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| A picture containing text  Description automatically generated | **Polasaí agus Nósanna Imeachta****Policies and Procedures** |

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| Code | QA212 |
| Title | Inter-Institutional Co-Supervisory Agreements (including co-tutelles) for award of PhD Degree by the University of Galway |
| Date | 8th February 2023 |
| Approved By | Academic Council |
| Policy Owner | Graduate Studies |

1. **Purpose**

Approval of inter-institutional co-supervisory agreements (including co-tutelles) of PhD students for award of PhD Degree by the University of Galway.

1. **Scope**

2.1 The establishment of joint PhD degrees in collaboration with international universities can further the university’s international vision as a global university that welcomes the world in and goes out into the world. In addition, the establishment of a defined, individual PhD student, programme of study that incorporates research under two supervisors in two or more research environments enhances a PhD candidate’s research and employability.

2.2. This policy provides guidance on the establishment of formal Inter-Institutional Co-Supervisory Agreement of PhD students for award of a PhD Degree to an individual student.

2.3. The Agreement describes the rules and procedures to which a student will have their registration, supervision and award of a degree by the University of Galway in partnership another higher education institution (HEI). The partnership may extend to include an additional party such as industry partner, government agency or non-government organisation.

2.4. The University of Galway 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.

2.5. This policy does not apply to students undertaking short term research exchange/visits or joint supervision where the student remains registered at the University of Galway **or** their home HEI where their degree will be awarded. Current regulations allow for an external supervisor to act as co-supervisor for a student registered at the University of Galway. The award of the PhD in this case is made solely through the University of Galway: the HEI/body where the external supervisor is based does not receive any student fees. Joint supervision is also practiced where the partner HEI/body does not have degree awarding powers.

**3. Principles**

3.1. An Inter-Institutional Co-Supervisory Agreement may only be drafted for an individual PhD student.

3.2. A lead HEI must be identified (and named as such, in the Agreement). The Primary supervisor will be from the lead HEI. The lead HEI will normally manage the administration of the progression, examination and conferring of the student.

3.3. Students must satisfy the requirements of the University of Galway Guidelines for Research Degree Programmes (QA245) and the partner HEI with regard to registration, progression, thesis submission and examination and this is articulated in the Inter-Institutional Co-Supervisory Agreement.

3.4. Students are bound by the University of Galway Student and Research Policies. In addition, while the student is carrying out research in the partner HEI, the partner’s regulations will apply.

**4. Procedure**

The prospective University of Galway Primary Supervisor, supervisor from the partner HEI and the 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 HEIs. The prospective PhD student must meet admission requirements of the University of Galway **and** the partner HEI.

4.1. A ‘Pre-Agreement letter for HORIZON Europe DN-JD participants awarding a Joint degree’ must be completed for inclusion with HORIZON Europe Doctoral Network or Joint Doctoral funding submissions. See the Template in Appendix 1.

Only when the funding is awarded by the EU Marie Skłodowska-Curie Awards, and the prospective student(s) identified should the supervisor proceed to 4.2.

4.2. Prior to the registration of the PhD student to either higher education institution, the prospective University of Galway Primary Supervisor submits an ‘Inter-Institutional Co-Supervision Proposal Form’ to the Dean of College, or nominee, and the Dean of Graduate Studies. See Template in Appendix 2. Only when the proposal is approved by both the Dean of College, or nominee and the Dean of Graduate Studies should the supervisor proceed to draft the co-supervisory agreement. Admission and registration of students holding awards from EU Marie Skłodowska Curie schemes is permitted prior to drafting the Inter-Institutional Co-Supervisory Agreement (step 4.3).

4.3. The prospective University of Galway Primary Supervisor drafts the Inter-Institutional Co-Supervisory Agreement in collaboration with the prospective supervisor in the partner HEI and the prospective student. The University of Galway template (Appendix 3) can be used, or the partner HEI’s agreement can be used in conjunction with the University of Galway checklist (Appendix 4), to ensure compliance with QA245: University Guidelines for Research Degree Programmes and other requirements. The prospective University of Galway Primary Supervisor should contact the Graduate Studies Office at the earliest possible stage to seek advice.

The University of Galway checklist items must be addressed with respect to the management of the graduate research student on the PhD programme, providing details on:

* Degree Type: the University of Galway supports joint degree arrangements and will only consider a dual/double degree where there is a legal impediment to a joint degree arrangement.
* Admission: The PhD candidate must meet the entry requirements of both HEIs. The candidate is to be identified as registering for a joint, or double degree if appropriate, award on the University of Galway Student Record System.
* Registration: The PhD candidate must be registered at both the University of Galway **and** the partner HEI for the duration of the programme. Students must spend a minimum of six consecutive months fulltime in each HEI.
* Fees: Fees are paid at both institutions, unless a fee waiver is agreed. The University of Galway, through QA203 PhD Fee Waiver policy and process, provides a full fee and student levy waiver for the duration of 4 years to fulltime PhD students holding awards from EU Marie Skłodowska Curie schemes. Fee waivers for PhD students other than students holding awards from EU Marie Skłodowska Curie schemes require approval of the Dean of College, or nominee, and must be agreed to in step 4.2 prior to drafting the Inter-Institutional Co-Supervisory Agreement.
* Supervision: There must be a minimum of one named supervisor in each HEI. A supervisor in the University of Galway will be the designated Primary Supervisor within the University of Galway with primary responsibility for the academic supervision of the research degree student in the University of Galway. The supervisor in the partner HEI will be designated as a co-supervisor within the University of Galway system(s).
* Structured PhD requirements: PhD candidates must complete a minimum of 30 ECTS of formal accredited structured training to support the student’s research.
* Graduate Research Committee: A Graduate Research Committee must be put in place for every student, normally on student registration. The committee consists of three members of academic staff, which may include a member from another university. A supervisor may not be a member of the student’s Graduate Research Committee.
* Progression: PhD candidates and primary supervisors must submit an annual progress report to the GRC. PhD candidates must have a meeting, normally in person, of at least 15 minutes with their GRC to discuss reports submitted, and any other inputs, before a recommendation is reached on progression. The Examination Board of each College will meet at the end of each academic year and will consider the recommendations of relevant Graduate Research Committees. Progression will be based upon the recommendation of the GRC to the Examination Board.
* 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 where required by the General Data Protection Regulation 2016 enter into a data sharing agreement in respect of any personal data of a student to be shared between them.
* Insurance: University of Galway and partner HEIs 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. The University of Galway does NOT provide health insurance or travel insurance (unless otherwise agreed). 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, 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.
* Code of Conduct: All University of Galway students as registered students are bound by all of the University of Galway Student and Research Policies, including but not limited to the QA616 Student Code of Conduct. In addition, while the student is carrying out research in the partner HEI, the partner’s regulations will apply.
* Intellectual Property: The intellectual property rights developed (if any) by each institution shall be governed by the Intellectual Property Policy of each institution.
* 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.
* Appeals: A candidate may appeal an assessment decision conducted by University of Galway through the University of Galway appeals process. If the appeal is to a decision of the partner HEI, then their appeals process applies.
* PhD Examination: One HEI (normally the lead HEI) is responsible for organising and hosting the PhD examination process. The University of Galway PhD Examination Process is described in QA245: University Guidelines for Research Degree Programmes Section 6. The Examination Board shall be jointly designated by both HEIs, and the composition and designation shall follow the rules of the HEI responsible for organising and hosting the PhD examination process, taking into account, as far as possible, the provisions of the University of Galway. The recommendation of the Examination Board must be written up as a report and submitted to each HEI, as stipulated in their procedures. The partner HEI may have their own specific report template for completion, or they can accept the University of Galway report.

4.4. The prospective University of Galway Primary Supervisor submits the draft Agreement to the Dean of Graduate Studies. If the Dean of Graduate Studies is in agreement with the proposed arrangement, they will make a recommendation to the Graduate Studies Board. If the Dean of Graduate Studies is not satisfied with the proposed agreement, then the agreement cannot proceed.

4.5. The draft agreement is submitted to the Graduate Studies Board for their consideration and for verification that the agreement aligns with QA245: University Guidelines for Research Degree Programmes and other requirements. If the Graduate Studies Board recommends the collaboration, the agreement will go to the Dean of Graduate Studies for approval. If the Graduate Studies Board is not satisfied with proposed agreement, then the agreement cannot proceed.

4.6. The Dean of Graduate Studies will approve and sign the agreement.

4.7. Graduate Studies Office ensures that the approved agreement is signed by all required University of Galway and partner HEI signatories.

4.8. The signed agreement is submitted to the Standing Committee of Academic Council for noting.

4.9. The noted agreement is submitted to the Quality Office for recording in the partnerships repository, as required by QA246 Collaborative Partnerships policy.

4.9. Student is admitted and registered to the PhD programme in both institutions. Admission and registration of students holding awards from EU Marie Skłodowska Curie schemes, prior to drafting the Inter-Institutional Co-Supervisory Agreement (step 4.3), is permitted.

4.10. Student proceeds with their PhD programme as outlined in the Inter-institutional Co-Supervisory Agreement.

4.11. Where the University of Galway is the lead HEI, the student will be issued with a Joint Diploma Supplement which will normally carry the crest of both HEIs. The University will require the contact details of the Administrator in the partner HEI which has responsibility for official document production to share logos etc.

4.12. Where the University of Galway is the lead HEI, the National University of Ireland (NUI) – of which the University of Galway 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.

4.13. Where the University of Galway is the lead HEI, the student will normally be conferred at the University of Galway.

**5. Responsibilities**

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| Dean of Graduate Studies | Policy owner.Responsible for the oversight of all co-supervisory agreements. Signatory to agreements as the representative of the University of Galway. |
| Graduate Studies Office | Provides advice and manages arrangements in drafting and signing agreements. |
| Quality Office  | Responsible for maintaining the partnerships repository |
| Registry | Responsible for the production of student transcript and joint diploma supplement. |
| Conferring Unit | Responsible for the conferring ceremony. The unit will liaise with the NUI regarding production of the parchment for use in degree conferring ceremonies. |
| Graduate Studies Board | Responsible for recommending approval of agreements to the Dean of Graduate Studies |
| Academic Council | Informed of any new joint degree arrangements by noting at regular meetings of the Standing Committee of Academic Council |
| Head of School | Must be aware of the proposed arrangements. Approves the Inter-Institutional Co-Supervision Proposal Form. |
| Dean of College or nominee | Responsible for overseeing all matters relating to the detailed operation of PhD programmes. Must be aware of the proposed arrangements. Approves the Inter-Institutional Co-Supervision Proposal Form. |
| Primary Supervisors | Completes the Inter-Institutional Co-Supervision Proposal Form and submits this to the Dean of College, or nominee, and the Dean of Graduate Studies for approval in principle, prior to initiating the drafting of the agreement. |
| PhD Candidates | Should have an integral role in the drafting of the agreement and must be signatory to the agreement. |

**Appendix 1**

**Template of Pre-Agreement letter for HORIZON Europe DN-JD participants awarding a Joint degree**

*- On headed paper of the Institution or of the Doctoral School*

*-The Dean of Graduate Studies is the responsible signatory within University of Galway*

*-Detail on University of Galway processes for establishing joint degrees are in section 10 of QA245* [*University Guidelines for Research Degree Programmes*](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)

*-The proposal should indicate from which institutions each researcher is expected to receive the Degree.*

*- Beyond any additional information that the participating organisation wishes to indicate in its Letter of pre-agreement, the following text should appear in all its parts and with no modifications:*

I the undersigned1 *..................*…, in my role as2 ………………..…, commit to set up all necessary provisions to award a jointresearch doctoral degree in the frame of the DN-JD proposal3 ………………….… submitted within the call HORIZON-MSCA-DN-4 …….., should the proposal be funded.

I am aware of and agree with the principle that the setting up of such provisions is a precondition for funding.

The research doctoral degree will be awarded to those Marie Skłodowska-Curie researchers who will fulfil, at the end of their research work, the requirements as set out in the formal agreement to establish the joint research doctoral degree between the relevant participating organisations.

[*Free field for any additional information that the participating organisation wishes to indicate*]

I am aware that the formal agreement to establish the joint research doctoral degree is due by month 6 from the start date of the project and I commit to comply with this deadline.

I hereby declare that I am entitled to commit into this process the Institution I represent.

*Name, date, signature*

1Insert name of responsible signatory

2Insert role of responsible signatory

3Insert proposal title

4Insert call detail

**Appendix 2**

**Inter-institutional Co-Supervision Proposal Form**

Form is to be completed by the prospective primary supervisor who wishes to propose an inter-institutional co-supervision/Cotutelle agreement between the University of Galway and a partner HEI for an individual PhD student.

Name of Proposed Partner Institution 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed Partner Institution 2 (if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed Lead Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Proposed primary supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed Partner HEI supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed External Supervisor (if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed PhD Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the strategic benefits\* of a Joint PhD.

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\* If the proposed co-supervision arrangement is part of an overarching approved collaborative award (e.g., EU Marie Skłodowska Curie Award) this section does not need to be completed. Instead, please append the collaborative programme award details.

Outline any prior collaboration between proposed supervisor or academic units in the institutions.

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

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Provide details of fee payment/funding arrangements.

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***Approvals***

|  |  |
| --- | --- |
| Head of School:Signature: | Date: |
| Dean of College or nominee:Signature: | Date: |

Please submit the completed form to graduatestudies@universityofgalway.ie

**Appendix 3**

**Inter-Institutional Co-Supervisory Agreement**

 **leading to the award of a joint/double doctoral degree**

**between**

**University of Galway**

**and**

**[Full legal name of HEI 2]**

**Purpose**

In furtherance of the common aim of stimulating scientific cooperation and promoting the mobility of researchers, this agreement sets out the details of co-supervisory arrangements between the University of Galway, University Road, Galway, Ireland (UoGalway) and [partner HEI, address] for [doctoral candidate name] leading to award of a joint PhD.

Parties

1. [Name and Role at the partner HEI]

And

1. Prof. Dónal Leech, Dean of Graduate Studies of University of Galway, University Road, Galway, for and on behalf of the University of Galway.

Both parties acknowledge each other has sufficient legal power to sign this Agreement and for this purpose, the parties agree the following:-

Administrative provisions

1. [doctoral candidate name] will be admitted to both Universities and will be registered annually at both Universities.

 Registration/application number at University of Galway (if known):

 Registration/application number at [partner HEI] (if known):

 Leading to the award of the degree of [Specify title of expected award]

 The title of the doctoral candidate's research project is: [Specify title of the research project]

 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. The Lead Institution shall determine the nomenclature adopted for the jointly awarded PhD degree.

 The doctoral candidate must meet the relevant requirements of both universities regarding admission to the doctoral programme.

2. [doctoral candidate name] will be bound by regulations at both Universities. Academic Regulations for the University of Galway are specified in QA245 University Guidelines for Research Degree Programmes. [Insert Academic Regulations for partner HEI]. Notwithstanding this, in the event of regulatory conflict, the regulations of the Lead Institution will take precedence over the regulations of the partner institution.

1. Fees will be paid to both Universities each year, unless fees are waived or otherwise dealt with in writing.
2. The universities will agree in writing upon the arrangements for the equitable distribution of any funding received from sponsors of the doctoral candidate's research project.
3. Doctoral candidate costs of mobility will be covered by [insert details]
4. Research costs, and the extra costs associated with this joint PhD, will be covered by [insert details].
5. The intellectual property rights of material or output or other intellectual property developed by each institution shall be governed by the Intellectual Property Policy of each institution. In the case of the University of Galway this means QA507IP. In the absence of a specific agreement, and in the event of a conflict between the policies of the parties, the policy of the Lead Institution will take precedent over the policy of the partner institution. If relevant (for example in cases of external funding or placement with a third party), a specific agreement may need to be drafted to include intellectual property issues.
6. Both parties shall agree that strict confidentiality will be observed in all communications relating to intellectual property created within the programme(s). Notwithstanding, the University of Galway is subject to the Freedom of Information Act (2014) 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 University of Galway prior written notice before any disclosure of information is made under any equivalent legislation.
7. The copyright established by the doctoral candidate is subject to the regulations at both universities. The doctoral student shall comply with both regulations, in as far as there is no contradiction between the two.
8. 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 academic 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.
9. The Parties shall comply with all applicable requirements of the Irish data protection legislation. This includes Irish Data Protection Acts 1988 to 2018, any other applicable law or regulation relating to the processing of personal data and to privacy including the E-Privacy Directive and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 (E-Privacy Regulations), as such legislation shall be supplemented, amended, revised or replaced from time to time, including by operation of the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and laws implementing or supplementing the GDPR, and laws amending or supplementing the E-Privacy Regulations.
10. [doctoral candidate name] is responsible for their own social/health coverage.

Educational

1. [doctoral candidate name] will be jointly supervised by Primary Supervisor [primary supervisor name] at [lead institution] and Co-supervisor [co-supervisor name] at [partner University]. The supervisors agree to provide all necessary and relevant resources to the candidate to facilitate successful completion of the programme of study leading to the PhD award.
2. The [doctoral candidate name] shall carry out the research for no less three academic years (which may be extended, if appropriate, in accordance with the regulations of the two institutions), counted from the first date of registration to the programme. Additional fees will be payable for this extension unless exceptional circumstances are agreed by the institution to which the fees are payable.
3. The [doctoral candidate name] and supervisors agree the distribution of research time between the two institutions. [Students must spend a minimum of six consecutive months fulltime in each HEI].
* Year one, academic session: [ e.g., 2022/23] [Institution, please specify]
* Year two, academic session: [e.g.,2023/24] [Institution, please specify]
* Year three, academic session: [e.g., 2024/25] [Institution, please specify]
* [Add additional years, if appropriate/necessary]
1. [student name] will be required to prepare an annual report, describing the progress of the PhD, which will be submitted to both Universities. [student name] must also comply with University requirements for monitoring progress on the PhD.
2. 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.

**Examination and Award**

1. The thesis will be submitted in [English/Other Language/Both (please insert)/] to [lead Institution] by [please state deadline], unless granted an extension as outlined in section 13.
2. The PhD examination board will be jointly nominated and pre-approved in accordance with both the University of Galway and [partner University] examination regulations. It will normally be composed of an internal examiner from both the University of Galway and [partner University] as well as one external examiner.
3. The viva voce examination will take place at [lead institution] and will be conducted in accordance with the [lead institution] PhD examination regulations. The supervisors may also be present at the viva voce examination but will not be examiners.
4. The costs of the travel and expenses of the external examiner(s) for the examination process will be covered by [insert details].
5. The examination board will produce an examination report describing the examination process undertaken in [English/Other Language, please specify]. An examination board 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 both institution to which the thesis is submitted (stated in section 17). The recommendation of the Examination Board will be submitted to the partner institution through the appropriate channels or system in that institution, in accordance with the procedures for processing and implementing such recommendations.
6. The PhD will recognise the joint partnership between the University of Galway and [partner University] and be jointly awarded by both universities. The degree shall be issued and conferred by [lead institution].

**Legal issues**

1. AMENDMENTS

This Agreement may be modified, amended, or renewed by written consent of the Parties signing below or by any other authorized representative of the institution.

1. HEALTH AND SAFETY

Health and Safety: Students participating under the terms of this Agreement will be required to participate in an orientation program, during which students will be made aware of risks to health and safety, emergency procedures, and the applicable university code of conduct. The Parties affirm that they have written policies and procedures in place that provide for appropriate and responsive protocols in the event of a report of a safety violation, code of conduct violation, sexual assault, or sexual harassment, and that these policies and procedures are provided to students. Each institution will provide a copy of the protocols to the other upon request.

1. SETTLEMENT OF DIFFERENCES

Any differences between the Parties concerning the interpretation and/or implementation and/or application of any of the provisions of this Agreement shall first be sought to be settled amicably through mutual consultation and/or negotiation between the Parties.

1. TERM OF AGREEMENT
2. This Agreement shall enter into force upon the date of the last required signature.
3. This Agreement applies for [ENTER TERM START AND END DATE].
4. This Agreement may be modified, extended, and terminated in accordance with the Agreement of the PARTIES.
5. This Agreement may be terminated by either PARTY by giving not less than 90 (ninety) days prior notice in writing to the other PARTY.
6. The termination of this Agreement will not affect any ongoing scholarship program until the scholarship program is completed.
7. PARTNERSHIP

No Partnership: Nothing in this agreement shall constitute or be deemed to constitute a partnership between the parties hereto or constitute or be deemed to constitute either party the agent of the other for any purpose whatsoever and neither party shall have any authority or power to bind the other party or to contract in the name of or create a liability against the other party.

1. LAWS

Law and jurisdiction. This Agreement shall be governed by the laws of Ireland and each Party agrees to submit to the exclusive jurisdiction of the courts of Ireland.

Done in **[specify number]** original copies. \*

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| For **[University 1]** | For **[University 2]** |
| **Authorising officers** |
| Title: |  | Title: |  |
| Name: |  | Name: |  |
| Position |  | Position |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |
| **Co-supervisors of the doctoral candidate** |
| Title: |  | Title: |  |
| Name: |  | Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |
| **Agreed by the doctoral candidate** |
|  | Title: |  |  |
|  | Name: |  |  |
|  | Signature: |  |  |
|  | Date: |  |  |

*\*The Agreement may be executed by any form of signature, including an electronic signature, subject to the requirements of Electronic Commerce Act 2000 and Electronic Identification and Trust Services for Electronic Transactions in the Internal Market Regulation 2014. An e-signature shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.*

**Appendix 4**

CHECKLIST

This checklist can be used when developing the collaborative agreement

|  |  |
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| Appended overarching collaborative agreement if appropriate e.g., Marie Skłodowska Curie Actions |  |
| The admission requirements in each institution met |  |
| The duration of the PhD Programme |  |
| Location of student in each year/period |  |
| Registration status of the student in each institution |  |
| The supervision arrangements articulated and including Primary Supervisor and Co-Supervisor |  |
| Formal progression step(s) within the agreement |  |
| GRC membership appointment agreed |  |
| Credit transfer arrangements in place for credit-bearing modules |  |
| Fee payment arrangements |  |
| Funding arrangements |  |
| Health insurance in place. University of Galway 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.  |  |
| University of Galway does not provide any travel insurance to any staff or students. |  |
| Intellectual Property considerations |  |
| Examination process described and agreed, including thesis format, language, examination board approval, viva voce language & location, report format and processing.  |  |
| Award process in each institution |  |
| Where the graduation is to be held |  |
| Generation of the Parchment and Transcript/, Diploma supplement. |  |
| Arrangements for the exchange or transfer of institutional logos if required |  |
| Any other details that require agreement |  |