# APPENDIX H Dual Award Cotutelle Request Proforma

This proforma enables Schools to outline how they will oversee the management of Research Studies by Cotutelle arrangement which leads to a dual award. This form should be used by Schools arranging both:

* Individual Cotutelles (Dual Award), and
* Multiple-Candidate Dual Award 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:

* Confirmation of Senate Approval to Proceed with the Dual Degree.
* Confirmation of approval from PVCs T&L/R&E and DVC to proceed with the initiative.
* Confirmation from the Chair of School Board.
* Confirmation from the Director of Marketing that there is a market for the proposed provision (where necessary).
* Confirmation that the proposed partner is legally entitled to award Dual Research Degrees.
* Confirmation from the Dean that there are adequate human resources (academic and professional services) in place to support the proposed delivery.
* Confirmation from the Head of CLS that there are resources in place including (in the case of overseas arrangements) software licences to access to the University’s learning resources/journals etc.
* Confirmation from the Head of Researcher Environment that there are adequate resources and capacity to provide core training and development opportunities for the proposed activity; and/or for any campus based delivery planned as part of the attendance requirements.
* Confirmation that offers of study will only be made when Supervisory team members have been established.
* Confirmation of supervisory arrangements for the UoH element of the award including, if applicable, that external supervisors are qualified to undertake PGR supervision.
* Programme Specification Document.
* A financial statement agreed by Financial Services indicating the costs/charges to be borne by each partner must be included.
* For overseas institutions, any local or in-country government approvals must be identified together with an indication of likely timescales and processes.

| **Dual award Cotutelle Request Proforma:Graduate Board and SCCP Approval** |
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| **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. |
| **Proposed duration and number of intakes** |  |
| **Name and address of proposed partner institution.** |  |
| **Name, email, and role of staff member leading the proposal at the partner** |  |
| **Overview of the proposed partner institution.** |  |
| **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 (Dual Award)]** |
| ***Financial arrangements (for Multiple Candidate Cotutelles only)*** | [Insert fee arrangements and anticipated income **or N/A for Individual Cotutelles (Dual 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 (Dual Award)**] |
| ***Local Government Approval (international institutions only)*** | [Insert details of any local or in-country government approvals must be identified together with an indication of likely timescales and processes] |
| **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
* What periods and stages of attendance at Queensgate will be required (taking into account the minimum face to face attendance requirements in the Regulations)?
* How will the School ensure that research students have access to appropriate workspace and equipment during their time 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 workload issues in relation to the supervisory team and the impact that providing support to students may have on this] |
| **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**] |
| **Engagement, Support and Representation** | [Insert arrangements for Ongoing Pastoral Support; Attendance/Engagement monitoring and arrangements for the Student Voice/representation. |
| **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]
 |
| **Viva Arrangements** | [Insert details of the arrangements for the examination process including how the award of both qualifications will be managed.] |
| **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. |