|  |  |  |
| --- | --- | --- |
| **Q:\StaffShared2\AcadAff\Academic Affairs\Operational Management\Office Management\Templates\Logos\QueenÔÇÖs Red Logo - Landscape.jpg** |  | *Insert partner logo / crest* |

**Collaborative Research Student Agreement (Co-Tutelle)**

|  |
| --- |
| **1. Scope of the Agreement**  The Queen’s University of Belfast of University Road, Belfast, BT7 1NN (hereinafter referred to as QUEEN’S) and PARTNER NAME of PARTNER ADDRESS (hereinafter referred to as PARTNER) agree the following arrangements to facilitate the joint supervision of the Doctoral/MPhil/MD Student named below (hereinafter referred to as “The Student”) leading to the award of a PhD to be conferred by QUEEN’S. |
| **2. Regulations**  All aspects of the PhD award will be governed by the QUEEN’S Study Regulations for Research Degree Programmes, and supporting Code of Practice for Research Degree Programmes, with the exception that the Student shall be jointly supervised by a Principal Supervisor from QUEEN’S and a co-supervisor from PARTNER. The Principal Supervisor shall have overall responsibility for the Student and the research.  Each Supervisor shall be appointed in line with normal requirements at QUEEN’S with the co-supervisor securing formal recognition from the University’s Education Committee (Quality and Standards) and receiving appropriate briefing and support from the Principal Supervisor in relation to his/her role, responsibilities and duties under the University’s Regulations.  Staff who have not previously supervised a successful PhD student will also be required to undertake appropriate training on research student supervision offered by QUEEN’S (as well as any other relevant courses required by QUEEN’S), in line with normal requirements, prior to commencing their role. |
| **3. The Student**   1. Name of student: *name* 2. Student’s nationality: *nationality* 3. Outline of student’s qualifications: *qualifications*. |
| **4. The Research**  Research Title: *Title*  *Brief Synopsis*  All related Intellectual Property Rights and/or Copyright arising from the Research shall be assigned as per standard protocol at QUEEN’S for postgraduate research. |
| **5. The Supervisors**  The following Supervisors shall be assigned to the Student:    *Supervisor Name, of SCHOOL*– QUEEN’S (Principal Supervisor)  *Supervisor Name, of SCHOOL/UNIT* – PARTNER (Co Supervisor)  Both Supervisors commit themselves to duly exercise their duties as PhD co-supervisors with the Student. Any required changes to these personnel shall be managed in accordance with established protocols at QUEEN’S. |
| **6. Registration**  The Student shall be registered at QUEEN’S for the duration of the research period, commencing *DATE,* in accordance with normal requirements and, as such, shall be entitled to the privileges and subject to the duties of students of the University. The Student will be registered to the School within which the Principal Supervisor is based.  The Student must register at the start of their research programme and at the beginning of every subsequent academic year at QUEEN’S. Registration in the second and subsequent years is subject to satisfactory progress reports.  The Student shall comply with the University’s training requirements, the training requirements of their funding body and with any compulsory or recommended training requirements put in place by the School in which they are registered at QUEEN’S.  In registering to the University, the Student will be subject to, and must abide by, all the rules and regulations of QUEEN’S and the immigration rules for the United Kingdom. |
| **7. Residency Requirements**  It is expected that the Student shall spend the following periods of time at each institution:  *DATES – INSTITUTION*  Any subsequent change(s) to the above dates shall be mutually agreed and approved in accordance with normal protocols in place at each institution, as required. At a minimum, students are expected to be in attendance at QUEEN’S annually to take part in formal annual reviews of progress and to undertake the oral examination after the thesis has been submitted.  The Student will be responsible for housing, travel, medical insurance (if applicable), and any related subsistence costs incurred during these periods and in relation to the duration of the PhD programme more generally.  *INSERT ANY PARTNER REQUIREMENTS TO FACILITATE STUDENT ATTENDANCE ON THEIR CAMPUS AND ACCESS TO FACILITIES (e.g., approval as visiting researcher)* |
| **8. Examination Arrangements**    The thesis shall be submitted and examined in line with QUEEN’S regulations. The oral examination shall take place at QUEEN’S. The language of submission shall be in English. |
| **9. Student Records**  QUEEN’S shall be responsible for the official student record of the Student for the purposes of assessment and the conferment of the final award, ensuring compliance with relevant Data Protection legislation in relation to the confidentiality of personal data held by it about the Student.  The Student should note that information about him/her, including their academic progress and personal data, may be shared between the two institutions as required to fulfil the terms of this Agreement, and that both parties have legitimate reasons for sharing personal data. |
| **10. Resources**  Each University shall provide appropriate physical and human resources, including library, ICT, and appropriate teaching and learning facilities to support the programme.  Each University shall be responsible for providing relevant student support and guidance including adherence to disability legislation (including the Special Education Needs and Disability Order (SENDO) of Northern Ireland.  QUEEN’S reserves the right to undertake a site visit of facilities provided by the PARTNER to ensure required standards are being maintained during the term of this Agreement. |
| **11. Financial Arrangements**  The relevant tuition fee for postgraduate research students at QUEEN’S shall apply. The fee shall be collected by QUEEN’S in accordance with normal procedure.  Tuition fees will be calculated as follows:   * For the periods when the student is full-time at QUEEN’S, the relevant pro-rated full-time fee is payable. * For the periods when the student is not at QUEEN’S, i.e. s/he is studying at the external location instead, the relevant part-time fee is payable, again pro-rated for the time the student is not here.   The full time tuition fee for *ACADEMIC YEAR* for 12 months of study is £*XX,XXX*. This fee will be pro-rated in line with the arrangements above for periods when the student is full time or part time.  Tuition fees will rise by *X*% each academic year.  *INSERT DETAILS OF ANY FEES OWING TO THE PARTNER AND HOW THIS IS TO BE PAID/COLLECTED.*  This project is supported through ….*INSERT DETAILS OF ANY RELATED STUDENTSHIP OR OTHER FUNDING THAT MAY BE APPLICABLE AND HOW PAYMENT TO QUEEN’S/PARTNER WILL BE MANAGED* |
| **12. Legal Jurisdiction**  This Agreement and all terms, provisions, conditions and any dispute which has arisen or may arise out of, or in connection with, this Agreement shall be governed by Northern Ireland law and shall be subject to the exclusive jurisdiction of the Northern Ireland Courts. |
| **13. Duration**  This Agreement is valid for the duration of the Student’s period of registration at QUEEN’S, expiring on completion of the PhD programme or the Student’s formal withdrawal from the University if sooner. The Student’s period of study shall be in line with Study Regulations for Postgraduate Research at QUEEN’S. |

|  |  |
| --- | --- |
| **14. Approval and Signature** | |
| Signed for and on behalf of:  THE QUEEN’S UNIVERSITY OF BELFAST | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Faculty Pro-Vice-Chancellor*  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Principal Supervisor*  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PARTNER | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *POSITION*  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Co-Supervisor*  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |
| Read and acknowledged by the Student:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |