



Policy on Inter-Institutional Co-Supervisory Agreements (including Cotutelle) for PhD Students

Policy owner;

UCD Graduate Studies

Approval date and body

Academic Council 25th April 2019

Introduction

A key strategic objective of UCD is to build the University's engagement locally, nationally and internationally. The establishment of joint PhD degrees in collaboration with excellent international universities is a valuable instrument in furthering the university's internationalisation strategy. In parallel, PhD candidates benefit from a tailor-made programme of study that incorporates research under two supervisors in two or more research environments thereby enhancing their research and employment opportunities on an international scale.

1. Purpose

- 1.1 An Inter-Institutional Co-Supervisory Agreement is drawn up between collaborating institutions on behalf of one named graduate research student prior to their registering to UCD or partner institution.
- 1.2 This policy seeks to provide clarity of purpose and transparency in practice.
- 1.3 This policy will guide students, faculty and staff in the establishment of an Inter-Institutional Co-Supervisory Agreement. The co-supervisory agreement describes the rules and procedures to which a student will have their registration, supervision and award of a degree with UCD and another higher education institution (HEI). In some instances, the partnership may extend to include another party such as industry partner, government agency or non-government organisation.

2. Definitions

2.1 UCD will enter into an inter-institutional agreement if there is legitimate strategic benefit to the University e.g. to underpin an existing collaboration, facilitate a future collaboration or there is external funding associated with putting the agreement in place.

2.2 An inter-institutional agreement provides a student with a joint research supervision agreement that facilitates their pursuing their graduate research programme at two HEIs under two different supervisors and, upon satisfying the degree requirements of both institutions, the student will receive a single joint degree unless there is a legal impediment to this.

3 Scope

3.1 This policy and the associated documents relate to inter-institutional co-supervision arrangements for a single graduate research student. This can be a stand-alone cotutelle agreement or an arrangement under a specific overarching collaborative agreement such as Universitas 21 joint degree framework or the Marie Skłodowska Curie European Joint Doctorate Programme.

3.2 This policy applies to:

- a) Individual UCD graduate research students looking to undertake research in another HEI as part of their graduate research programme
- b) Individual graduate research students from international HEIs wishing to conduct part of their research in UCD.

3.3 This policy does not apply to:

- c) a cohort of students on a collaborative graduate research programme. Collaborative programmes are managed under the University's Programme Development, Approval and Review Framework.
- d) Students taking on a research visit to UCD for less than 6 months. UCD allows for PhD students who are registered to another HEI to undertake a period of research and training of up to six months at UCD without incurring a fee. In such cases the student must remain registered at their home Institution where their degree will be awarded, and the student would not be entitled to a degree from UCD

4 Principles

The following principles underpin the development of Inter-Institutional Co-Supervisory Agreements:

- 4.1 An Inter-Institutional Co-Supervisory Agreement may only be drafted for one student.
- 4.2 For each Co-Supervisory Agreement a lead institution must be identified (and named as such, in the Agreement). The principal supervisor will be from the lead institution. The lead institution will normally manage the administration of the progression, examination and conferring of the student.
- 4.3 Students must satisfy the requirements of UCD and the partner institutions with regard to registration, progression, progress reviews, thesis submission and examination and this is articulated in the Inter-Institutional Co-Supervisory Agreement.
- 4.4 Students are bound by the UCD Academic Regulations, UCD Student Code and University Academic Policies. In addition, while the student is carrying out research in the partner institution, the partner's regulations will apply.
- 4.5 An inter-institutional, co-supervision agreement between UCD and a partner institution shall support the University's strategic commitment to Equality Diversity and Inclusion.
- 4.6 A *viva voce* examination is compulsory for PhD students. There will be only one examination which can be held in UCD or in the partner institution. The examination process must align with UCD academic regulations as they pertain to research degree examination and uphold the UCD policy on EDI. A specific examination report must be written for each institutional examination board on their specific templates.

5. Procedure

- 5.1 Please go to Appendix 2 for step by step procedure to set up an inter-institutional co-supervisory agreement

6. Roles and responsibilities

6.1 An inter-institutional arrangement will normally be initiated by a member of faculty from UCD or other higher education institution. Parties interested in establishing such an arrangement must complete the Inter-Institutional Co-Supervision Proposal Form and submit this to the Graduate Research Board for approval in principle, prior to initiating the drafting of the agreement. Upon approval of the proposal, the parties should work with their Head of School to ensure the feasibility of any proposed arrangement.

6.2 **Role of Principal Supervisor:** The proposed Principal Supervisor is responsible for inter-institutional relationship management and is a signatory to the agreement. If UCD is the lead institution, then the UCD Supervisor is the Principal Supervisor and has

responsibility to submit an Inter-Institutional Co-Supervision Proposal Form to the Graduate Research Board.

6.3 Role of PhD Candidate: The PhD Candidate should have an integral role in the crafting of the agreement and must be signatory to the agreement.

6.4 Role of Head of School: The co-supervisory arrangements need to be established at School level. The Head of School must be aware of the proposed arrangements and support the submission to the relevant governing board. Therefore, the Head of School is a required signatory to the agreement

6.5 Role of Graduate Research Board: The Graduate Research Board reviews all co-supervision proposals and makes the decision to approve or reject that an Inter-institutional Co-Supervisory Agreement is to be negotiated

6.6 Role of Dean of Graduate Studies: The Dean of Graduate Studies is responsible for the oversight of all co-supervisory agreements and must approve implementation of any co-supervisory agreement. The Dean is signatory to the agreement as the representative of the UCD.

6.7 Role of UCD Graduate Studies: Staff in the Graduate Studies Office have an advisory role to parties interested in setting up a co-supervisory agreement and will manage arrangements to get the signature from the Dean of Graduate Studies.

6.8 Role of UCD Registry: Where UCD is the lead institution, UCD Registry is responsible for the production of the student's joint transcript and/or diploma supplement.

6.9 Role of UCD University Programmes Board (UPB): The UPB need to be informed of any new joint degree arrangements by noting at its regular meetings.

6.10 Role of National University of Ireland (NUI): The degrees awarded by UCD are degrees of the National University of Ireland (NUI). As such, NUI is responsible for generating parchments for use in degree conferring ceremonies, including those for joint degrees. The NUI needs to be informed of any new joint degrees approved in UCD.

6.11 Role of UCD Conferring Unit: The UCD Conferring Unit is responsible for the conferring ceremony in UCD. The unit will also liaise with NUI regarding production of the parchment

7. Related documents

- UCD Academic Regulations
- UCD Student Code
- UCD Appeals Policy

8. Version history

[Provide details with regard to any updates/amendments made to the policy.]

Version	Date	Summary	Changed by
1.0	30/06/10	First draft developed in conjunction with a template/form.	E Condon
1.1	30/07/10	Second draft following consultation with International Office (C Convery) and Michael Kennedy.	E Condon
1.2	21/09/2010	Third draft with minor amendments following consultation with Corporate and Legal Affairs and the University Safety Officer.	E Condon and Mary Hogan
1.3	04/11/2010	Fourth draft with minor amendments following discussion between M Kennedy and S Critchley.	M Kennedy
1.4& 1.5	30/11/2010	Minor amendments and clarifications following recommendation at UGPB 25 th November 2010.	E Condon
1.6& 1.7	15/10/2012	Amendments following Stage 1 Review of procedures document, expansion of existing cotutelle procedures to encompass joint supervision arrangements with other non-French institutions, inclusion of provisions for collaboration with other Universitas 21 institutions.	M Kennedy and E Cunningham
1.7	06/12/2012	Approved by Academic Council.	M Kennedy
1.8	18/12/2012	Minor amendments following consultation with UCD Registry staff and Graduate School Managers.	M Kennedy
1.9	Nov 2018	Reconfiguration to UCD Policy Framework Template Separation of Policy, Procedure and Template Introduction of Proposal Form step	E Cunningham
1.10	July 2022	Edits to reflect that change in graduate research governance and the establishment of the University Graduate Research Board	E Cunningham

Appendix I



Inter-institutional Co-Supervision Proposal Form

This form is to be completed by the UCD faculty member who wishes to propose an inter-institutional co-supervision/Cotutelle agreement between UCD and partner institution for one PhD student. *Please submit the completed form to the Graduate School Director or equivalent of your College*

Name of Proposed Partner Institution 1 _____

Name of Proposed Partner Institution 2 (if relevant) _____

Name of Proposed Lead Institution _____

Name Proposed UCD supervisor _____

Name of Proposed Partner supervisor _____

Name of Proposed PhD Student _____

Name of Proposed External Supervisor (if relevant) _____

Describe the strategic benefits of a Joint PhD to UCD and the academic unit. *If the proposed co-supervision arrangement is part of an overarching approved collaborative programme this section does not need to be completed. Instead, please append the collaborative programme agreement.*

Outline any prior collaboration between proposed supervisor or academic units in the institutions (if any)

Provide information of the experience of the supervisor(s) at the collaborating institution e.g. number of PhD graduates, number of current students, research expertise

Please give details of fee payment/funding arrangements

Appendix II



Procedure for the Establishment of an Inter-Institutional Co-Supervisory Agreement

A. Introduction

A.1 This Procedure document should be read in conjunction with the UCD Policy on Inter-Institutional Co-Supervisory Agreements for PhD students.

A.2 An Inter-Institutional Co-Supervisory Agreement is drawn up between the collaborating institutions on behalf one named PhD student. A PhD student under such an Agreement can pursue their graduate research programme at two higher education institutions under two collaborating supervisors and, upon satisfying the degree requirements of both institutions, the student can receive a single joint degree. The student will be registered as a fulltime student. In some instances, the partnership may extend to include another party such as an industry partner, government agency or non-government organisation.

B. Procedure

B.1 The prospective UCD Principal Supervisor, supervisor from the partner institution and PhD student should proceed through the following steps to ensure that all aspects of co-supervision are considered, and the agreement aligns with the academic regulations of both institutions. The prospective PhD student must meet the academic and English language proficiency admission requirements of both UCD and the partner institution.

B.2 Step 1: Prior to the registration of the PhD student to either higher education institution, the UCD faculty member submits an 'Inter-Institutional Co-Supervision Proposal Form' to the Graduate Research Board, seeking approval in principle, to establish a co-supervisory arrangement for that particular prospective PhD student. UCD will only enter into an inter-institutional agreement if there is legitimate strategic benefit to the University e.g. to underpin an existing collaboration, facilitate a future collaboration or external funding is associated with putting the agreement in place. Only when the proposal is approved should the supervisor proceed to draft the co-supervisory agreement.

B.3 Step 2: The proposed UCD supervisor drafts the Inter-Institutional Co-Supervisory Agreement in collaboration with the proposed supervisor in the partner institution and the prospective student. The UCD template can be used or the partner institution's agreement can be used in conjunction with the UCD checklist to ensure compliance with UCD academic

regulations and other requirements. The UCD Supervisor can seek guidance from UCD Graduate Studies, UCD Global, the College representative on the Graduate Research Board, or the Head of School as appropriate. This process can take 2-3 months to finalise as all aspects of the arrangement need full agreement by each partner institution.

B.4 The following items must be addressed with respect to the management of the graduate research student on the PhD programme.

- a. **Degree Type:** UCD supports joint degree arrangements and will only consider a dual/double degree where there is a legal impediment to a joint degree arrangement.
- b. **Admission:** The PhD candidate must meet the minimum entry requirements of both UCD as set out in the academic regulations and those of the partner institution. When considering the suitability of a candidate for admission, UCD will ensure that EDI is upheld in the admissions process. The candidate is to be identified as registering for a joint degree award on the UCD Research Student Management System.
- c. **Registration and fees:** The PhD candidate should be registered both in UCD and the partner institution for the duration of the programme. Normally the fee is paid to the institution where the student is carrying out the research. Students are expected to spend a minimum of six consecutive months fulltime in either UCD or the partner institution. UCD will not sign a co-supervisory agreement if a student spends less than six months full-time in UCD.
- d. **Supervision:** There must be a minimum of one named supervisor in each institution. The supervisor in the lead institution will be the Principal Supervisor with primary responsibility for the academic supervision of the research degree student. The supervisor in the partner institution will act as Co-supervisor.
- e. **30 Credit Requirement** PhD candidates must complete a minimum of 30 credits of education and training modules which can be taken at either institution and the credits can be transferred between institutions.
- f. A **Research Studies Panel** must be put in place for every student, normally at the time of their registration to UCD. Faculty from each institution should be represented on the Research Studies Panel. The Panel comprises of the supervisors and at least two but no more than four advisors.
- g. **Progression:** A minimum of one formal progression step must be included in the student's doctoral programme. In UCD, this is the Stage1- Stage 2 Transfer Assessment which is held within five trimesters of registration for a fulltime student.
- h. **Data Protection:** Student data will need to be transferred between collaborating institutions. The student must specifically consent to the sharing of their personal details including assessment results unless there is an alternative lawful basis to justify

the processing of the student's personal data. The collaborating institutions will enter into a data sharing agreement in respect of any personal data of a student to be shared between them.

- i. **Insurance:** UCD and partner institution will maintain policies of insurance covering any negligent acts, errors or omissions in connection with their performance of the agreement and the hosting of a student there-under.

UCD does NOT provide health insurance, EU students studying in Ireland or vice versa should obtain a European Health Insurance Card which will provide them with access to the public health system of the EU country within which they are not normally resident. In addition to the EHIC, such students should also consider taking out travel and personal accident insurance in their home country in respect of their time in another country. Non-EU students must obtain private health insurance either in their home country or in Ireland. Insurance must cover the student for up to €25,000 for in-hospital treatment.

- j. **Discipline:** All UCD students are under the UCD Student Code while registered to a UCD programme. When the student is in the partner institution, their Code of Conduct may also apply.

- k. **Intellectual Property:** The intellectual property rights of material developed by each institution shall remain the property of that institution.

- l. **Health and Safety:** Each party is responsible for ensuring that the student is provided with a safe place of study / research during their time with said party. All necessary safety information, training, equipment, induction and oversight will be provided by the party hosting the student at that time.

- m. **Appeals:** A candidate may appeal an assessment decision conducted by UCD through the assessment appeals process set out in the UCD Assessments Appeals Policy. If the appeal is to a decision of the partner institution, then their appeals process applies.

- n. **Final Examination:** One partner institution (normally the lead institution) will be responsible for organising the viva voce examination. The recommendation of the Examination Committee must be written up as a report. UCD requires the report to be completed on the UCD template for consideration by the UCD Academic Council Committee of Examinations (ACCE). The partner institution may have their own specific report template for completion or alternatively they can accept the UCD report.

The UCD ACCE and its equivalent in the partner institution will decide, on the basis of the submitted report and, where necessary, clarification or correspondence with the examiners whether to accept the recommendation of the Examination Committee and

award or not award the degree. The recommendation of the Examination Committee to award the PhD must be accepted by both institutions for the PhD to be awarded.

- o. Subject to its legal liability, each institution shall indemnify and keep indemnified its own staff, students and agents against claims arising under any interinstitutional agreement and the hosting of a student there-under. Neither institution shall be liable for any act, omission, neglect, default, loss, damage, personal injury or theft arising from the actions of the staff, students and agents of the other institution.

B.5 Step 3: The UCD supervisor drafts the agreement and submits it to the **Head of the School** where the research student will be registered. If the Head of School is in agreement with the proposed arrangement they will make a recommendation to Graduate Research Board. If the Head of School is not satisfied with the feasibility of the proposed arrangement then the agreement cannot proceed, and the agreement will need to be redrafted.

B.6 Step 4: The draft agreement is submitted to the **Graduate Research Board** for their consideration and for verification that the agreement aligns with the University's Education Strategy, upholds the UCD policies and procedures and the articles within the agreement align with college practices. If the Graduate Research Board approves, the agreement will be signed by Dean of Graduate Studies

B.8 Step 5: The agreement signed by all required signatories, if not already gathered, and sent to the partner institution for counter signatures.

B.9 Step 6: The agreement will be entered into Rowan, the UCD Global Partnership Database.

B.11 Step 7: The National University of Ireland (NUI) will be notified of this new co-supervisory agreement and provided with the contact details of the person in the partner institution with responsibility for official document management.

B.12 Step 8: Student is enrolled in both institutions and carries out their PhD programme as outlined in the Inter-institutional Co-Supervisory Agreement.

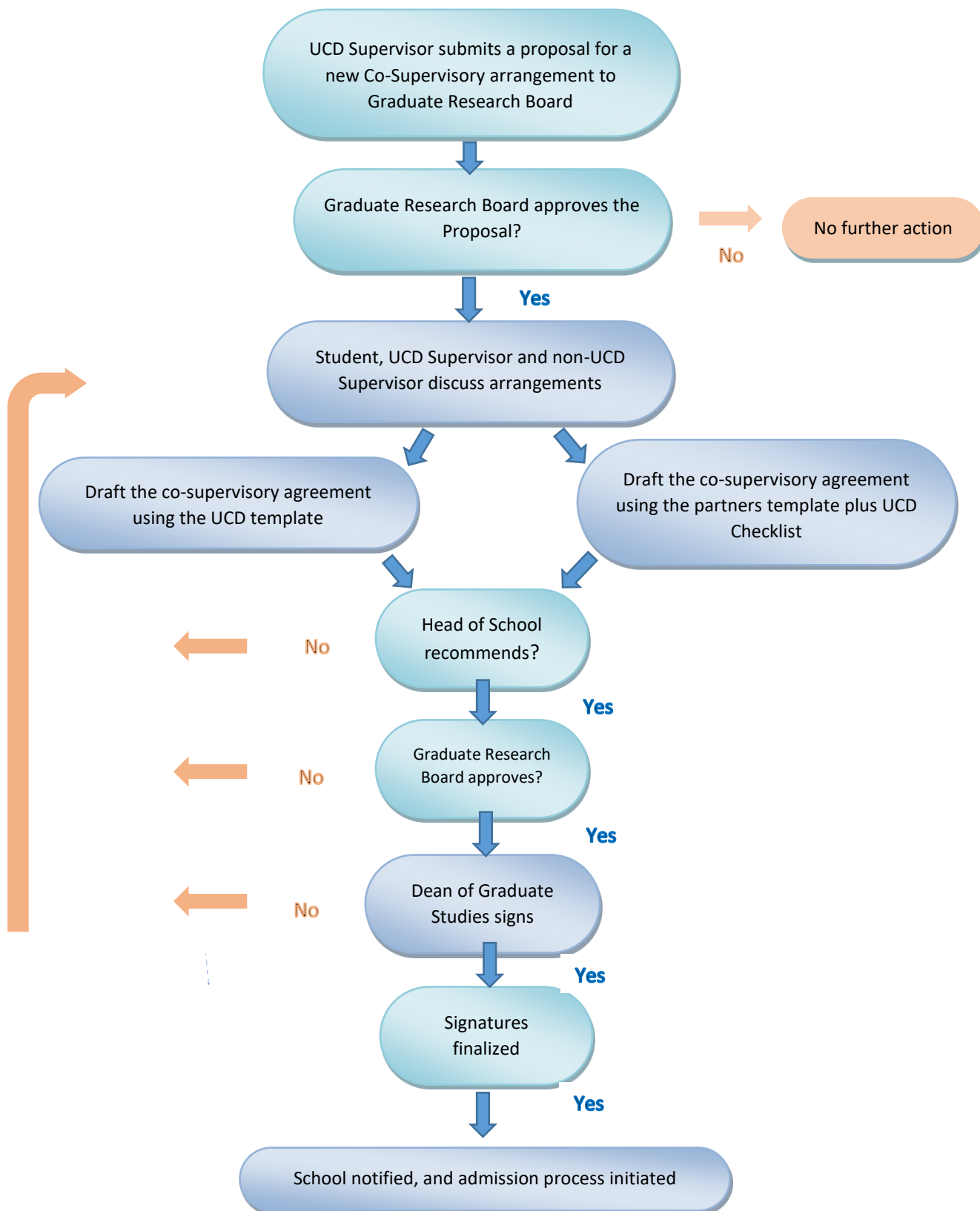
B.13 Step 9; Where UCD is the lead institution, the student will be issued with a **Joint Diploma Supplement** which will normally carry the crest of both Universities. UCD will require the contact details of the Administrator in the partner institution which has responsibility for official document production to share logos etc.

B.14 Step 10: Where UCD is the lead institution, the National University of Ireland (NUI) – of which UCD is a constituent university – will generate the degree parchment. NUI

will require the contact details of the Administrator in the partner institution which has responsibility for official document production to share logos etc.

B.15 Step 11 Where UCD is the lead institution, the student will normally be conferred at UCD.

B.16 PROCESS FLOWCHART



Appendix III: CHECKLIST

This checklist can be used when developing the collaborative agreement where UCD is lead institution or if the partner institution has written the agreement to ensure all aspects of a co-supervisory arrangement has been addressed. Please note that Schools should allow 2-3 months to finalise any agreement

Appended overarching collaborative agreement if appropriate e.g. Marie Skłodowska Curie Actions, UNICA	
The admission requirements in each institution met	
The duration of the PhD Programme	
Location of student in Year 1, Year 2, Year 3 & Year 4	
Registration status of the student in each institution	
The supervision arrangements articulated and includes: a) Principal Supervisor: b) Co-supervisor: c) Research Studies Panel members:	
Formal progression step(s) within the agreement	
Have Credit transfer arrangements been put in place for credit-bearing modules?	
Fee payment arrangements for each year of the degree and contingency if the student's registration goes beyond the time specified	
Funding arrangements	
Health insurance in place. UCD does not provide any health insurance to any staff or students. There are requirements under student visas for non-EU students to take out appropriate cover when studying in Ireland	
Intellectual Property considerations	
EDI and a commitment to unconscious bias been satisfactorily considered	
The items below need to be agreed with respect to the examination and award of the PhD <ul style="list-style-type: none"> • Before submission of the thesis to the University there must be sign off that thesis was undertaken under the supervision of the supervisors (both supervisors) • Language of thesis • Deadline for submission • Examination requirements e.g. makeup of the examination committee • Viva voce location • Viva voce language • Viva voce reports on institutional form i.e. one for each institution • Award process in each institution e.g. in UCD via Academic Council Committee for Examinations • A digital copy of the research thesis is automatically deposited in the Research Repository UCD and, without an embargo being set, is immediately publicly available to view • The location of the graduation ceremony. 	
Institution with responsibility for the generation of the Parchment and Transcript/, Diploma supplement.	

Arrangements for the exchange or transfer of institutional logos if required	
--	--

Appendix IV: Agreement Template

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 consecutive 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 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 13 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 14: 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 15: 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 16: 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

- a) at least one extern examiner from outside either of the institutions and approved by the normal method of seeking thesis Special Extern Examiner approval.
- b) An internal examiner from each institution
- c) An independent chair

Article 17: 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 18: 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 19: UCD and [insert name of partner institution] agree to award a joint degree with the title of [insert degree award title, eg 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 20 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 21

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 need to be notified

[Insert additional Articles as appropriate/necessary]

SIGNATURES

A minimum of two original copies must be signed.

<p>PhD Student</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>Date</p> <p>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)</p> <p>_____</p> <p>Signature:</p> <p>Date :</p>	
<p>UCD Supervisor</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>Date :</p>	<p>Supervisor in Partner Institution</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>Date :</p>
<p>UCD Head of School</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>Date :</p>	<p>Head of School in Partner Institution</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>Date :</p>

<p>On behalf of University College Dublin</p> <p>UCD Dean of Graduate Studies</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>_____</p> <p>Date :</p>	<p>On behalf of [partner institution, please specify]</p> <p>Dean of Graduate Studies or equivalent in Partner Institution</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p> <p>Signature:</p> <p>_____</p> <p>Date :</p>
--	---