

**Collaborative Operational Document**

**Dual Doctoral Degree (DDD)**

**Nottingham Trent University and Panjab University, Chandigarh, India**

## Student Journey Summary

Month	Location/Activity	Core deadlines
0	Student Registration at PU	
1-6	NTU and PU potential supervisors identify qualified and motivated student and develop a joint project aligned with agreed areas of priority for application to the Dual Degree programme.	By the end of 6 months registration at PU, the student will be admitted into the NTU programme.
6-12	Student and NTU and PU Supervisors develop the proposed project  Student prepares for Approval of Candidacy at PU by month 12.	NTU accepts Approval of Candidacy as Project Approval, and this is logged by the student on the NTU Dashboard.  On successful completion of Approval of Candidacy, NTU will issue a CAS letter to support visa application.
12-24	Candidate at NTU	
24-36	Return to PU to complete research and write-up	Candidates must complete within 48 months of enrolling at NTU.

**Details of the collaboration- Dual PhD program between Panjab University(PU), Chandigarh, India and Nottingham Trent University(NTU), United Kingdom**

<b>NTU:</b>	University wide
<b>PU</b>	University wide
<b>Full-time or part-time:</b>	Full-time only
<b>Type of collaboration:</b>	<b>Dual PhD</b>
<b>Delivery model:</b>	<p>This Dual Doctoral Degree (DDD) recognises the benefits to candidates of drawing on the varied strengths and comparative expertise of both partners.</p> <p>A typical candidate will spend a minimum of 12 months at NTU, typically in Year 2 of their research degree. The programme of research will be jointly approved and supervised, and the partners agree to award the same qualification but issue separate certificates. The final degrees conferred by both institutions will mention the name of both NTU and PU.</p> <p><b>Definitions used in this document:</b></p> <p><b>Home Institution</b> is the designated administrative lead for the students programme of research. This will be PU, but candidates will be registered at both PU and NTU, once accepted onto the DDD.</p> <p><b>Host Institution</b> is the institution that is not the Home. This will be NTU.</p> <p><b>Director Research</b> means the academic member of staff who has overall responsibility for handling the programme at PU.</p> <p><b>Supervisor</b> means an academic member of staff from PU who will supervise the candidate/applicant for the DDD. These can be up to two in number.</p>

**NTU Supervisor/Director of Studies** means an academic member of staff from NTU who is formally an approved member of the supervisory team at both NTU and PU.

**NTU Co-Supervisor** means a member of staff from NTU who is part of the NTU supervisory team but is not named as part of the PU team.

## **A. Application and Admission to the DDD**

Prospective candidates for the DDD programme will already be enrolled at PU.

NTU will confirm the number of scholarships available annually and NTU and PU (with a team including Dean International and Director Research, and relevant Departmental leads) will agree a deadline for applications to the DDD. Once confirmed, Supervisors at NTU and PU will act as a potential supervisory team to work together to identify potential projects and students.

The potential Supervisory Team will submit an application for the DDD to the Director Research at PU and the Executive Dean International Research and Reputation at NTU. This will outline the focus of the research, the contribution of the collaboration to the project, and the qualification of the student. A decision to support a proposal will be made jointly. Typically, this will take place within the first 6 months of a student starting their programme at PU.

Once a proposal is approved, the student may apply for admission to the NTU programme. The application will be submitted to NTU through the PU Director Research.

NTU will accept the following application documents submitted to PU by the student:

- Evidence of Masters or equivalent qualification
- Entrance test outcomes (National or PU, as applicable)

NTU and PU will agree a data transfer to enable this information to be shared between NTU and PU.

In addition, the following must be provided to NTU:

- Evidence of enrolment status at PU
- Evidence the Candidate meets the standard English Language entry requirements for admission to NTU
- Proof of financial support to cover completion of the programme at PU

Applicants should apply for entry to NTU in October annually.

Once admitted to the DDD, formal enrolment at NTU will be dependent upon the student successfully completing their required

coursework and Approval of Candidacy at PU, which will include finalisation of thesis title and Supervisors, processed according to PU's Research Degree Committee (RDC) procedures. Any change to the title of the thesis after approval will need to be formally approved by PU's RDC.

Candidates who have already completed the Approval of Candidacy at PU are ineligible to apply for this DDD program.

## **B. Supervision**

Each Candidate will have maximum two supervisors from each institution.

- To fulfil PU registration requirements, only one of the NTU Supervisors (the NTU Supervisor/Director of Studies) will be named on PU documentation.
- To fulfil the NTU registration, the NTU Supervisor/Director of Studies, NTU Co-Supervisor(s), and both PU Supervisors will be named on the NTU documentation.

The Supervisors will agree a pattern of supervision when a candidate registers on the DDD programme and this will be detailed in the candidate's Cotutelle Agreement. At minimum, candidates will have a joint Supervisory meeting at least once per month. A minimum of three of these meetings per year need to be with the FULL supervisory team (virtual meetings are allowed). This will be via termly meetings; the Annual Progress Seminar at PU or the Annual Monitoring meeting at NTU can count as one of these required meetings.

Candidates will be required to adhere to the minimum NTU monitoring process whilst at PU. This entails the completion of at least one supervisory meeting per month, evidenced and signed on the NTU monitoring system (NTU Dashboard).

## **C. Project Approval**

NTU accepts PU's Approval of Candidacy (PU) as equivalent of Project Approval at NTU.

Approval of Candidacy at PU, which will include finalisation of thesis title and Supervisors, will be processed according to PU's Research Degree Committee (RDC) procedures.

All candidates wishing to participate in the DDD must complete the relevant ethical evaluation processes at both PU and NTU, regardless of their Home Institution. Duplication of this process is necessary to ensure compliance with respective national regulations and funding requirements and is a pre-condition for research to be published in India. Candidates will be informed of the relevant requirements upon acceptance to the DDD programme.

#### **D. Monitoring**

**General principles:** Arrangements for the timing of Annual Monitoring/Annual Progress Seminars will be set out in each candidate's Cotutelle agreement and will be governed by where the candidate is located. NTU and PU accept equivalence in their processes of annual monitoring and review. Both PU and NTU Supervisors will participate in all annual reviews, regardless of location. This can be done via videoconference.

**Annual Monitoring:** When a candidate is in India, they will submit an Annual Progress Report (APR) and present a seminar (APS – Annual Progress Seminar) to their Research Progress Committee (RPC) in consultation with both PU and NTU Supervisors. NTU accepts PU's Annual Progress Report and Seminar as equivalent to Annual Monitoring.

If PU determines a candidate is making insufficient progress the relevant Departmental rules apply regarding resubmission, probation and suspension. The NTU Supervisor/Director of Studies is responsible for reporting the outcomes of PU's APR and APS to the relevant Research Degree Progression Board.

**Termly monitoring:** The Supervisor and Co-Supervisor will hold joint termly meetings with the candidate regardless of where the candidate is at any one time. The candidate and NTU Co-Supervisor will be responsible for ensuring the meetings are logged on the NTU PGR Dashboard.

#### **E. Research training**

The Supervisor (PU) and NTU Supervisor/Director of Studies will conduct a training needs analysis of the candidate and agree a bespoke package of research training needs. This will be conducted at the point the candidate is accepted onto the DDD programme. This should be based primarily on their previous knowledge and experience, planned mobility period, and the respective expertise available at each institution. It should take account of institutional requirements, opportunities to add value

to the candidate's portfolio of experience, and the scope to use online training opportunities.

The agreed programme of training should be detailed in the candidate's Cotutelle agreement and satisfy NTU's obligations for ensuring training quality, as set out in the Office for Student's Regulatory Framework B3 Conditions of Registration and the UK Quality Code for Research Degrees.

## **F. Regulatory matters**

PU's standard assessment regulations apply, as set out in PU's Rules and Regulations for Ph.D. Programme.

The prevailing regulations of PU with regards to suspension, withdrawal and termination shall apply. Recommendations to terminate a Candidate's enrolment will be made to the Chair of the University Research Degree Progression Board at NTU by the Chair of the Research Progress Committee at PU.

Withdrawal or termination from PU will also result in withdrawal or termination from NTU.

## **Appeals, complaints and irregularities**

In general, PU procedures apply with regards to appeals and complaints. PU regulations are institutionally approved and monitored but articulated at Departmental level, thus rules that apply will depend on the candidate's Home Department. Candidates will be informed of relevant regulations and rights and process to appeal at the time of application.

## **G. Thesis and examination**

In general, NTU accepts PU's Rules and Regulations relating to Examination.

- 1) Examination Arrangements: Candidates submit a Synopsis and Thesis at PU. The thesis and synopsis will be reviewed and approved by an internal panel before being submitted to at least two External Examiners. External Examiners are selected from a possible six names submitted by the Supervisory team, at least two names will be put forward by NTU, one of which should be selected.
- 2) On the basis of the External Examiners' report, the University Senate at PU determines whether or not the candidate is eligible to be awarded a PhD. If there is agreement that the candidate is eligible, a Board of Examiners will be convened for a public *viva voce*. The outcome of the defence is submitted to the Senate for final confirmation, before the PhD is



awarded. NTU accepts this process as equivalent to the requirements at NTU. The NTU Director of Studies will participate in both the review panel and the defence. All reports will be shared with NTU, on the basis of which URDC can determine the award of the NTU certificate.

- 3) The PU Board of Examiners will consist of:
  - a. A PU Professor from outside the Candidate's Home Department, as Chair;
  - b. The research supervisor(s), which will include the NTU Supervisor/Director of Studies;
  - c. A PU faculty member conversant with the subject to act as the internal examiner; and,
  - d. One of the External Examiners, who has reviewed the thesis (failing which a referee from the approved panel)
- 4) Thesis Length: Requirements and subject conventions vary at PU. Where there is variance between PU and NTU in a particular subject area, the student will be expected to meet whichever requirements are greatest, but the thesis should be no longer than 80,000 words.
- 5) Candidates must submit one publication to a peer-reviewed journal.
- 6) At least two academic presentations must be delivered.
- 7) Examination outcomes and the rules governing thesis re-submission: PU does not permit resubmission, candidates who fail their defence but pass their thesis may be given an opportunity to undertake a second defence. There are no further opportunities for corrections and re-submission of the written thesis. NTU accepts these rules as a variation to the standard regulation as there is opportunity for the candidate to benefit from external feedback prior to final submission of the thesis.

## **H. Awards and certificates**

NTU will issue its PhD certificate with an identical title to that on the PU certificate, noting that the degree has been conducted in collaboration with PU through a Dual Award programme.

Candidates will typically choose to attend the graduation ceremony at PU but, can attend NTU's ceremony.

## **I. Provision of information**

The Cotutelle agreement will set out the sources of information relevant for each individual candidate's research programme. It is the Supervisor's responsibility to ensure that the information provided to candidates is consistent and that there is no contradictory information provided. At NTU, candidates will have access to the Doctoral Hub.

NTU will alert candidates from PU of their obligations in regard to UK Visa and Immigration requirements, including ATAS. NTU will also provide eligible candidates with the appropriate Confirmation of Acceptance for Studies letter.

In the event of any material changes to either institution's requirements that impact the operational principles of these arrangements, formal notice will be provided to the other party by the Chair of the Research Progress Committee at PU and the Chair of the University Research Degrees Committee at NTU.

#### **J. Management of ongoing improvements to the collaborative arrangements**

In the case of issues arising with the operational principles of these arrangements the Chair of the University Research Degrees Committee at NTU and the Chair of the Research Progress Committee at PU will meet to agree any necessary revisions to the programme. These will be reflected in an addendum to the legal agreement.