

Joint Registration Research Degree Programmes Policy and Procedure

1. This policy and procedure provide detail of the necessary approval and operation guidance required to develop a joint registration PhD programme.
2. A joint registration programme (also known as a cotutelle) at Birkbeck, University of London ('the College') is an opportunity for a research degree student to be jointly registered at the College and another institution (normally outside of the UK). Students receive joint supervision from both institutions and an award of a PhD from each institution.
3. An alternative to a joint registration programme is to establish an external supervision arrangement. In this arrangement a joint or second supervisor may be identified from another institution and contracted to provide supervisory support. Students with an external supervisor will be only registered at the College and only receive a single Birkbeck, University of London award.
4. This policy does not apply to joint arrangements as part of a Doctoral Training Partnership or research centres/institute; however the Birkbeck Graduate Research School should be informed in these circumstances.
5. The Code of Practice for Postgraduate Training and Research for Research Degrees applies to all research degree students of the College, including those registered on joint registration programmes.
6. This policy has been developed to ensure that in delivering joint registration PhD programmes, the College meets its obligations and expectations as defined in the [Quality Assurance Agency \(QAA\) Quality Code](#).
7. A joint supervision arrangement is normally developed in relation to an individual student. For proposals to develop arrangements for more than one student to be jointly registered with another institution, please refer to the [College Guidance on Developing Academic Collaborations](#).
8. Any proposal for a joint registration programme for a single student with more than one other institution will not be considered.
9. In the development of a joint registration programme the following arrangements need to be considered and agreed before a joint supervision programme can begin:
 - Fees
 - Registration and enrolment
 - Upgrade, progression and examination

- Appointment of examiners
 - Awarding and production of degree certificates
 - Intellectual Property
 - Jurisdiction of policies and regulations
 - Access to resources
 - Research training
 - Supervision
 - Visa arrangements
10. Before a joint supervision programme can begin, all arrangements are required to be detailed and agreed in a Memorandum of Agreement signed by both institutions.
11. A joint registration programme will normally be proposed by a supervisor in discussion with the school Post Graduate Research Director. In order for registration to be approved on behalf of the College, a joint registration proposal form should be completed for each student that a school wishes to register in a joint arrangement with another institution. This form will then be considered by the Research Students' Sub-Committee, who will be responsible for approval of the joint registration proposal on behalf of Research Committee.
12. A signed agreement must be in place before a student starts their PhD. Please note that the development of a joint registration programme can take a considerable amount of time to establish, so development procedures must take place in good time ahead of a student starting their PhD.
13. For assistance with completing the pro-forma and developing a joint registration programme please contact the [Graduate Research School](#).

Academic Board

June 2017