

Maynooth University

Graduate Studies

GUIDELINES FOR THE DEVELOPMENT OF DUAL AND JOINT POSTGRADUATE RESEARCH PROGRAMMES

Joint programmes refer to an arrangement between two or more Institutions for shared responsibility of a programme provided for one or more postgraduate research students where a single diploma is issued by at least two higher education Institutions offering an integrated programme and recognised officially in the countries where the degree-awarding Institutions are located.

Double or multiple programmes refer to arrangements under which two or more national diplomas are issued by two or more higher education Institutions and recognised officially in the countries where the degree-awarding Institutions are located.

The guidelines for establishing dual and joint postgraduate research programmes will, in generic terms, be deployed for all of these, but specific derogations from the model of Memorandum of Agreement (MOA) and Minimum Requirements may be introduced. See Appendix 1 for Minimum Requirements that pertain to the establishment of an NUI Maynooth Joint postgraduate research programme (Masters by Research or PhD).

Joint and dual/multiple programmes involve a formal agreement (MOA) on the arrangement for sharing responsibility signed by the Presidents of the partner Institutions, each student entering the programme, and each supervisor of a student on the programme. See Appendix 2 for a model MOA.

APPROVAL PROCESS

Initial consideration will be given to the proposal by the Graduate Studies Subcommittee of the Research Committee. The GSS will require certain assurances about the arrangement from the Department/Institution and Faculty outlining their support for the academic, strategic and business rationale.

The approval process is summarised in the attached flowchart (Appendix 3).

Partner Institution Approval

Where no agreement currently exists with the partner Institution, an approval process will need to take place. The Department, with support provided by the Graduate Studies Office, will prepare a report on the partner Institution to be considered by the Graduate Studies Subcommittee. This can be supplemented where possible by a visit to the Institution by a senior member of staff and by information from the International Office. The report should address a series of quality related questions thus providing the University with assurances of the academic standards, resources and facilities of the Institution concerned (See Appendix 4 for key questions that would normally be addressed). Where the University still has concerns about the proposed Institution, an Institutional visit may be required. Where the Institution is sited in partner development countries and the link is essentially about research capacity building for development the report should address the strategic relevance of partnering the Institution concerned. The Graduate Studies Subcommittee approves the Joint PhD proposal. If circumstances make it necessary the proposal will be referred by the

Graduate Studies Subcommittee to the Registrar for approval. The approved proposal will be brought to Academic Council for noting.

The following appendices provide guidelines for the development of a National University of Ireland Maynooth Joint and Dual Postgraduate Research awards. ⁱ

- Appendix 1 Minimum Requirements
- Appendix 2 Model Memorandum of Agreement (MOA)
- Appendix 3 Flow Chart – Approval Process
- Appendix 4 Approval of Partner Institutions – Issues to be addressed
- Appendix 5 Forms applicable to Joint research programmes

Appendix 1

MINIMUM REQUIREMENTS FOR JOINT AND DUAL POSTGRADUATE RESEARCH PROGRAMMES

Note: Agreements between the partner universities pertaining to all points listed below should be detailed in the MOA.

	POINTS TO CONSIDER	MINIMUM REQUIREMENTS
1	English Language and Admission Requirements	The student should meet the currently applicable normal English Language entry requirements. Admission criteria should be based on those of the lead Institution and the admission process approved by both/all Institutions.
2	Length of degree	This is normally a minimum of four years (full-time) and six years (part-time) for PhD
3	Attendance at National University of Ireland Maynooth	The minimum attendance requirement is one year in either Institution, but each proposal will be considered on a case by case basis. Where there are more than two Institutions involved (in Erasmus Mundus Programmes) the minimum requirement is one year in two of the Institutions.
4	Compatibility of postgraduate research programmes and accreditation mechanisms	At NUIM, Joint postgraduate research programmes are subject to rules provided by the current regulation applicable to these programmes. Mechanisms pertaining to accreditation for external modules/learning should be agreed by partner universities in the MOA.
5	Decision on Lead Institution	A lead Institution should be identified. Where the National University of Ireland assumes this role, the rules and regulations of NUI Maynooth will apply. Similarly, where the partner Institution is the lead Institution, its rules and regulations will apply notwithstanding the right of National University of Ireland to approve the examination procedures. Students will be registered students of NUIM for all years of their Joint programme and will be registered students of the partner Institution/s as agreed in the MOA. Students will be entitled to use the support services of all Institutions involved.
6	Supervision	In addition to supervisory requirements applicable to regular NUIM research

		<p>programme, one supervisor from each partner Institution is required.</p> <p>The level of supervision required from NUI Maynooth should be considered in the context of the supervisory experience and resources available at the partner Institution(s).</p> <p>As a minimum, the following meetings should take place in each academic year:</p> <ul style="list-style-type: none"> • A face-to-face meeting between the two Supervisors and the student. • A face-to-face or virtual meeting between the Supervisors. • Monthly meetings between a supervisor and the student. <p>All parties should maintain regular e-mail contact.</p>
<p>7</p>	<p>Thesis</p>	<p>The thesis will normally be written and defended in English and it should include a summary written in English and the language of the partner Institution/s unless stated otherwise in the MOA. The University's current regulations for thesis format should be followed.</p> <p>The number of copies of the thesis will be specified in the MOA.</p> <p>In addition to the above, an electronic version of the thesis should be submitted to National University of Ireland Maynooth.</p>
<p>8</p>	<p>Examination Process</p>	<ul style="list-style-type: none"> • The Examiners shall include a minimum of one examiner from each Institution, who shall not be a Supervisor. Where established practices in the partner University require the presence of the Supervisor at the Viva, such practices will be respected. • The Examiners shall include, as a minimum, one external examiner appointed by NUI Maynooth. The partner Institution/s may also appoint an external examiner where appropriate. • If PhD thesis is defended at partner university, a copy of the agreed final report will be required and a "<i>Declaration of Recommendation of Examiners of a Joint PhD Viva Voce Examination</i>" will have to be submitted by the partner university to NUIM Examination office.

		<ul style="list-style-type: none"> The Supervisor will not normally attend the viva, but will be available to answer any questions and may attend with a written approval of the student.
8	Intellectual Property	Foreground IP developed by the student in the course of the joint programme will normally be jointly owned by the partner Institutions. All other foreground and background IP will remain the property of each individual Institution. Intellectual Property Rights agreement will form a part of the MOA.
9	Graduation	Student pursuing joint programmes will be able to graduate at one ceremony only. This is normally at the Lead Institution.
10	Fees	Open to negotiation, but each partner should receive at minimum fees for one year. Fee arrangements must be explicit in the MOA.
11	Memorandum of Agreement (MOA)	A formal agreement, signed by both/all Institutions, the Research Student and supervisors will be required.
12	Diploma and Diploma supplements	Students pursuing joint programmes will receive one parchment only. Details regarding the diploma and diploma supplements/transcripts should be agreed in the MOA.

Appendix 2

DRAFT MEMORANDUM OF AGREEMENT

DRAFT

AGREEMENT

between

National University of Ireland Maynooth

and

>>> (*Partner Institutions*)

and

>>> (*Research Student*)

**Jointly Awarded Degree of <degree
name>**

AGREEMENT AMONG

Co-operation Partners

- ♦ the **[University name, address, country]**, represented by [name legal representative]
- ♦ the **[University name, address, country]**, represented by [name legal representative]
- ♦ the **[University name, address, country]**, represented by [name legal representative]
- ♦ the **[University name, address, country]**, represented by [name legal representative]

The setting up of a Joint Research Doctoral Thesis is based on the following legal prerequisites:

At [university name], on the basis of [Article.]

At [university name], on the basis of [Article]

At [university name], on the basis of [Article]

At [university name], on the basis of [Article]

united in their desire to contribute to establishing and/or developing scientific co-operation between [nationalities] teams of researchers through the mobility of doctoral candidates agree as follows

First Part - Administrative Matters

Art. 1 - The [university name], [university name], [university name] and [university name], hereinafter referred to as the "Institutions", agree, in accordance with the applicable laws, rules and regulations in force in each of their respective countries and Institutions, to jointly organise masters/doctoral theses in the field of [name field].

The Institutions agree that the lead Institution will be **<name of the lead Institution>**.

The principles governing the joint doctoral thesis as well as the relevant administrative procedures and education related matters are established in this Agreement.

This Agreement shall be effective from <date> and is approved for a period of <number> years.

Art. 2 - The period for researching and writing the thesis shall normally be [number]

years commencing from [year]. Where necessary this term can be prolonged in accordance with the rules in force at both of the Institutions.

Art. 3 - The thesis shall be researched and written in at least two alternating periods at the Institutions. The duration of such periods shall be fixed by Agreement between the two thesis supervisors. The Student will spend at least 12 months in either institution.

Art. 4 - As far as necessary the doctoral candidates shall register with all Institutions. The candidates shall pay the applicable fees as follows:

year 1 at - _____ fees payable to _____ (____ waiving fees);

year 2 at - _____ fees payable to _____ (____ waiving fees);

year 3 at - _____ fees payable to _____ (____ waiving fees);

year 4 at - _____ fees payable to _____ (____ waiving fees);

Art. 5 - For the entire period required to research and write the thesis, the research Student shall take out personal insurance for health cover if not covered by the national health service.

Art. 6 - Each Institution will ensure, in so far as is reasonable and practicable, the safety, health and welfare of the Student at all times for the duration of their attendance at each Institution and will provide relevant health and safety training, instruction and equipment to the Student. To the extent that the Student is required to adhere to any policies, procedures or safety statements of each Institution, each Institution shall draw these to the attention of the Student at the commencement of the programme/their time at each Institution, as applicable. Each Institution is responsible for identifying any hazards that the Student may encounter and for bringing these to the attention of the Student.

Art. 7 - Each Institution will comply with all applicable laws, including, but not limited to, relevant employment, health and safety and data protection laws.

Art. 8 - Each Institution will provide evidence of its public liability and employer's liability insurance policies to the satisfaction of the other Institution(s).

Art. 9 - Each Institution shall indemnify its own staff, agents and the Students against claims arising under this Agreement. None of the Institutions shall be liable for any act, omission, neglect, default, loss, damage, personal injury or theft arising from the actions of staff, agents or Students of its partner(s).

Art. 10 - The Students are required to comply with each Institution's academic and disciplinary regulations as other Students attending partner Institutions.

Art. 11 - All Institutions agree that in the event of a dispute concerning this Agreement

the matter shall be dealt with under the legal jurisdiction of the Republic of Ireland.

Second Part - Admission Criteria and Process

Art. 1 – Admission Criteria (subject related):

Art. 2 – English Language Competency: The Student should meet one of the following English Language Competency criteria:

<current NUIM criteria>

Art. 2 - Admission Process: Following Agreement of supervisors from all involved supervisors regarding acceptance of the Student for the Joint PhD, the Student will submit a formal application to NUIM in line with the applicable NUIM policies. The Student is responsible for NUIM application fee.

<include details of admission process for other partner Institutions>

Third Part - Educational Matters

Art. 1 – The candidate shall research and write the thesis under the joint supervision of:

- [name], supervisor at [university name]
- [name], supervisor at [university name]
- [name], supervisor at [university name]
- [name], supervisor at [university name]

each of whom undertake to fully perform their duties as supervisors of the candidate and to evaluate - by means of separate and individual written reports - the masters/doctoral thesis.

The positive assessment of all supervisors shall be a necessary prerequisite for admission to the final examination.

Art. 2 – Description of the PhD programme <ECTS credits, nature of work if partner Institution does not operate ECTS>

Art. 3 – Supervision: <outline Agreement pertaining to supervision, to include Initial Meeting and the relevant record>

Art. 4 – Progression: <outline mechanisms for progress evaluation and progression, to include NUIM annual progress report>

Art. 5 - Accreditation: Students must submit the NUIM *Application to Gain Accreditation for External Module under a Joint PhD Programme* in order to receive credits for external modules. If the Student seeks accreditation for learning that took other form than completion of a module, an application for credit waiver shall be submitted to the

Graduate Studies Subcommittee as applicable to regular NUIM research Students.
<Outline mechanisms for accreditation for external modules/work by partner Institutions>

Art. 6 - APPLICABLE TO JOINT PROGRAMMES ONLY: The one and only oral defence of the thesis shall take place at the lead Institution before an examination panel made up of examiners nominated by the partner Institutions.

- ♦ At [university name] for candidates who are enrolled at [university name]
- ♦ At [university name] for candidates who are enrolled at [university name]
- ♦ At [university name] candidates who are enrolled at [university name]
- ♦ At [university name] candidates who are enrolled at [university name].

Art. 7 – There shall be an independent chair of the examination committee appointed in compliance with the rules applicable at the lead Institution.

Art. 8 – Travel expenses incurred by the thesis supervisor and the members of the examination commission shall be paid as follows:

<where NUIM is responsible for expenses, specify BU/BU owner>

Art. 9 – The thesis shall be written and orally defended in English <specify the agreed language if not English>. The candidate shall write the abstract in the local language(s) of partner Institution(s). The thesis shall be presented orally in English at the time the thesis itself is being defended.

Art. 10 - Submission of thesis for examination: <specify number of copies and address for submission>

Art. 11 - Notification of the outcome of Viva Voce: <if NUIM is the leading Institution, specify how the partner Institution(s) will be notified. If NUIM is not the leading Institution, the following text should be used: A "*Declaration of Recommendation of Examiners of a Joint PhD Viva Voce Examination*" will be submitted to NUIM Examination office by the partner university together with a copy of the agreed final report.>

Art. 12 - Thesis submission: <specify number of hard bound copies and number of CDs and their distribution>. One hard copy will be deposited to the NUIM Library and the electronic version of the thesis will be made available in NUIM open access repository. The *Joint PhD Thesis Depositor Declaration Form* shall be submitted together with the hard copy of the thesis to NUIM Examination Office.

Art. 13 - Diploma and Diploma supplements <specify Agreement regarding the Diploma(s), Diploma supplements, and contacts for providing crests & signatures for partner Institutions in cases of joint programmes>

Art. 14 – Applicable to double/multiple degrees only: Each of the Institutions supervising the thesis undertakes to award a doctoral degree for the same thesis following a favourable report issued by the examination commission.

[university name] will award a doctoral degree in [...].

[university name] will award a doctoral degree in [...]

[university name] will award a doctoral degree in [...]

[university name] will award a doctoral degree in [...]

Fourth Part – Intellectual Property Rights

Art. 1 – Background IP will remain the property of each individual Institution. <wording to be sourced from Commercialization office>

Art. 2 - <clause regarding Foreground IP to be sourced from Commercialisation office>

Fifth Part - Conclusion

Art. 1 – Students shall observe the rules and customs of Institutions at which they are registered.

Art. 2 – The contracting Institutions, through the offices of their respective thesis supervisors, undertake to notify each other of all the information and documentation useful for the purposes of organising the <joint/dual> thesis that is the subject matter of this present Agreement.

Art. 3 – The presentation, deposit and reproduction of the thesis shall be done in each and every country in accordance with the applicable regulations in force. The protection of the subject matter of the thesis and likewise the publication, exploitation and protection of the results obtained by the candidate's research in the contracting Institutions shall be subject to the applicable law in force and guaranteed in compliance with the specific procedures in this regard of each of the countries involved in the joint thesis.

Art. 4 – This Agreement shall be effective as and from the date of its execution by the authorised representative of each contracting Institution and shall be valid until the end of the academic year during which the thesis or study will be orally defended.

In the event that the candidate does not register in one or other of the contracting Institutions, renounces in writing or is not authorised to continue researching and writing the thesis by virtue of a decision made by one of the thesis supervisors, the contracting Institutions shall jointly and without delay terminate this Agreement.

Art. 5 – This Agreement is drawn up in X originals, in English, which have binding legal force.

For [university name]

Place, date

Name of legal representative

Signature of legal representative

Name of Supervisor

Signature of Supervisor

For [university name]

Place, date

Name of legal representative

Signature of legal representative

Name of Supervisor

Signature of Supervisor

Subscribed for and on behalf of President of National University of Ireland Maynooth on the _____ day of _____ 20__ in the presence of this witness:-

Authorised Signatory

Witness _____

Full Name _____

Address _____

Subscribed for and on behalf of XX

by _____, Authorised Signatory, at >>>> on the _____ day
of _____ 200X

Authorised Signatory

Full Name _____

Address _____

Subscribed by, at _____ on the _____ day of _____ 200X

Research Student

Full Name _____

Address _____

Supervisor 1

Full Name _____

Address _____

Supervisor 2

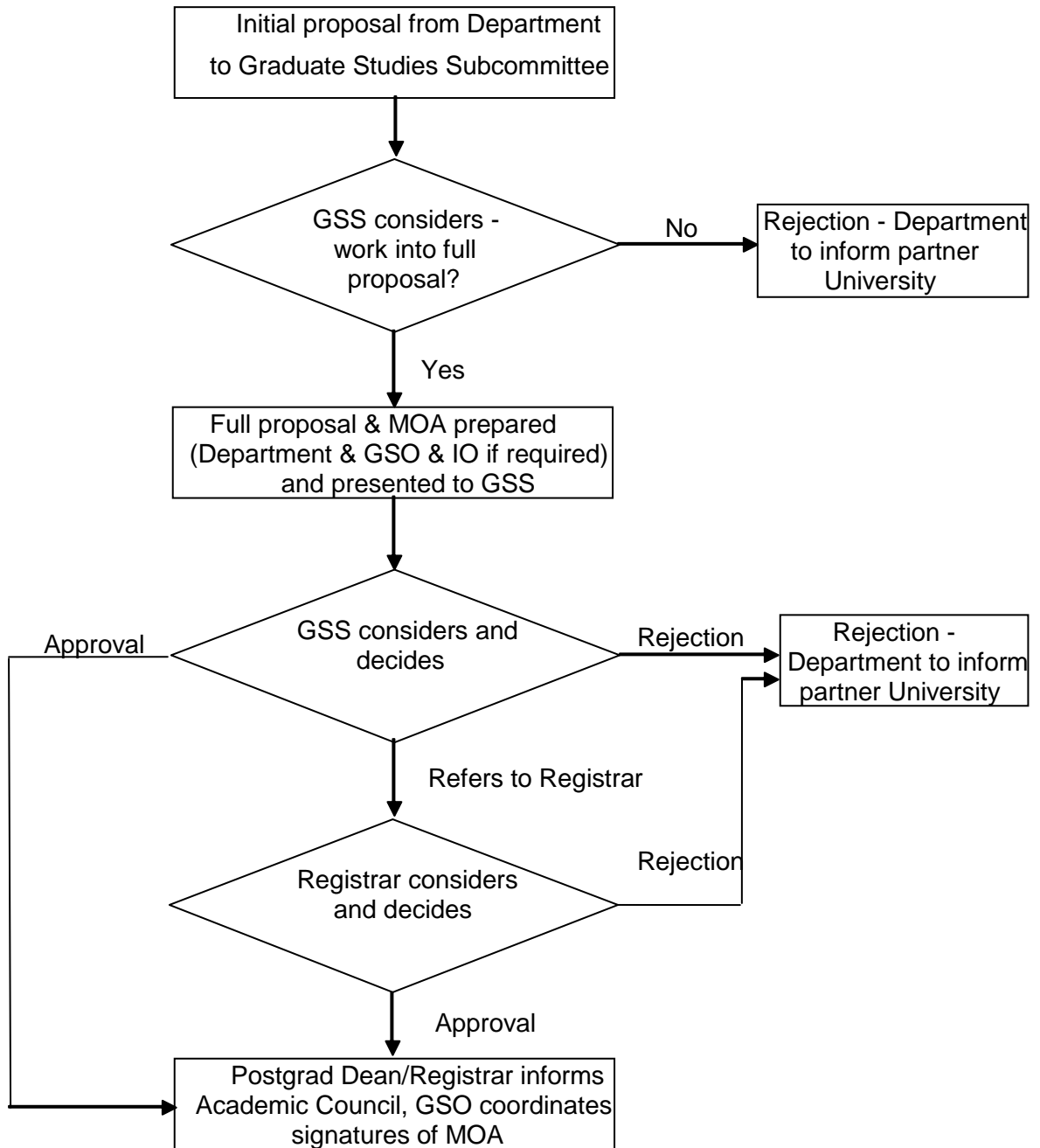
Full Name _____

Address _____

Appendix 3

FLOWCHART - APPROVAL PROCESS

WHERE NO AGREEMENT EXISTS WITH PROPOSED PARTNER(S)



Appendix 4 ⁱⁱ

ISSUES TO BE CONSIDERED FOR THE APPROVAL OF PARTNER INSTITUTIONS

The University will require assurances that:

- (i) the partners have compatible missions. This should be evidenced through the partner Institution's mission statement, strategic plan, prospectus, the range of existing programmes, student numbers and staffing establishment;
- (ii) the partner Institutions are **financially stable with appropriate resources to support programmes adequately**. Evidence is required that staff are appropriately qualified and experienced, and that the Institution provides proper academic supervision, adequate learning resources (including library and computing) and appropriate support services in the context of the courses already on offer (including adequate provision for the support and welfare of students). For a privately funded body the University shall require sight of a business plan, bankers' references and published accounts;
- (iii) the partner Institution has an **effective management system** suited to assuring the quality of programmes. This might be evidenced by the management and committee structure, administrative staffing and systems to underpin programme organisation and Institutional quality assurance;
- (iv) the partner Institution offers an **ethos and environment for learning, teaching and research appropriate to Ireland's higher education** and to the particular proposed collaboration(s) and demonstrates a commitment to providing an academic environment which supports critical reflection by and personal educational development for staff and students;
- (v) processes of accountability for academic quality are defined and implemented according to agreed **quality assurance and quality control procedures**. The University will require information about the quality assurance arrangements already in place within the partner Institution and may make recommendations for development. The University will also require sight of any recent reports from funding or external quality assurance bodies;
- (vi) an appropriate **regulatory framework and academic and administrative policies and practices** exists, such as
 - assessment arrangements and related regulations (e.g. those governing cheating, plagiarism and appeals)
 - charters incorporating procedures for student complaints
 - equal opportunities, disability and racial equality policies
 - arrangements for the collection and maintenance of student records
 - arrangements for the payment of fees
 - recruitment, admission and enrolment policies and procedures
 - staff recruitment and development policies and procedures.
 - appropriate mechanisms and resources to support staff development opportunities for involvement in research and professional activity.

- (vii) all partners are committed to ensuring that each cohort of registered **students will be able to complete programmes satisfactorily.** Information about the funding of the Institution and its students, as well as the information suggested in (i) and (ii), for example, will help provide assurance on this issue;

Appendix 5

Forms applicable to Joint research programmes

1. **Initial Meeting Record Form** - current form applicable to NUIM programmes will be used, available at NUIM website graduatestudies.nuim.ie
2. **Annual Progress Review Form** - current form applicable to NUIM programmes will be used, available at NUIM website graduatestudies.nuim.ie
3. **Application to Gain Accreditation for External Module under a Joint Research Programme**, included and available at NUIM website graduatestudies.nuim.ie
4. **Appointment of Examiners for Joint PhD Thesis**, included and available at NUIM [Examination Office website](#)
5. **Joint PhD Degree - Approval for Examination (Form A)**, included and available at NUIM [Examination Office website](#)
6. **Doctoral Degree Examination Submission (Form B)**, included and available at NUIM [Examination Office website](#)
7. **Joint PhD Thesis Depositor Declaration Form (Form C)**, included and available at NUIM [Examination Office website](#)
8. **Declaration of Recommendation of Examiners of a Joint PhD Viva Voce Examination**, included and available at NUIM website graduatestudies.nuim.ie

Date: 19th January 2015

VERSION HISTORY

Version	Date	Summary	Changed by
1	February 2010	Guidelines for the development of a Joint PhD Programme	Prof Honor Fagan
2	December 2012	Revision of Guidelines	Prof Honor Fagan

ⁱ We acknowledge the use of The University of Glasgow's Guidelines for Joint Programmes in developing this document.