Melbourne-based Cookson Scholars, no tuition fees are payable.

3.5 Research Training and Support Grant (RTSG)

University of Manchester

The Cookson Scholar's [Doctoral Academy Funding team](#) would be responsible for the disbursement of stipends and for granting access to RSTG account codes * and should be in contact shortly after registration is completed with all the relevant information.

* If Humanities, use a school form and the Humanities Funding team will arrange the procurement of purchases for Cookson Scholars

University of Melbourne

For details of RTSGs at Melbourne please contact the International Research Training Group Coordinators Team jointphd-admin@unimelb.edu.au

3.6 Yearly registration and progression completion

Every year the Cookson Scholar will be prompted to re-register by Student Services Centre, they should also complete re-registration even if they are away from the University. Please see <https://www.welcome.manchester.ac.uk/get-ready/become-a-student/register-as-a-student/> for more information about registration.

When away from Manchester they will still need to complete Progression milestones as normal and in conjunction with relevant members of their supervisory team and review panel.

Not completing yearly registration and failing to complete progression milestones will prevent the Cookson Scholar from receiving their stipend.

Progression and assessment will be managed via an overarching board/committee so that there is an agreed outcome. Day-to-day management will rest with the Home or Host institution depending on where the Cookson Scholars are located at during the different stages of their Jointly Awarded Project (i.e., students will be managed by Melbourne when they are at Melbourne and by Manchester when they are in Manchester).

Contact details are [above](#)

3.7 Attendance and engagement

University of Manchester Home Students

For Manchester-based Cookson Scholars, attendance and engagement will be monitored on eProg by their supervisory team. Progression will also be managed in eProg. Upon completion of an annual progress review, Cookson Scholars are asked to please download a report from eProg and send it to Melbourne for it to be manually uploaded on their progression system. This is applicable for the study periods both at Manchester and at Melbourne.

University of Melbourne Home Students

For Melbourne-based Cookson Scholars, attendance and engagement and progression will be monitored using Melbourne system. A copy of relevant progress reports from Melbourne will be shared and uploaded to eProg.

3.8 Change of circumstances

For any requests related to change of circumstances such as an interruption, extension, change of supervisor, change of programme, change of thesis title, early thesis submission, please refer to the Faculty/School specific handbook ([link above](#)) for the policies, regulations and application process.

Approval from both institutions is required so please contact both institutions when making these requests. Contact the relevant [faculty Doctoral Academy Support team](#) at the University of Manchester

Contact the International Research Training Group Coordinators, Team jointphd-admin@unimelb.edu.au at the University of Melbourne

4. Events and Training

4.1 Access to training and taught courses

Manchester-based Cookson Scholars will follow the standard Manchester PhD programme requirements which may include taught courses and research training.

Melbourne-based Cookson Scholars are welcome to attend taught courses and research training if deemed appropriate by the Manchester supervisory team. Please contact the [Doctoral Academy](#) who will make necessary enrolment arrangements.

4.2 PDS suite of training and workshops

Cookson Scholars are also included in the Presidential Doctoral Scholar cohort which gives access to a suite of training. These include improving communication and presentations skills, developing leadership ability, and how to utilise networking.

Information about upcoming sessions will be via email from the pds@manchester.ac.uk.

4.3 Cookson Scholars Conference

[The Cookson Scholars Conference](#) takes place annually. Cookson Scholars will be given the opportunity to take part in the conference and present on the progress of research to their cohort.

They'll be tasked with producing a presentation, followed by a Q&A session, focusing on their research topic or a topic that relates to their collaboration.

The conference allows Cookson Scholars to meet with their peers, refine presentation skills, and receive valuable feedback on their progress. The wider University community across both institutions are also invited so they are also able to showcase research beyond their immediate circle.

Details of the conference will be communicated by the Research Degrees and Researcher Development team to register and take part.

5. Travel and Visas

5.1 Manchester based Cookson Scholars travelling to Melbourne

5.1.1 Visa In order to arrange a visa to travel to Melbourne please contact the International Research Training Group Coordinators Team jointphd-admin@unimelb.edu.au

5.1.2 Travel Checklist

While Cookson Scholars do not need to request approval to spend time at the University of Melbourne, please find below a check list that they should consider in preparation for their study period in Melbourne ([Appendix 2](#))

5.2 Residency Reduction

It is the programme expectation that Cookson Scholars will spend at least 12 months at each institution. However, if they have exceptional circumstances which require the reduction of time in Melbourne then they will need to complete a residency reduction request form which can be obtained and returned via the [RDRD team](#)

Cookson Scholars may also be required to provide evidence and will need the support from their Manchester supervisor. Once returned the RDRD team will take the form through the approval process at both Institutions. The outcome will then be communicated to the Cookson Scholar.

5.3 Field Work

Cookson Scholars should follow both institutions' process. Approval from both institutions is required before a period of fieldwork can commence.

6. Examination

6.1 Key Contacts

For all queries related to Melbourne process, requirements and regulations Cookson Scholars should speak to their Melbourne Supervisor or contact our colleagues at the University of Melbourne at the following email address.

- Joint PhD email <jointphd-admin@unimelb.edu.au>
- Exams email Graduate Research Examinations <gr-exams@unimelb.edu.au>

6.2 Examination Process Overview

- As the Manchester Melbourne is a *dual* award, candidates must satisfy the requirements of both institutions to be awarded a PhD.
- The examination process for this award requires PGRs, supervisors and examiners to engage with both universities systems for the final assessment.
- There are two main elements to the examination the Thesis Examination Board and the Oral Examination (oral examination)
- Due to the nature of the examination process and dual approval of the award the process of examination will likely take longer (approximately 6 weeks) than a standard PhD examination.
- The core details of the examination are listed in the IGRA document completed and signed at the start of the PhD programme for each PGR.
- The University of Manchester Doctoral Academy Examination teams will liaise with the University of Melbourne teams at agreed contact points to share relevant information such as outcomes of examination panels and the oral examination outcomes.

6.3 The key steps of the examination process are listed below:

Step	Name	Overview	Administrative responsibility
Step 1	Nomination of Examiners	The supervisors nominate the examination panel via both institutions. At UoM this is undertaken in e-prog.	Both institutions
Step 2	Submission of Thesis	PGR submits identical copies of their thesis to each institution.	Both institutions
Step 3	Thesis Examination Panel	Independent desk-based examination of the thesis by nominated examiners. This feedback is collated and used to support the oral examination (see step 4)	Melbourne
Step 4	Oral Examination (oral examination)	Oral examination of the thesis	Manchester
Step 5	Outcome agreed	Both institutions have to independently agree the outcome using the feedback of the thesis examination board and the oral examination.	Both institutions
Step 6	Revisions completed and submitted	The PGR submits any required revisions to both institutions	Both institutions
Step 7	Award agreed at both institutions	Institutions agree the award	Both institutions
Step 8	Graduation	PGR can graduate at either institution but would normally graduate at their home institutions	Home institution

6.4 Thesis Presentation and Submission

The submitted thesis must meet the presentation requirements of both institutions. The details of these requirements can be found here [Manchester](#) & [Melbourne](#)

6.4.1 Plagiarism Checks

The University of Melbourne requires that submitted theses are processed through an anti-plagiarism programme called iThenticate. For information and advice PGRs should contact their Melbourne-based Supervisor or the joint PhD email listed under key contacts.

6.4.2 Submission

PGRs are required to submit identical copies of the thesis to both institutions by their submission deadline.

6.5 Examination Panels

6.5.1 Contact not permissible between the PGR and Examiner

It is requirement of the regulations at both the University of Manchester and the University of Melbourne that PGRs do not have any contact with the examination panel before or during the examination process.

PGRs must return a confidentiality confirmation agreement to confirm that they will not contact the examination panel.

6.5.2 Examination Panels

- Examiners are nominated at both institutions for approval via the administrative system. For the University of Manchester, this is done in e-Prog.
- The examination panels must meet the criteria of both institutions.
- The examination panel must be the same for both the thesis examination and the oral examination.

The examination panel consists of:

- 2 externals to both institutions (for the additional criteria please see the Melbourne regulations).
- 1 internal examiner to the University of Manchester.

1 chair for the thesis exam board (does not require nomination and approval at Manchester).

- It is recommended but not required that there is a chair for the oral examination.
- For queries on the Melbourne requirements, please contact the Melbourne team.

6.5.3 Examination Process

The examination process for the Cookson Scholars (Manchester Melbourne Dual Award) involves two elements

The Thesis Examination Panel

- This is a desk-based examination where the nominated examiners examine the thesis and provide a recommendation to the Chair of Examiners at the University of Melbourne
- Administratively, The University of Melbourne manage the thesis examination panel. For information or advice please contact the Melbourne team.
- The review of the thesis undertaken by the thesis examination panel will be used to support the oral examination.
- At this stage feedback is not offered to the candidate.

The Oral examination

- A oral examination, in person or online is convened after the thesis examination board is concluded.
- The administration of the oral examination is managed by the University of Manchester.
- Following the oral examination, a recommended outcome will be sent for ratification to both universities

6.6 Outcome of the Dual Award Examination

- A recommended outcome is sent for ratification by both institutions.
- Once the outcome of the examination process is agreed by both universities, the candidate will be informed of the outcome.

Due to timings of ratification, there may be a delay between institutions ratifying outcomes. At the University of Manchester committees meet monthly to ratify outcomes but these dates vary between faculties

9. Graduation

All researchers on the dual award can graduate at either institution but would normally graduate at their home institutions.

University of Manchester Graduation

The University of Manchester runs two sets of graduation ceremonies a year. One in July, one in December. Cookson Scholars can only register for graduation once both of the institutions have agreed their award. The graduation team at Manchester have a comprehensive webpage that outlines how to register for the graduation and has a list of Frequently Asked Questions which highlight the process for graduation at the University of Manchester. Please follow the link [here](#)

University of Melbourne Graduation

For details of the graduation at the University of Melbourne please contact International Research Training Group Coordinators, Team jointphd-admin@unimelb.edu.au

Appendix 1 IGRA (Individual Graduate Research Agreement)

SCHEDULE: POSTGRADUATE RESEARCHER AGREEMENT

RECITALS

The University of Melbourne (Melbourne) and The University of Manchester (Manchester) wish to establish a joint/dual PhD framework (Program) for **????** under this Postgraduate Researcher Agreement in accordance with the Agreement for Jointly Awarded/Dual Doctor of Philosophy (PhD) signed by the parties dated 21 April 2020 ('Head Agreement').

The purpose of this Postgraduate Researcher Agreement is to confirm the agreed arrangements for this Postgraduate Researcher's jointly awarded/dual Doctor of Philosophy (PhD).

Policy regulations:

The University of Melbourne:

- Graduate Research Training Policy (MPF1321): <https://policy.unimelb.edu.au/MPF1321>;
- Health and Safety Policy (MPF1205): <https://policy.unimelb.edu.au/MPF1205>;
- Enrolment and Timetabling Policy (MPF1294): <https://policy.unimelb.edu.au/MPF1294>

The University of Manchester:

- Ordinances and regulations - <https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/>
- Postgraduate Research Code of Practice - <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

1. POSTGRADUATE RESEARCHER DETAILS

Postgraduate Researcher identification numbers	University of Melbourne (Student ID)		University of Manchester (Student ID)	
	Family name	First Name		
Date of birth				
Email address (Melbourne)				

Email address (Manchester)	
Mobile /cell telephone	

2. UNIVERSITY DETAILS

Unless otherwise indicated below the Home Institution is the Party that provides the Postgraduate Researcher with the living stipend, scholarship or salary, and at which the Postgraduate Researcher first enrolls.

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The Home Institution will be:	University of Manchester
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The Host Institution will be:	University of Melbourne
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The following persons have been designated as the **principal supervisors**, and will be responsible for providing primary supervision of the Postgraduate Researcher from their respective institution:

	Home institution	Host institution
Principal supervisors (name and title)		

Faculty and School/Department	
Email address	
Telephone numbers	
3. INTERNATIONAL RESEARCH TRAINING GROUPS	
Is the Postgraduate Researcher part of an established International Research Training Group (IRTG) between Melbourne and Manchester?	
	Yes/No
If yes, name of IRTG:	
4. PROPOSED PROJECT AND SUPERVISION ARRANGEMENTS	
Describe the thesis topic that will be undertaken:	
The following regulatory approvals will be required in order for the Postgraduate Researcher to conduct their research at the Home and Host institutions (<i>e.g.: ethics approvals, materials handling certifications, health or police checks, discipline specific training</i>):	
<p>The Postgraduate Researcher must complete Melbourne's Research Integrity Online Training course prior to Confirmation.</p> <p>The Postgraduate Researcher must complete Manchester's online training modules in Health and Safety, research integrity and export controls.</p>	
The following arrangements will be put in place for the appropriate management and retention of research data generated during the research:	
The Postgraduate Researcher must complete Manchester's research data management plan at the outset of their research project	
Melbourne and Manchester agree to provide a safe environment for the Postgraduate Researcher for the duration of the Program in accordance with Melbourne's Health and Safety Policy: https://policy.unimelb.edu.au/MPF1205 and Manchester's Health and Safety policy https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=654	
<p>The date of commencement of joint candidature arrangements is:</p> <p>Commencement date is the first day that the Postgraduate Researcher starts work towards the Program (start date). For Postgraduate Researchers whose Home Institution is Manchester this is the date of registration.</p>	

Allocation of time

The Postgraduate Researcher will be funded for, and is expected to submit their thesis for examination within, 3.5 years of elapsed candidature. Subject to exceptional circumstances, the Postgraduate Researcher may be granted an extension or writing up period and must submit their thesis for examination within a maximum of four years of elapsed candidature.

The Postgraduate Researcher will divide their time between the Home and Host institution and will spend a minimum of at least 12 months at each institution.

The expected periods to be spent at each institution are as follows

Period (Provide proposed dates in dd/mm/yy format)		Location (Home or Host Institution)
From date	to	Home
From date	to	Host
From date	to	Host
From date	to	Home
From date	to	Host
From date	to	Host

Leave policies affecting candidature

The effective leave policies will be that of the institution the Postgraduate Researcher is physically located at, excepting Parental leave (maternity, adoption and partner leave) which will be determined by their Home Institution's policy.

Leave of absence is a period of non-enrolment that may be granted for reasons such as sickness, family or career responsibilities, which temporarily hinder the Postgraduate Researcher's studies.

When leave is approved under either institution's policies, the expected thesis submission date and progress review due dates will be adjusted at both institutions by the appropriate length of the approved leave period.

While at Melbourne leave is granted in accordance with [sections 5.61-5.67](#) of the Melbourne Enrolment and Timetabling Policy (MPF1294): <https://gradresearch.unimelb.edu.au/being-a-candidate/taking-leave>

While at Manchester leave is granted in accordance with the policies and procedures outlined in the 'Changes to degrees' section of the PGR Code of Practice: <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

Note: recreational leave (up to 4 weeks at Melbourne or 8 weeks at Manchester per year) will not affect the thesis submission date.

Note: Postgraduate Researchers will need to consider any relevant visa and immigration requirements when taking leave of absence.

The following arrangements will be put in place to ensure effective supervision of the candidate and effective communication between the supervisors at Home and Host institutions:

- Supervisory meetings will be held at least monthly with the Postgraduate Researcher over video-conference.
- The supervision policy at Manchester can be found under the supervision section of the PGR Code of Practice: <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>.
- Policies at Melbourne relating to supervision are in the [Supervisor Eligibility and Registration Policy](#) and the [Graduate Research Training Policy](#). Supervision roles at Melbourne are explained on the Graduate Research Hub: <https://gradresearch.unimelb.edu.au/roles-and-responsibilities/working-with-my-supervisors>
- Outcomes of supervisory meetings can be recorded on the universities' progression monitoring system if required.

The following arrangements will be put in place to ensure the Postgraduate Researcher's progress is reviewed formally on at least an annual basis:

- 4.1 An advisory committee shall be formed to monitor the Postgraduate Researcher's progress, comprised of at least three people and including the Postgraduate Researcher's primary supervisors from both institutions.
- 4.2 The advisory committee will hold an initial progress review meeting, where the Postgraduate Researcher shall write a brief plan for the following 3-6 months to help ensure the Postgraduate Researcher is making progress towards their candidature.
- 4.3 The advisory committee will evaluate the Postgraduate Researcher's candidature within 9-12 months of the Postgraduate Researcher's admission, whereby the research project's progress is evaluated in accordance with [sections 5.11-5.16](#) of the Melbourne Graduate Research Training Policy and the progress and review policy at Manchester (within the progress and review section of the PGR Code of Practice -<https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>).
- 4.4 Upon fulfilment of 4.3, the advisory committee shall monitor the Postgraduate Researcher's progress through academic progress review meetings held at least once a year, with progress reviews recorded through online forms linked to the student system at Melbourne and the progression system at Manchester.
- 4.5 If a candidate is determined to be at risk of making unsatisfactory progress, the advisory committee shall:

- 4.5.1 notify the Postgraduate Researcher that they are at risk of making unsatisfactory progress, provide reasoning and appropriate support, establish a progress plan and deadline to demonstrate satisfactory progress; and
 - 4.5.2 alert the Postgraduate Researcher that a formal warning of unsatisfactory progress may be issued if satisfactory progress has not been made by this deadline. This may result in extra conditions imposed on the Postgraduate Researcher, or their candidature being terminated.
- 4.6 The Postgraduate Researcher is encouraged, but not obligated, to present their research findings at a public seminar in the six months prior to submitting their thesis for examination ('Completion Seminar'). This will be organised by the advisory committee, and in accordance with [sections 5.75-5.79](#) of the Melbourne Graduate Research Training Policy.
 - 4.7 Prior to the Graduate Researcher submitting their thesis for examination, the Graduate Researcher will submit their thesis to the iThenticate system for a similarity report. The Melbourne primary supervisor and CoE will decide if the thesis is ready for review with reference to this report.

5. THESIS REQUIREMENTS

The expected format and approximate word length of the thesis is:

The expected format of the thesis is per the [Preparation of Graduate Research Theses Rules](#) at Melbourne and the [Presentation of Theses Policy](#) at Manchester.

The word length of the thesis will not exceed 80,000 words exclusive of tables, maps, bibliographies and appendices.

6. THESIS EXAMINATION

The Thesis Examination Board will consist of:

- At least two examiners external to, and independent of, all Partners; AND
- One examiner internal to Manchester.

The following arrangements will govern the selection of examiners and examination of the thesis.

- 6.1 The primary supervisors from both institutions will jointly search for and nominate the potential external and independent examiners as per [sections 4.103-4.110](#) of the Melbourne Graduate Research Training Policy and Manchester nomination of examiners policy (under the submission and examination section of the PGR Code of Practice - <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>). These must be external to all Partners and remain anonymous to the Postgraduate Researcher. At least one of these external and independent examiners will be required to participate in the Oral Examination, as set out in section 7, and will cede anonymity at that point.
- 6.2 The one examiner internal to Manchester will be nominated in accordance with Manchester's [nomination of examiners policy](#) (under the *submission and examination* section of the [PGR Code of Practice](#)).
- 6.3 The Postgraduate Researcher will submit identical copies of the thesis to each institution in line with each institution's policies and procedures.
- 6.4 The examiners will submit the relevant (pre-oral) examiners' assessment form and written report to each institution in line with each institution's requirements.
- 6.5 The Melbourne Chair of Examiners (CoE) will assess the two external examiners' (pre-oral) reports against a scale of

recommendations as per [sections 5.119-5.129](#) of the Melbourne Graduate Research Training Policy. The Postgraduate Researcher must not receive any feedback from the CoE until after the Oral Examination has taken place.

6.6 The Oral Examination will take place within 12 working weeks of the thesis being sent to examiners, and will run as set out in section 7.

6.7 The Postgraduate Researcher will receive assessment feedback from the Thesis Examination assessment in 6.4 and 6.5 and the Oral Examination assessment in section 7, after the Oral Examination has taken place.

- (A) If the Postgraduate Researcher is required to make minor corrections/amendments to the thesis as an outcome of the Thesis and Oral Examinations, identical copies of the revised version of the thesis will be resubmitted to each institution and corrections signed off by the internal examiner prior to submitting the final version of the thesis.
- (B) If the Postgraduate Researcher is required to resubmit a revised version of thesis as an outcome of the Thesis and Oral Examinations, identical copies of the revised version of the thesis will be resubmitted to each institution for a second examination.
- (C) If the Postgraduate Researcher's Thesis and Oral Examination results in a lower award or a Fail, then the *Jointly Awarded/Dual Doctor of Philosophy Program* is terminated, and the policies of the Home Institution shall prevail.

The jointly awarded/dual degree from Melbourne and Manchester is a PhD.

7. ORAL EXAMINATION/ VIVA

The Oral Examination Board will be assembled by Manchester and will consist of:

- At least one of the two examiners external to, and independent of, all Partners, as described in section 6.; AND
- At least one internal examiner from Manchester; AND
- An independent chair to oversee the oral examination process.

The following arrangements will govern the Oral Examination/ Viva process:

The format of the Oral Examination is as per Manchester [Examination of Doctoral Degrees](#) policy.

It is expected that the viva will be conducted at Manchester and be attended by the Graduate Researcher and the Oral Examination Board as described below:

- The Postgraduate Researcher will either be physically present at Manchester or attend the viva via video-conference from Melbourne.
- At least one of the two external examiners, as described in section 6, will normally be in Manchester or Melbourne, but may be able to conduct the viva remotely if travel arrangements preclude them from being physically present.
- The Manchester internal examiner and independent chair will be physically present in Manchester.

*The option to joint via video-conference will be actioned in accordance with Manchester's policy on remote vivas:

<http://documents.manchester.ac.uk/display.aspx?DocID=6517>

8. FINANCIAL ARRANGEMENTS

The Home institution will provide the Postgraduate Researcher with a living stipend. Both the Home and Host institutions will waive any applicable tuition fees. The following financial arrangements will apply to this Postgraduate Researcher's Program:

Institution:	Home	Host
a) Tuition fee remission waiver:	Full remission for up to four years	Full remission for up to four years
b) Living stipend (scholarship):	Standard living allowance	None
c) Travel costs of the Postgraduate Researcher:	Minimum 1 return airfare	None
d) Insurance costs of the Postgraduate Researcher (health, travel):	As applicable	None
e) Travel costs of the supervisors, as they apply to the supervision of the Postgraduate Researcher:	Each institution will meet the costs of their own supervisors.	
f) Honoraria for external examiners:	Each institution will pay the external examiners in line with its policies and processes.	
g) Technology costs associated with the Oral Examination (e.g. video/ teleconference):	Each institution will meet their own technology costs associated with the oral examination.	
h) Travel costs associated with the Oral Examination for the:	The Oral Examination may be conducted via video-conference or partly in-person at Manchester or Melbourne. Therefore there are no additional travel costs anticipated.	
a. Postgraduate Researcher	None	None
b. Supervisors	None	None
c. External examiners	None	None

9. INTELLECTUAL PROPERTY ARRANGEMENTS

(IF RELEVANT) Where the research is conducted under a funding / third-party agreement, the following conditions upon ownership and /or communication of the research:

Confidentiality requirements:

Dissemination of the research findings, including access to the thesis *(note whether these restrictions are worldwide or apply to specific jurisdictions only)*:

Intellectual Property generated in the project (excluding the Postgraduate Researcher's thesis):

Background Intellectual Property made available by the third party:

Where there is no third-party funding agreement, the general rule is that the Institution will own any Intellectual Property rights generated by its employees, jointly generated intellectual property will be jointly owned. Further details can be provided on request.

10. AUTHORSHIP AND THESIS ACCESS ARRANGEMENTS

Copyright in the thesis will vest in the Postgraduate Researcher and Intuitional access arrangements will apply unless otherwise indicated below:

Standard thesis copyrights arrangements. The thesis will be shared with both universities.

The following arrangements will apply to any publications arising from the Postgraduate Researcher's work *(indicate copyright arrangements, anticipated author roles and attributions where co-authored publications are expected and publication access requirements)*

Co-authored publication copyrights arrangements, if any, will be discussed later. At the moment, no expected co-authored publication.

11. UNIVERSITY APPROVALS

INSTITUTION NAME

University of Melbourne

University of Manchester

PRINCIPAL SUPERVISORS

Name

Signature

Date

(IF RELEVANT) To confirm whether the Postgraduate Researcher has been granted a place in an International Research Training Group (IRTG), the Head of Department/Head of School will consult with the IRTG coordinator or academic lead.

Has the Head of Department/Head of School received confirmation from the IRTG coordinator or academic lead that the named Postgraduate Researcher is being supported as part of the IRTG?

Yes ☐ No ☐

Yes ☐ No ☐

HEAD OF DEPARTMENT / SCHOOL (as appropriate)

Name

Signature

Date

RESPONSIBLE OFFICER AT ENROLLING FACULTY	
Name	
Position	Associate Dean, Research Training Associate Dean, PGR
Signature	
Date	

12. POSTGRADUATE RESEARCHER ACKNOWLEDGEMENT

The content of this Agreement has been discussed with me, and I acknowledge these conditions will apply in respect to my Program, unless varied by agreement between the Home and Host Institutions, and with my knowledge.

Name		
Signature		

Appendix 2. Travel checklist

- The University has returned to 'normal' pre-travel approval for overseas business travel and are following this [travel risk assessment flowchart](#). This means you need to assess the overall risk rating of the country you are travelling to and then follow the appropriate guidelines for your country. To check what the risk status of a country is please visit the [AIG website](#). You will need to register using your University email address and the University's policy number which is: 0015903034. Select "country report" and input the country name, then click "check risk".
- i) Overseas travel to a country of moderate / low risk
 - review / adapt a [generic risk assessment for overseas business travel](#) with additional consideration of personal health risk, local Covid risks, health care infrastructure as well as restrictions for entry in country ☐
- ii) Overseas travel to a country on the [list of high risk countries](#) OR Overseas travel to areas where the FCDO has advised 'against all travel' or 'against all but essential travel'
 - prepare a [specific risk assessment for high risk countries](#) with additional consideration of personal health risk, local Covid risks, health care infrastructure as well as restrictions for entry in country, working with your [FSE Safety team](#). ☐
- When travelling you must also consider [Export Control](#) implications particular if you are traveling to one of the [key countries](#). You will need to check whether [due diligence](#) checks are required. This must be done in tandem with the RA. If due diligence is required this must be done in advance of booking the trip, please coordinate with [Export Control Compliance \(ECC team\)](#) to ensure this is done. The traveller has personal liability if exporting controlled good/data outside the UK borders. Please inform your budget holder Export Control checks have been done if your travel is to a Key Country. I confirm that I have considered and reviewed and checked for any Export Control implications ☐
- I confirm that I have completed a [pre travel risk assessment](#) and have discussed any items of concerns with my Supervisor/s and FSE Safety team.. ☐
- I have checked the [Foreign, Commonwealth and Development Office \(FCDO\) website](#) for the latest travel advice. ☐
- I understand that it is my responsibility to obtain all required travel documentation (e.g. visas) ☐
- I understand that Postgraduate Researchers (PGRs) remain standard users of Key Travel and can create travel itineraries but not book travel. Therefore, PGRs should contact their Departmental Operations email address and an Operations staff member will help book your travel for you. ☐
- I understand that it is my responsibility to process any expenses through the [PR7 process](#) ☐

- I am aware of the [University Travel Insurance for Students Undertaking Work or Study Placements](#) and have obtained personal travel insurance if required ☐
- I am aware of the [University of Manchester Travel Policy](#) ☐
- For fieldwork travel, I have obtained research ethics clearance ☐