



STUDENT/SUPERVISOR GUIDELINES FOR UNIVERSITY FOR SUSTAINABILITY JOINTLY AWARDED PhD DEGREE

INTRODUCTION AND BACKGROUND

University for Sustainability (www.u4sustainability.org), a global network of universities and has established a joint PhD programme which will enable doctoral students to embark on joint degrees which should considerably enhance their research and employment opportunities on an international scale. Two Member universities can create a tailor-made programme of study for each student, taking individual research needs into account and enabling collaboration with another of the network's universities.

The institutions involved in this ground-breaking programme from across the globe, are: (list here).

HOW THE PROGRAMME WILL OPERATE

The benefits for students on this jointly-awarded PhD programme are access to two research environments and cultures as well as access to the training and facilities of two research-intensive universities. The scheme has the potential to increase PhD student headcount as well as the outputs associated with PhD students i.e. publications, conference attendances, thesis production.

In setting up a jointly awarded PhD project the order of events should be as follows:

1. Supervisors from two University for Sustainability Member universities develop a joint PhD project proposal
2. Student funding is secured– on a part-funding model between the two Member universities and may comprise more than one source of funding
3. A lead university and a Member university should be established.
4. The joint University for Sustainability PhD Scholarship is advertised and competitive recruitment then takes place – this may include scholarship eligibility criteria e.g. if the funding stream of one or both Member universities is only open to certain groups of students
5. A formal offer conditional on approval of the Memorandum of Agreement (see below) can be made.
6. The Memorandum of Agreement is formally approved by the appropriate university authorities.

However, it is recognised that students may also approach supervisors informally and a joint PhD project may be proposed tailored to a suitably qualified student (with

funding sought in parallel). Prospective students need not be currently studying at either university.

The participation of individual students on a jointly-awarded doctoral programme will be agreed on a case-by-case basis, and a separate student-specific **Memorandum of Agreement** must be drawn up and approved by the appropriate university authorities. The MoA should be signed by the research student, both Member Universities and the identified supervisor/s of each Member University.

A template MoA is provided and must detail as a minimum the following:

- Details of the lead institution (in the case of each student accepted for study on a joint PhD programme the lead university is responsible for overall administration of the student's research work and training, the examination process and the award of degree.)
- Periods of residence at each institution
- Supervisory details
- Examination arrangements
- Fee arrangements

ADMINISTRATIVE PROCEDURES

1. The Jointly awarded PhD project

Staff should contact colleagues at University for Sustainability Member universities to discuss shared research interests and potential joint PhD projects, either building on established collaborations or initiating new ones.

2. Funding & Finance

A student can apply for scholarships from either or both Member Universities but will only be eligible at any one time to be in receipt of a full scholarship from one of the Member Universities. These scholarships may differ in nature according to the original agreement on the studentship package to be advertised and may include:

- a fees scholarship to cover tuition
- payment of a stipend towards living costs
- one return airfare
- costs for one international conference.

Funding arrangements (including self-funding elements) to support the joint PhD student must be clearly defined in the Memorandum of Agreement. Accepting students as participants on the programme is entirely an internal decision based, amongst other things, on the ability to provide appropriate supervision and funding. Partners are free to participate in a joint PhD programme or not depending on whether they think it is academically appropriate and financially possible. Partners will be expected to provide part-scholarships unless a student is able to self-fund or has independent funding. The jointly-awarded PhD will be based on a maximum period of

registration of 4 years although funding arrangements will be for a period of 3 years. In exceptional cases and only if required, arrangements for continuation/extension funding may be set up between the Member universities. Partners should insert institutional funding opportunities here >>>>>>>>.

3. Selection

University for Sustainability Jointly Awarded PhD Scholarships will be widely advertised. Applicants must satisfy:

- any eligibility criteria for the award of a scholarship
- minimum PhD entrance criteria, Language proficiency etc.

It is envisaged that both supervisors will review the application and select candidates to be interviewed. Interviews could be held by teleconference, if both prospective supervisors wish.

4. Admission

Each institution must arrange for the admission of a student in accordance with their own procedures. Students will have to complete two application forms for admission

Prior to issuing formal offers of admission, the individual student-specific MoA covering each student's studies must have been completed, approved by the relevant University committee and signed by the student and relevant members of staff.

The formal offers of admission from the Member Universities should refer to the agreement which will form part of the terms of their contract with the Universities.

A copy of the Lead University offer letter should be forwarded to the Member University and vice versa.

Students studying in an overseas country are required to act in accordance with the laws of that country as appropriate, in particular those concerning visas and overseas students.

5. Matriculation

Each student must complete the matriculation procedures of both Universities in order to be considered a fully matriculated student for the total duration of their period of PhD study. It will be specified at matriculation that this is a joint PhD Degree Programme between the lead and Member university. Students will then be included in the statistical information on student numbers compiled by both Universities.

6. Supervision & Progress Monitoring

Each University will provide at least one supervisor, and the normal rules of the lead institution will be applied to the processes of student monitoring & assessment unless

otherwise stated in the MoA. Copies of annual reports will be provided to the other institution for consideration.

Supervisors (at least one from each institution) should hold an actual or virtual meeting with the student at least once per year to discuss the student's progress, the research generated and how the project is evolving.

Local University rules will apply with regard to research good practice, Health & Safety, ethics approval, computing etc.

Intellectual Property issues must be agreed in advance and stated in the MoA.

Should the student require to spend a period of time outside either university for research work, site visits or attendance at conferences, then the regulations of the **lead** University will apply. This includes requirements for travel insurance, risk assessment and health & safety whilst away from either university.

7. Examination

Arrangements for the PhD examination must be agreed prior to admission as these are different between Member universities. The lead university will host and take responsibility for the examination process.

8. Graduation

A student graduating via this scheme will be awarded their degree at one appropriate graduation ceremony. The degree parchment will reflect the joint nature of the award. Both institutions will be entitled to include details of successful graduands in their alumni databases.

9. Useful Documents

For <partner university name here> staff, in addition to these guidelines, the following documents are available at [partner university URL] or from [contact @partneruniversity].

1. The **Memorandum of Agreement** template should be customised for specific students.