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**Joint and Double Research Degree Partnership Form**

This form is to be completed when setting up a new joint or dual award research degree programme. The form should also be completed in liaison with the Faculty Graduate Tutor or equivalent in the relevant Faculty. If the Joint or Double Research Degree is also a new programme, the Doctoral Programme Proposal Form must also be completed.

Once this proposal has been approved at Departmental and Faculty levels and any additional due diligence, as determined by Academic Policy and Quality Assurance team based on a risk assessment, has been completed, the form and any attachments should be submitted to the Academic Partnership Review Group for consideration and approval.

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| **APPROVALS***Please complete before submitting the final proposal to the Academic Partnerships Review Group.* |
| Date the proposal was approved at the Department Research Degrees Committee |  |
| Date the proposal was approved at the Faculty Research Degrees Committee: |  |

|  |
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| **1. UCL contact** |
| * 1. Name and role of the proposer of the new academic partnership
 |  |
| * 1. Department/Division and Faculty
 |  |
| * 1. Email address and telephone number
 |  |
| * 1. Name of UCL staff who will manage the collaboration once approved:
* Academic lead (name and role) *(if different to 1.1)*
* Professional services lead (name and role)
 |  |
| **2. Summary of the proposed partnership programme*****Section 2 below must be agreed with the partner institution prior to submission of this form. The partner institution’s confirmation must be provided as an e-mail when this form is submitted.***  |
| * 1. Type of the proposed academic partnership
 | [ ]  Joint research degree award [ ]  Double research degree award  |
| * 1. Outline programme structure indicating when the students are attendance at UCL and when at the proposed partner institution.
 |  |
| * 1. Mode(s) of study
 |  |
| * 1. Expected student numbers
 |  |
| * 1. Please indicate the date when the Doctoral Programme Proposal will be submitted to and considered by the Research Degrees Committee.
 |  |
| **3. Partner institution due diligence*****This section should be completed in liaison with the proposed partner institution. If the partner institution requires similar due diligence on UCL (other than the links that are already given on this form), please contact the Academic Policy and Quality Assurance team.*** |
| * 1. Name and full address of the proposed partner institution
 |  |
| * 1. Name of key i) academic and ii) administrative contact person at the proposed partner institution
 |  |
| * 1. Role of key contacts at the proposed partner institution
 |  |
| * 1. Email address and telephone number of contact person
 |  |
| * 1. Are the values of the partner institution and UCL aligned, especially relating to human rights?

Please provide a link or attach a statement/strategy. Please see the [UCL Values](https://www.ucl.ac.uk/2034/founding-principles).*The APRG may request that approval is sought from UCL Council if there are concerns on the alignment of institutional values.* |  |
| * 1. What is the legal status of the proposed partner institution? Is the partner institution legally able to contract with UCL, or will the contracting party be a different legal entity? If a different entity, what is the relationship between the partner institution and that entity?
 |  |
| * 1. Provide a description of the partner’s academic reputation in terms of university’s academic standing and/or the reputation in the specific field of study, referring to university rankings and/or other relevant evidence.
 |  |
| * 1. Is there an approval process for the programme, partnership and/or agreement at the partner institution? If so, please describe the process and UCL’s involvement in it.
 |  |
| * 1. Are there any Student Visa implications of the proposed partnership?

*Confirm that you have Discussed this with the Senior Policy Adviser (Academic Partnerships) or the Head of Student Immigration in the first instance.* |  |
| * 1. Is there currently or has there been any other collaboration or engagement (joint publications, projects, exchange of students or staff) between the UCL Department and the partner institution? Describe the collaborations, including whether they are covered by agreements.
 |  |
| * 1. Describe the research environment at the partner institution, including:
	+ provision for academic and pastoral support structures and personnel for PGR
	+ Space, facilities and resources specific to PGR
	+ Level of research-active staff
	+ Research skills training, including development opportunities and public engagement
	+ Monitoring of research students’ progress
 |  |
| * 1. Provide information on and links to the proposed partner institution’s student support services, including:
* Disability services and accessibility
* Library and learning resources
* Academic writing and English language support (if applicable)
* IT
* Health and wellbeing services
 |  |
| * 1. Does the partner institution hold an appropriate
* Employer Liability Insurance;
* Public Liability Insurance;
* Professional Indemnity Insurance?

*The relevant insurances UCL holds are available* [*here*](http://www.ucl.ac.uk/finance/insurance) *together with a brief description of what each insurance should cover.* |  |
| * 1. Provide a description of the proposed partner institution’s code of practice or equivalent policies relating to research degrees, and how they compare with the [UCL Code of Practice for Graduate Research Degrees](http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf)? *Provide a link to the relevant partner policy if possible.*
 |  |
| * 1. Provide a link to the partner institution’s data protection/privacy policy or statement that applies to the students.

*Here is a link to the* [*UCL General Student Privacy Notice.*](https://www.ucl.ac.uk/students/policies/information-security/student-privacy)  |  |
| **Questions 3.15-3.17 below apply to overseas partner institutions only.** |
| * 1. Is in-country government approval required for the partnership and programme in the country of the proposed partner (such as approval by the local Ministry of Education)? If so, what is the in-country approval process and timeframe?

*Please note that the UCL Department has to cover the costs of any local legal advice that may need to be sought for any agreements that are not subject to English law if so advised by Legal Services.* |  |
| * 1. Does the partner institution have, or has it had, academic partnerships with any other UK universities? If so, which?
 |  |
| * 1. Has the Global Engagement team been consulted on this academic partnership proposal?

*Please insert any comments from Global Engagement in relation to the proposal and the name and title of the colleague who has been consulted in the Global Engagement team.* |  |
| **4. Proposed academic partnership activity** |
| * 1. Provide
1. a summary description; and
2. a rationale (the benefits to UCL of the proposed partnership)

for the proposed academic partnership activity. |  |
| * 1. State how the proposed collaboration fits with
* The Department and/or Faculty Research Strategy
* [UCL’s 20-year strategy, UCL-2034](http://www.ucl.ac.uk/2034);
* (if international) the [UCL Global Engagement Strategy](http://www.ucl.ac.uk/global/strategy);
* [Strategy for Doctoral Education at UCL](http://www.grad.ucl.ac.uk/strategy/)
 |  |
| * 1. Provide the exact name of the qualification that will be awarded.
 |  |
| * 1. Confirm that the qualification title given in section 2.2 has been agreed with the partner institution as the joint or double award title that will appear on the students’ degree certificate.
 |  |
| * 1. Will there be any financial transactions between UCL and the partner institution?

If so,* will there be VAT implications in the UK, or any other taxation implications in the country of the partner institution, for the financial transactions?
* Are there any controls on capital or currency entering or exiting the partner institution’s country?
* provide links to, or attach, the proposed partner institution’s anti-bribery policy, or equivalent.

*Advice on VAT should be sought from the UCL Head of Taxation.**For information, UCL’s Anti-corruption and Bribery Policy is available* [*here*](http://www.ucl.ac.uk/finance/policies-procedures/bribery)*.* |  |
| * 1. Intellectual Property

Describe how intellectual property rights will be dealt with between the institutions, including:1. How will the student’s IP rights be determined, in accordance with UCL’s or the partner’s IP policy? *If the partner’s, please indicate how that differs from the UCL student IP policy.*
2. Will any intellectual property (IP) be developed jointly by UCL and the partner institution for the purposes of the programme?
3. Who will own the rights for any such jointly developed IP?
 |  |
| * 1. What student-related data will be shared between UCL and the partner institution during the collaboration?
 |  |
| * 1. For a joint award, please confirm which institution will be the administrative Lead Institution issuing the degree certificate?
 |  |
| **Sections A-E below must be agreed with the Faculty and then the partner institution prior to submission of this form. The partner institution’s confirmation must be provided as an e-mail when this form is submitted.**  |
| 1. **MARKETING, RECRUITMENT AND FEES**
 |
| * 1. Marketing and recruitment activities
1. Will both/all institution be undertaking marketing and recruitment activities for the programme or is only one institutions responsible for marketing and recruitment? If so, which?
2. If both institutions are marketing the programme, what is the process at each institution to review and approve the marketing materials and any other publicity issued by the other institution prior to publication?
3. Will the partner institution be using the UCL logo and vice versa?

*Please see information on third party use of the UCL logo* [*here*](http://www.ucl.ac.uk/cam/brand/resources/legal-information)*.*  |  |
| * 1. Student numbers
1. What is the maximum number of students that will be recruited per year?
 |  |
| * 1. Tuition fees
1. Which institution will the student pay tuition fees to and in what currency?
2. How will the tuition fee rates be agreed between UCL and the partner institution and by when each year?
3. What is the agreed tuition fee rate for the first year?
 |  |
| * 1. Are there any other financial arrangements relating to students as part of the partnership (scholarships, bursaries etc.)?
 |  |
| * 1. Are there additional costs to tuition fees that the students are expected to cover to participate in the programme (such travel costs between two or more countries)?
 |  |
| 1. **ADMISSIONS AND INDUCTION**

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| * 1. How will the admissions decisions be made between the institutions for the programme (solely by UCL or jointly)?

If admissions decisions are made jointly:* 1. Which institution will students apply to in the first instance?
	2. How will the students’ applications be shared between the institutions?
	3. Please provide a link to, or attach, the partner institution’s Equal Opportunities Policy.

*The UCL Equal Opportunities Policy is available* [*here*](https://www.ucl.ac.uk/human-resources/policies/2017/dec/equal-opportunities)*.* |  |
| * 1. Entry requirements
1. How are the entry requirements set for the programme (jointly or by UCL)?
2. If entry requirements are set jointly, how is overseas degree equivalence to UK degrees determined between the institutions?
3. If entry requirements are set jointly, please provide them here.
 |  |
| * 1. How and by which institution will the offer letter(s) be issued to students?
 |  |
| * 1. Students’ status
		1. What will the registration status of the students be at each institution for the duration of the programme?
		2. What partner institution terms and conditions will apply to the student while they are registered with that institution?
 |  |
| * 1. How will UCL and the partner institution collaborate in organising the induction to the programme for the students? How will the students be supported by each institution in relation to their transition from one institution to the other?
 |  |
| 1. **ACADEMIC REGULATIONS**
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| * 1. Provide a description and comparison of the proposed partner institution’s regulations and policies in comparison to UCL, especially in relation to [UCL Research Degrees Framework](https://www.ucl.ac.uk/academic-manual/chapters/chapter-5-research-degrees-framework), including:
* Research degree thesis requirements
* Upgrade requirements
* Research degree examination requirements
* Research degree registration rules

**Attach a detailed appendix with a clear comparison to each sections of the UCL regulations that you propose to amend for the purposes of the joint/double research degree and how you propose to amend them, with a rationale for each section.** |  |
|  * 1. How will
* extenuating circumstances;
* academic complaints;
* non-academic complaints;
* research misconduct (plagiarism etc.)
* student discipline;
* student withdrawals/interruptions;
* research ethics, including training students on research integrity and ethics

be dealt with between the institutions?  |  |
| * 1. Degree certificate and transcript
1. Will UCL or the partner institution be responsible for the production and printing of the degree certificate and transcript?
2. For double award, how will each institution’s certificate refer to the fact that the qualification is awarded by two institution for one programme?
3. For joint award, has the joint degree certificate been designed yet? If so, please attach it in Word-format.

*Please note that any joint award certificate templates need to be approved by the UCL Registrar via the Academic Policy and Quality Assurance team. If UCL will produce and print the joint certificate, please confirm that the Student Records team has been informed.* |  |
| * 1. Will students be allowed to transfer to a non-joint research degree programme to either institution at any point after registering on the joint research degree? How will this be dealt with between the institutions (situations in which it will be allowed, any time limitations etc.).
 |  |
| 1. **STUDENT SUPPORT AND LEARNING RESOURCES**
 |
| * 1. Will the students have access to all standard student support and research skills training from both institutions for the whole duration of the programme?
 |  |
| * 1. Are both institutions committed to implementing any reasonable adjustments (relating to both learning difficulties and physical disabilities) the student is entitled to, to a standard equivalent to what is required under English law?
 |  |
| 1. **PROGRAMME DESIGN AND DELIVERY**
 |
| * 1. How will UCL and the partner institution collaborate in programme design and development?
 |  |
| * 1. Thesis examination
		1. How will the examination be arranged in practice?
		2. Who will appoint the examiners?

*Please note that the proposed rules and requirements for the examination process should form a part of the appendix mentioned in section 4.20.*  |  |
| * 1. Placements
1. Will the joint or double research degree programme include placements?
2. If so, how will placements be sourced and monitored (including appropriate placement agreements) and by which institution?

  |  |
| * 1. PSRB
1. Is the programme accredited by a Professional, Statutory or Regulatory Body in the UK and/or in the country of the partner institution?
2. If so, confirm whether the partnership arrangement will affect the accreditation in either country, and that the relevant PSRB has been made aware of the partnership if relevant.
 |  |
| * 1. Please indicate
1. which institution will provide the Principal Supervisor and which the Subsidiary Supervisor or whether this will vary based on individual students’ needs; and
2. what the agreed main responsibilities of each Supervisor are?
 |  |
| * 1. Describe the partner institution’s eligibility criteria for supervisors and the procedures for appointing, approving, training and supporting supervisors at the partner institution.
 |  |
| 4.31 How will the joint management committee operate for the partnership?*Please see a brief description and sample agenda for Joint Management Committees* [*here*](http://www.ucl.ac.uk/srs/academic-manual/c7/annexes) *(Annex 9).* |  |
| * 1. How will a student feedback be collected, shared and acted upon between UCL and the partner institution?
 |  |