

## General Principles

1. These principles are provided as a guide for the development of joint or dual PhD programmes and should be read in conjunction with Newcastle University's [Code of Practice for Research Degree Programmes](#) and the [Educational Partnership Policy](#).
2. The partner will normally be of equal or equivalent ranking in the relevant subject area with processes and procedures that can be judged to be equivalent or exceed our own to ensure quality and standards.
3. The requirements set out in the Newcastle University Code of Practice for Research Degree Programmes are applicable to all students registered on joint or dual PhD arrangements. An exact match, however, is not required if these were considered to be within the spirit of Newcastle's requirements.
4. The student's main registration will be held at the location of the primary supervisor and the regulations and processes of this Lead University will be followed.
5. Newcastle University is responsible for the academic standards and quality of the Newcastle award. This responsibility is not shared with the partner institution.
6. In the case of consortium arrangements only those students who receive active supervision from a Newcastle University academic member of staff will be eligible to receive a Newcastle University award.
7. Joint and dual awards may be permitted as part of an institutional agreement or on an individual student basis. Partnerships with lower ranked institutions may be permitted subject to approval, if it forms part of a wider strategic plan. In all such cases Newcastle University will act as the Lead Institution.

## Approval process

8. In all cases the partner will be considered by the Partnership Approval and Review Committee (PARC) for recommendation to UEC for approval. Authority to approve such partnerships rests with Senate.
9. For all such partnerships a legal agreement must be developed that includes details of the following:
  - a. Academic and English language requirements
  - b. Training provision
  - c. Progress and monitoring arrangements
  - d. Examination arrangements

Legal agreements will be considered by the relevant Dean(s) of Postgraduate Studies prior to submission to the chair of UEC, for approval on chair's action on behalf of UEC.

## Admission and Entry Requirements

10. Any student admitted to a Newcastle University joint or dual PhD should as a minimum meet the normal entry requirements of the University, including any English language requirement. Admissions criteria must be agreed jointly at the outset and be included in the legal agreement. Mechanisms should be put in place to ensure that both parties agree to which candidates are admitted to the joint or dual PhD programme. Clear, accurate and comprehensive information must be provided to potential applicants on the nature of the award and the requirements associated with it, including tuition fees and attendance requirements.
  11. When deemed necessary, for example, in cases of the partner no longer being able to supervise the student, it will be possible to transfer from the joint or dual award to a Newcastle University only
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programme. The relevant Dean of Postgraduate Studies will consider each such request for approval on a case by case basis.

12. Students will not be permitted to transfer to the dual or joint award programme part way through their studies.

## Research Environment

13. Joint or Dual PhD arrangements will only be permitted in cases where the University is confident that students can be trained and supported within an environment which is supportive of research as defined in the [Code of Practice for Research Degree Programmes](#).

## Enrolment

14. Students will be registered at Newcastle for the full duration of their programme of study, including periods of study spent at the partner.

## Supervisory arrangements

15. At least one lead supervisor must be nominated at each partner at the outset of the project. A nominated second supervisor should also be identified at each partner. One supervisor (at either partner) must be nominated to take overall responsibility for the student. Mechanisms should be in place to ensure that the students interact with their full supervisory team (i.e. teams from both institutions) at least 3 times per year. The Newcastle University supervisor will be responsible for ensuring that the student is fully aware of Newcastle's processes and procedures, with a briefing taking place at the beginning of each year of the student's programme of study.

## Length of candidature

16. The University's standard expectations for the length of candidature for Newcastle University PhDs as set out in the University regulations should be followed. Students will be expected to spend a minimum of 12 months studying in each institution. The 12 month period does not have to take place consecutively, however, prior to agreeing the pattern of study consultation with the Visa Officer should take place to ensure the proposal meets Home Office requirements.

## Induction and training

17. Students should receive a full induction programme from both partners. Where the student commences study at the partner, mechanisms should be put in place to ensure that they are provided with the relevant Newcastle induction materials. Students should have access to comparable training and skill development opportunities as those undertaking a solely Newcastle award and will be expected to complete the equivalent of the Newcastle training programme, including, where appropriate, credits from the other institution.

## Approval of Research Projects

18. Project Approval for the Newcastle award will be conducted as set out in the [Code of Practice for Research Degree Programmes](#) (unless otherwise agreed in the legal agreement). Prior to submission to the Academic Unit Panel agreement should be reached with the two supervisors that the individual project proposal is appropriate. Any additional requirements that the partner may have should be incorporated into the process as far as possible.

## Progress and Monitoring

19. Progress and monitoring should be conducted in the standard way as outlined in the Code of Practice for Research Degree Programmes. Wherever possible efforts should be taken to integrate Newcastle's processes with the partner's to prevent potential different outcomes for the student and their project. For example, including a nominated member of staff from the partner in the Progress Panel or ensuring sign off of the progress decisions made by both parties.

## Language of assessment

20. For the both dual and joint arrangements the thesis should be submitted in English and the examination process will be conducted in English.

## Examination Process

21. For all cases where Newcastle University is the Lead Institution the Examination Process will follow that set out in the University's [Doctor of Philosophy Examination Conventions](#). In all other cases this will be negotiated and set out in the legal agreement. The partner may have additional requirements for their award (for example, a public examination or a minimum number of published works). The examination panel may be larger than standard Newcastle University practice to accommodate additional representation from the partner or additional external input as necessary to meet local or national requirements. The student's supervisors will not be appointed to the examination team. Supervisors may at the request of the candidate be present but can make no contribution to the examination. Appointment of Examiners should follow the guidance in the Code of Practice for Research Degree Programmes.

### *Dual award*

22. In cases where the partner has additional requirements the Newcastle award will not be made until the entire requirements established at the outset for the dual award programme have been met. As far as possible the examination requirements of the partner should be incorporated into a single examination process for the award of the PhD.

## Legal Agreement

23. An agreed, signed, Memorandum of Agreement must be in place prior to commencement of the programme which covers the roles and responsibilities of each partner. An individual student agreement must be in place for each candidate, which sets out the supervisory arrangements, periods of attendance at each institution, examination process and intellectual property rights.

## Parchments and transcripts

### *Joint award*

24. Only those students who receive active supervision from a Newcastle University member of academic staff will be entitled to a joint award. The legal agreement shall set out which institution will be responsible for the production of the parchment for the award. In most circumstances this will be the responsibility of the Lead Institution. Only the signatures of the jointly awarding bodies will appear on the parchment. In consortium arrangements permission may be granted to make use of the University's logo on the parchment for all students in the consortium whether they attend Newcastle University or not, however, this will not constitute a joint award from Newcastle University. Students will be entitled to graduate at one ceremony only; this will normally be held at the Lead Institution.

### *Dual award*

25. The Newcastle parchment will not bear the partner's logo. The Newcastle transcript/HEAR must be clear that the award was made on a dual award basis and list the name of the partner institution. Students will be permitted to attend the graduation of both partners.

## Tuition Fees

26. The tuition fee should be agreed at the outset and be included in the legal agreement. Students will normally pay the full tuition fee for the period of study in Newcastle and a reduced fee for the remainder of their registration.

## Student experience

27. Facilities and student accommodation at the partner must be reviewed to ensure these are of an appropriate high standard for students.

## Complaints, Appeals and Disciplinary matters

28. As registered students of the University Joint and Dual PhD students are subject to and have access to the stated complaints, appeals and disciplinary procedures. Complaints of a non-academic nature will be considered by the relevant partner.

Approved by UTLSEC on 16 July 2014; amended by chair's action August 2016. Updated by LTDS 20 February 2019	
Intended for use by:	Deans of Postgraduate Studies Proposers of new joint and dual PhD provision Research Student Support Team International Office Legal Services
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