

Requirements for a Collaborative Operational Document for joint and double MPhil / PhD collaborations

1. Introduction

- 1.1 A Collaborative Operational document needs to be prepared for the approval, review and operation of a joint or double MPhil / PhD collaboration. It should represent a shared understanding, by the University and the partner, of the mechanisms by which the collaboration will operate and be quality managed. The operational document should demonstrate that:
 - a. the School and the partner have proposed appropriate systems to manage the quality and standards of the collaboration, within the context of University policy;
 - b. the respective roles and responsibilities of the collaborative arrangement are clear, appropriate and understood by both the School, the partner and the student.
- 1.2 Detailed below are the requirements for the Collaborative Operational Document, providing an indication of what each section might include. The document should set out the principles for operation, and the responsibilities of each partner. Schools are welcome to include any additional information in support of the proposed collaboration.
- 1.3 The approved Collaborative Operational Document should be utilised by the Director of Studies to inform the day-to-day operation of the collaboration.

2. Collaborative Operational Document template

Details of the collaboration	
NTU School:	
Collaborative Partner:	
Student:	
Thesis title:	
Full-time or part-time:	
Type of collaboration:	Please select from the list below: <ul style="list-style-type: none">• Joint MPhil / PhD• Double MPhil / PhD
Delivery model:	Specify how much time is to be spent at NTU and the partner respectively.

A. Supervision	
Nottingham Trent University	Partner (insert partner name)
<p>Supervisory teams</p> <p>a. Specify which partner will lead the supervisory team and provide the Director of Studies.</p> <p>b. How will the supervisory team be allocated and how many supervisors will there be from each institution?</p> <p>c. How will changes to the supervisory team be managed?</p> <p>d. How will communication between supervisors work?</p>	
<p>Supervision and supervisory meetings</p> <p>a. What are the principles of supervision? Are there any requirements that NTU or the partner has to meet in relation to supervision?</p> <p>b. Will supervisory meetings be undertaken jointly?</p> <p>c. How will supervisory meetings be recorded?</p>	
B. Project approval	
Nottingham Trent University	Partner (insert partner name)
<p>a. Specify the requirements of each partner for project approval.</p> <p>b. Will project approval be undertaken jointly or separately?</p> <p>c. Requirements for ethical considerations, and ethical approval.</p>	
C. Transfer	
Nottingham Trent University	Partner (insert partner name)

<p>a. Specify the requirements of each partner for transfer from MPhil to PhD.</p> <p>b. Will transfer be undertaken jointly or separately?</p>	
<p>D. Interim and annual monitoring</p>	
<p>Nottingham Trent University</p>	<p>Partner (insert partner name)</p>
<p>a. Specify the arrangements for joint interim and annual monitoring of the students.</p>	
<p>E. Research training</p>	
<p>Nottingham Trent University</p>	<p>Partner (insert partner name)</p>
<p>a. Specify the research training to be provided by the University.</p>	<p>a. Specify the research training to be provided by the partner.</p>
<p>F. Regulatory matters</p>	
<p>Nottingham Trent University</p>	<p>Partner (insert partner name)</p>
<p>Assessment regulations</p> <p>a. Indicate any variations to the University's standard assessment regulations as set out in Quality Handbook Section 16D that are required for this collaboration.</p>	<p>Assessment regulations</p> <p>a. Indicate any variations to the partner's standard assessment regulations that are required for this collaboration.</p>
<p>Appeals, complaints and irregularities</p> <p>a. Set out the appeals, complaints and irregularities policies and processes to be used for this collaboration. NTU's processes may apply when the student is studying at the University, and vice versa.</p>	

b. Indicate whether any joint appeals, complaints or irregularities processes are being proposed.	
G. Thesis and examination	
Nottingham Trent University	Partner (insert partner name)
a. Indicate the agreed length of the thesis. This may be longer than is normally required for an NTU award but should never be shorter. b. Specify the arrangements for a joint oral examination. c. 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.
H. Awards and certificates	
Nottingham Trent University	Partner (insert partner name)
a. Specify which partner will be issuing the certificate. b. Indicate arrangements for the award ceremony, for example is the student entitled to attend ceremonies at both partners?	
I. Provision of information	
Nottingham Trent University	Partner (insert partner name)
a. Arrangements for the production of information for students, if these are produced by NTU or jointly with the partner, including a student handbook.	

<p>b. Arrangements for informing the partner about changes to NTU policy and practice, and vice versa.</p> <p>c. Arrangements for Tier 4 and visa requirements where applicable.</p>	
--	--

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	None

Equality Impact Assessment		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2016	07.08.16	CADQ