**Inter-Institutional Co-Supervisory Agreement**

**Between**

** University College Dublin**

**National University of Ireland, Dublin**

**And**

**[……………………………………………………….]**

**[Full Legal Name of Partner Institution]**

**PURPOSE**

*An inter-institutional co-supervisory agreement is drawn up between University College Dublin, National University of Ireland, Dublin (‘UCD’) and the [full legal name of the collaborating International Higher Education Institution] on behalf of [a named research student] to enable their registration to a joint degree with that institution. Each inter-institutional co-supervisory agreement is unique to the named student taking individual research needs into account and enabling collaboration with higher education institutions*.

**PARTIES**

**Article 1:** This Agreement is made on the proposal of:

[Name of Principal Supervisor] [School and Faculty of UCD Principal Supervisor]; and

[Name, Title and School of Supervisor in the other institution];

On behalf of

[Full Name of Student]

Student registration/application number at UCD (if known):

Student registration/application number at [Name of other HEI] (if know):

Registered for the PhD degree programme at UCD and the [title of programme] degree programme at [Name of other HEI].

The agreement is applicable only to the institutions and persons named in this document and is valid for the duration of the PhD programme including the preparation and examination of thesis.

The Lead Institution will be the [name of lead HEI] which will be responsible for the overall administration of the student’s work and the examination process. Regarding the different nomenclatures for PhD degrees in different places, the Lead HEI shall determine the nomenclature adopted for the jointly awarded PhD degree. The partner institution will be the [name of partner HEI].

If this is part of an overarching agreement, please state the

Name of Collaborative Programme: [name]

Director of the Collaborative Programme: [name and contact details]

Contact in UCD for Collaborative programme: [name and contact details]

Contact in Collaborating institution : [name and contact details ]

**Article 2:** The student will be governed by the rules, regulations, policies and disciplinary measures of each of the above-named institutions while in attendance at that institution.

**PROGRAMME DURATION, ENROLMENT AND REGISTRATION**

**Article 3:** The above-named student will carry out research under the supervision of the faculty named in Article 1 for no less than three years total duration. The work will be carried out in the above-named institutions. The student will spend a minimum of six months full-time at UCD with the remaining time at [Name of other institution].

**Article 4:** The student will be a research student in both above-named institutions and registration must be renewed at the beginning of each academic year. Personal details of the student will be held by both institutions. Registration fees should be paid each year to the institution where the student spends the majority of their time conducting research and as defined below, which will provide the student with a student card for that institution for that year. The partner institution undertakes to exempt the student from the registration fees during the corresponding periods.

* Year one, academic session: [ e.g. 2019/20] Fees paid to [UCD/ Other Institution, please specify]
* Year two, academic session: [e.g.2020/21] Fees paid to [UCD/ Other Institution, please specify]
* Year three, academic session: [e.g. 2021/22] Fees paid to [UCD/ Other Institution, please specify]
* Year four, academic session: [e.g. 2022/23] Fees paid to [UCD/ Other Institution, please specify]
* [Add additional years, if appropriate/necessary]

**Article 5:** This Agreement applies to a period of [insert number of years] years for research and thesis preparation. This period can be extended at the recommendation of both supervisors and approved by the relevant boards of each institution. Additional fees will be payable for this extension unless exceptional circumstances are agreed by the institution to which the fees are payable.

**INSURANCE**

**Article 6:** Each party confirms that it holds adequate insurance cover in respect of its own legal liabilities in connection with both this agreement and its hosting and supervision of the student. As a minimum each party will hold a general liability insurance policy in respect of claims made by third parties for personal injury or loss.

**INTELLECTUAL PROPERTY RIGHTS**

**Article 7:** The intellectual property rights of material developed by each institution shall remain the property of that institution.

**Article 8:** Both parties shall agree that wherever possible, strict confidentiality will be observed in all communications relating to portable or potentially commercially valuable intellectual property created within the programme(s). Notwithstanding, UCD is subject to the Freedom of Information Act (1997 and 2003) and may disclose confidential information in compliance with that Act and shall take all reasonable steps to give the partner institution prior written notice before any such disclosure. Equally the collaborating partner shall take reasonable steps to give UCD prior written notice before any disclosure of information is made under any equivalent legislation.

**SUPERVISION AND PROGRESSION**

**Article 9:** The Supervisors named in Article 1 in each institution will be jointly involved in the continuing review and assessment of the student’s work and progress. They will fully carry out their responsibilities in accordance with the rules, regulations, policies and requirements of their respective institutions, including UCD’s Policy on Equality, Diversity and Inclusion (EDI). Should conflict between the regulatory requirements of the two institutions arise, the Supervisors will negotiate a compromise suitable to both institutions in consultation with the appropriate governing officer or academic board within each institution. In cases where both supervisors are unable to negotiate compromise, the case will be referred to the Dean of Graduate Studies in UCD and [the equivalent counterpart] at [partner institution], or their nominated representative.

**Article 10:** The supervisors agree to provide all necessary and relevant resources to the candidate with in UCD and [Name of other institution] to facilitate successful completion of the programme of study leading to the PhD award

**Article 11:** The candidate will be formally assessed by an Assessment Panel that is independent of the supervisors at a minimum of once in the PhD programme. Annual assessment is also permissible. In UCD this assessment is the ‘Stage 1- Stage 2 Transfer Assessment’ which is held within five trimesters of registration to the programme for a fulltime student.

**Article 12**: To comply with UCD regulations the PhD must include a minimum of 30 taught credits awarded for the successful completion of education and training modules. In addition. the student must satisfactorily complete research integrity training.

**Article 13** Parties shall seek to settle any dispute, controversy or claim arising out of or in connection with this Agreement through amicable negotiations. Such effort shall be deemed to have failed when one of the Parties so notifies the other in writing when either party can invoke the relevant institutional regulations and appropriate procedures.

**Article 14** If the co-supervision arrangement is not operating to the satisfaction of either party, that party may terminate this agreement without penalty. However, both parties must ensure satisfactory arrangements are put in place for [student name] to complete their programme in one of the institutions.

**THESIS EXAMINATION AND AWARD**

**Article 15:** The thesis will be accepted for examination by the [lead HEI] when the thesis is accompanied by a statement signed by both Supervisors that the research has been carried out, and the final draft of the thesis, as submitted, has been prepared for examination under joint their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of School in which they are registered, who may provide the statement.

**Article 16:** The thesis will be submitted in [English/Other Language/Both (please insert)/] to [Name of Institution] by [please state deadline], unless granted an extension as outlined in Article 5.

**Article 17:** The examination of the thesis should be carried out in accordance with the examination requirements of the institution identified in Article 14. The Examination Board for the thesis should be composed of

1. at least one extern examiner from outside either of the institutions and approved by the normal method of seeking thesis Special Extern Examiner approval.
2. An internal examiner from each institution
3. An independent chair

**Article 18:** The thesis will be defended in [specify English/Other Language/Both]. The *viva voce* examination will take place in [specify UCD or Other Institution] and be organised in accordance with the normal procedures of that institution.

**Article 19:** The Examination Board will produce an examination report describing the examination process undertaken in [English/Other Language, please specify]. An examination Report including the recommendation reached by the Board will be provided for both institutions in both English and [Other Language, please specify]. The processing of the recommendations of the Examination Board will be undertaken in accordance with the procedures of the institution to which the thesis is submitted (stated in Article 13). The recommendation of the Examination Board will be communicated to the partner institution through the, appropriate channels in that institution, in accordance with the procedures for processing and implementing such recommendations.

**Article 20:** UCD and [insert name of partner institution] agree to award a joint degree with the title of [insert degree award title, ex. Doctor of Philosophy] if the appropriate standards are met in each institution in the thesis presented and in the examination and compliance with taught credit requirements. The student will graduate at [name of institution].

**ADMINISTRATIVE ARRANGEMENTS**

**Article 21** For operational purposes UCD and [Partner Institution] will need to share details of the PhD student. Student’s personal data will be transferred between UCD and any other party in accordance with EU General Data Protection Regulations

**Article 22**

The administration of the generated parchment/academic transcript/diploma supplement will be managed by the lead institution but will require the cooperation of the two institutions

In UCD the contact person will be ……………..

Contact details:

In [ partner] the contact person will be ……………..

Contact details:

Issuance of replacement parchments shall require the consent of both institutions. In the case of UCD the National University of Ireland will also ned to be notified

*[Insert additional Articles as appropriate/necessary]*

**SIGNATURES**

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| **PhD Student****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date I consent to my personal details being shared with [ partner institution] for the purpose of the administering my candidature, progression and final assessment (Note: Specific UCD records will be retained for the duration outlined in the UCD Record Maintenance Policy)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : |
| **UCD Supervisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : | **Supervisor in Partner Institution****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : |
| **UCD Head of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : | **Head of School in Partner Institution**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : |
| On behalf of University College Dublin**UCD Dean of Graduate Studies**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : | On behalf of [partner institution, please specify]**Dean of Graduate Studies or equivalent in Partner Institution**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:Date : |