

**Collaborative Operational Document template for joint, double, and dual doctoral collaborations**

**Details of the collaboration**

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| **NTU School:** |  |
| **Collaborative Partner:** |  |
| **Full-time or part-time:** |  |
| **Type of collaboration:** | *Please select from the list below:* * Joint doctoral award
* Double doctoral award
* Dual doctoral award

*See Quality Handbook Section 10B for definitions of the different types of collaborations.* |
| **Delivery Model:** | *Specify how much time is to be spent at NTU and the partner respectively.*  |

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| 1. **Supervision**
 |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| **Supervisory teams**1. Specify which partner is the Home Institution and will lead the supervisory team and provide the Director of Studies.
2. How will the supervisory team be allocated and how many supervisors will there be from each institution?
3. How will changes to the supervisory team be managed?
4. How will communication between supervisors work?
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| **Supervision and supervisory meetings**1. What are the minimum requirements for supervision? e.g. frequency, mode, format.
2. Are there any requirements that NTU or the partner has to meet in relation to supervision?
3. Will supervisory meetings be undertaken jointly?
4. How will supervisory meetings be recorded?
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| **B. Project approval** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| 1. Specify the requirements of each partner for project approval.
2. Specify the ethical approval process (Note: ethical approval is usually required in both institutions).
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| **C. Annual monitoring** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| **a**. Specify the arrangements for joint interim and annual monitoring of the candidates. |  |
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| **D. Research training** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| 1. Specify the research training requirements for the doctoral candidate.
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| **E. Regulatory matters** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| **Assessment regulations****a.** Indicate any variations to the University’s standard assessment regulations as set out in Quality Handbook Section 11 that are required for this collaboration. | **Assessment regulations****a.** Indicate any variations to the partner’s standard assessment regulations that are required for this collaboration. |
| **Appeals, complaints and irregularities**1. Set out the appeals, complaints and irregularities policies and processes to be used for this collaboration.
2. Indicate whether any joint appeals, complaints or irregularities processes are being proposed.
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| **F. Thesis and examination** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| * + - * 1. Indicate the agreed length of the thesis. This may be longer than is normally required for an NTU award but should never be shorter.
				2. Specify the arrangements for a joint oral examination.
				3. Specify the agreed requirements for the examination team, including the number of examiners from each institution and the number of external examiners.
 | **a.** Indicate any partner specific requirements for the thesis and examination. |
| **G. Awards and certificates** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| Specify which partner will be issuing the certificate.Indicate arrangements for the award ceremony, for example is the student entitled to attend ceremonies at both partners? |  |
| **H. Provision of information** |
|  **Nottingham Trent University**  | **Partner *(insert partner name)*** |
| * + - * 1. Specify arrangements for the production of information for candidates, if these are produced by NTU or jointly with the partner, including a research degree handbook.
				2. Indicate arrangements for informing the partner about changes to NTU policy and practice, and vice versa.
				3. Specify arrangements for visa requirements where applicable.
				4. Explain arrangements for data sharing between the collaborative partners.
				5. Designate arrangements for the admissions procedures.
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