Appendix H: Single Award Cotutelle Request Proforma

The Cotutelle Request Proforma enables Schools to outline how they will oversee the management of Research Studies by Cotutelle arrangement. This form should be used by Schools arranging both:

* Individual Cotutelles (Single Award), and
* Multiple-Candidate Cotutelles.

Before submitting this form, Schools should read the following documents:

* The Quality Assurance Procedures for Taught Courses and Research Awards.
* The Regulations for Awards (Research Degrees).

After you have completed the Cotutelle Request Proforma, submit the form first to Graduate Board and then to SCCP supplying the following supporting documents:

* A brief rationale for the arrangement together with an overview of the organisation involved in the delivery.
* Confirmation that offers of study will only be made when Supervisory team members have been established.
* Confirmation that external supervisors are qualified to undertake PGR supervision.
* Programme Specification Document.
* Proposed Duration
* Consideration of workload issues in relation to the supervisory team and the impact that providing support to students may have on this.
* Arrangements for supervision and support including skills training, progression, and the examination process.
* Confirmation of arrangements for maintaining a suitable research environment including when students are at Queensgate.
* Ongoing Pastoral Support.
* Attendance/Engagement monitoring.
* Arrangements for the Student Voice/representation.

| **Cotutelle Request Proforma: Graduate Board and SCCP Approval** | |
| --- | --- |
| **School** | Choose an item. |
| **Name and role of staff member submitting proposal** | [Insert name and role] |
| **Subject area and Qualification** | [Insert the subject area and qualification of the proposed cotutelle] |
| **Full time or part time?** | Choose an item. |
| **Rationale for the proposal** | [Insert:   * The rationale for proposed cotutelle arrangement including how it supports the relevant school and university strategies * An outline of the importance of study via cotutelle arrangements] |
| **Target Market for course** | [Include a description of the target market including the location of the students and promotion plans for the award] |
| ***Proposed student numbers (for Multiple Candidate Cotutelles only)*** | [Insert proposed student numbers here **or N/A for Individual Cotutelles (Single Award)]** |
| ***Financial arrangements (for Multiple Candidate Cotutelles only)*** | [Insert fee arrangements and anticipated income **or N/A for Individual Cotutelles (Single Award)]** |
| ***International office commentary (for Multiple Candidate Cotutelles only)*** | [Provide key information concerning cotutelle arrangement after contacting the international office regarding the overseas location **or N/A for Individual Cotutelles (Single Award)**] |
| **Research Environment, delivery and support mechanisms** | |
| **Queensgate attendance** | [Insert details of attendance at Queensgate – see minimum face to face requirements in Regulations for Awards (Research Degrees)] |
| **Visa implications** | [Insert details of any visa implications for international research students] |
| **Queensgate workspace and equipment arrangements** | [Provide details about how the school will ensure research students access appropriate equipment at Queensgate] |
| **Facility requirements** | [Outline how the School will find out about and provide facilities required by research students] |
| **Cotutelle research environment** | [Outline how the school will ensure a cotutelle research student receives an equitable experience to a Queensgate based student] |
| **Research environment with peer contact details** | [Outline School plans for ensuring a robust and suitable research environment will be made available, including opportunities for peer discussion and interaction] |
| **Estimated additional workload for cotutelle supervisors** | [Insert details of supervisor workload] |
| **Supervision and informal progress monitoring methods** | [Insert details of the mode of interactions] |
| **Frequency of interactions** | [Insert details of the frequency of interactions] |
| **Cotutelle progress monitoring: both institutions** | [insert details of how research student progress will be monitored, both formally and informally **at both institutions**] |
| **Formal progress reviews and progression monitoring details** | [Insert details of School plans:   * to make sure formal progress reviews take place at the agreed intervals * to make sure the research student attends Progression monitoring at Huddersfield whenever possible] |
| **Additional information** | [Insert any other details or N/A] |
| **DoGE signature** | [Insert signature] |
| **Date** | Click or tap to enter a date. |
| **Graduate Board Consideration** | |
| **Graduate Board comments** | [Insert any comments or conditions relating to the committee’s discussion of the request]. |
| **Approved by** | [Insert chair’s signature] |
| **Date of meeting** | Click or tap to enter a date. |
| **SCCP Consideration** | |
| **SCCP comments** | [Insert any comments or conditions relating to SCCP’s discussion of the request] |
| **Approved by** | [Insert SCCP Chair’s signature] |
| **Date of meeting** | Click or tap to enter a date. |