Edge Hill University

Research Degree Regulations
Schedule H

Framework for the operation of Double Award Research Degrees

Research Degree Regulations Schedule H

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1. Preamble

1.1 This document is an appendix to the Research Degree Regulations and sets out the additional regulatory requirements for the operation of Double Award PhDs.

1.2 This Schedule, and the Research Degree Regulations, should be read in conjunction with the University's general Academic Regulations. Where Schedule H remains silent, the Research Degree Regulations and standard research degree processes operated by the Graduate School will apply. Where the Research Degree Regulations remain silent, the general Academic Regulations apply. Where this Schedule, the Research Degree Regulations, and/or the general Academic Regulations are in conflict, this Schedule, then the Research Degree Regulations take precedence.

2. Definition of a Double Award:

2.1 A Double Award involves no more than two awarding bodies and results in two certificates, one from each institution.

2.2 Each partner awards a degree based on their own regulations. However, minor adjustments may be agreed to enable a candidate to complete the PhD to the satisfaction of both institutions. Where this is the case, it will be agreed between the parties in advance of the PGR's registration and recorded within the Double PhD Degree Agreement.

3. Principles of Academic Approval & Due Diligence:

3.1 Both partners must have Research Degree Awarding Powers (RDAP)/equivalent legal status to award research degrees.

3.2 A proposed partner should be of equal status and enhance the reputation of the University.

3.3 Proposals for Double Award PhD Degree Agreements should be based on shared academic interests and complementary expertise between specific academic units in both institutions.

3.4 A Double award PhD programme may be agreed for a single PGR, or for multiple PGRs over a number of years.

3.5 Legally binding agreements are required for all collaborative PhD partnerships before a Double Award PhD opportunity can be advertised to potential PGRs.

3.6 The process for the academic approval and due diligence associated with Double Award PhDs is set out within Chapter 9 of the Quality Management Handbook.

4. Admissions and Registration:

4.1 Applications for admission to a Double award PhD must be approved by the relevant academic authorities of, and satisfy the formal entry requirements of, Edge Hill University and the partner institution.

4.2 PGRs on a Double PhD will hold full registration as an EHU student for the duration of their studies. They will simultaneously hold full registration for the duration of their studies at the partner institution. Unless otherwise specified in the Double PhD Degree Agreement, full registration will include appropriate right of access to learning resources and student services at both institutions.

4.3 Double award PhDs will only be available to study on a full-time basis.

4.4 While a Double Award PhD in certain ways resembles a distance-learning programme, PGRs must be physically located at Edge Hill University or the partner institution while they are studying at that institution.

4.5 PGRs will spend a period of time at both institutions, and the minimum period of time that a PGR will spend at each institution will be defined in the Double PhD Degree Agreement. This will typically be no less than 6 months over the course of their registration.

4.6 Unless otherwise specified in the Double PhD Degree Agreement, the minimum and maximum duration of study shall be that set out in Edge Hill University's Research Degree Regulations.

4.7 If the PGR is not enrolled at both institutions throughout the full duration of their study, periods of separate enrolment at either of the institutions shall be counted as equivalent for the purpose of determining a PGR's overall duration of study.

4.8 The process for admission and registration is set out within Chapter 9 of the Quality Management Handbook.

5. Transferring to/from Double/single award PhD.

5.1 Unless otherwise specified in the Double PhD Degree Agreement, and subject to any visa & immigration restrictions, a PGR on a single award registration at either Edge Hill University, or the partner institution, may transfer to a double award PhD at any point up to 1 year into their registration.

5.2 A PGR registered on a double award PhD may transfer to a single registration award at either Edge Hill University or the partner institution at any time during their studies.

5.3 The period of time registered prior to transfer will be counted towards the period of time for the degree to which the transfer is made.

5.4 The academic approval requirements are the same as for a PGR applying to a Double award PhD at the outset.

6. Project registration

6.1 Unless otherwise specified in the Double PhD Degree Agreement, all PGRs enrolled at Edge Hill University are required to comply with the requirements for project registration set out in N7 of Edge Hill University's Research Degree Regulations.

6.2 Unless specified in the Double PhD Degree Agreement, successful completion of the Edge Hill project registration process does not negate any equivalent requirement at the partner institution, and vice versa.

7. Ethical approval

7.1 Research proposals must satisfy the ethical approval requirements of the appropriate research ethics committee of **both** Edge Hill University and the partner institution.

7.2 No primary research may begin until a proposal has gained the appropriate ethical approval from Edge Hill University, the partner institution, and where appropriate any relevant external body.

8. Supervision

8.1 The supervisory team must be chosen to provide adequate academic expertise and should consist of two supervisors from each institution.

8.2 Appointments to the supervisory team must only satisfy the academic criteria of their own institutions and will be subject to approval by the normal academic route in their own institutions.

8.3 Any amendments to the composition of the supervisory team must also comply with the above requirements and be approved through the relevant academic bodies.

8.4 The supervisory team is required to maintain regular contact with the PGR in accordance with the arrangements established at the outset of the PGR's candidature. As a minimum, the number and frequency of

meetings will adhere to the appropriate visa and immigration requirements of the country where the PGR is physically located.

8.5 All supervisors are responsible for the full range of supervisory duties throughout a PGR's registration, regardless of where the PGR is physically located.

9. Progression

9.1 Where a similar/equivalent formal progression point exists at the Partner institution (for example, where students transfer from an MPhil to a PhD), the assessment for progression should be conducted simultaneously by Edge Hill University and the partner institution.

9.2 Progression requirements for the written submission will be specified in the Double PhD Degree Agreement. They must be appropriate to enable a candidate to meet the academic requirements of each institution.

9.3 Where there is a requirement for a form of progression viva, there will be two independent Chairs (one from each institution), and the rest of the panel will be set out within the Double PhD Degree Agreement.

9.4 The role of the second chair is to ensure that the progression examination requirements of their institution are carried out satisfactorily.

9.4 Decisions on progression are considered separately under each institution's regulations. Progression at one institution does not entail progression at the other.

9.5 Where there is no equivalent formal progression point required by the partner institution, the standard Edge Hill progression processes and requirements will apply.

10. Monitoring of Progress

10.1 Responsibility for the monitoring of a PGR's progress resides with both Edge Hill University and the partner institution. Each institution should keep the other partner fully informed of any concerns related to a PGR's progress.

11. Final Assessment & Examination

11.1 Responsibility for the operational organisation of assessment and examination will be specified within the Double PhD Degree Agreement.

11.2 PGRs shall submit a **single thesis** which shall comply with the requirements for length, style, layout and presentation set out in Schedule A of Edge Hill University's Research Degree Regulations.

11.3 Unless specified in the Double PhD Degree Agreement:

i. The final assessment of the Double Award PhD is typically comprised of a doctoral submission and a viva voce examination. However, additional requirement may be specified.

ii. The doctoral submission (referred to as a 'thesis'), may take the form of a long essay or an alternative, reflecting the nature of the particular discipline, set out within Schedule A of Edge Hill University's Research Degree Regulations.

iii. Where the nature of the academic subject matter requires that the doctoral submission take an alternative form, this must comply with the requirements set out within Schedule A of Edge Hill University's Research Degree Regulations.

iv. Where the nature of the academic subject matter requires that the doctoral submission take an alternative form, this must be approved at the point of project registration by Edge Hill University's Graduate School Board of Studies and the corresponding authority of the partner institution.

v. The single thesis will include appropriate acknowledgement that the work has been submitted for a Double Award PhD at Edge Hill University & the partner institution.

11.4 A single examination (viva voce) will be conducted simultaneously by Edge Hill University and the partner institution. If the academic regulations of the partner institution require a public defence of the thesis for an award to be made, this must be included within the arrangements for the viva voce.

11.5 Appointment of an examination team will be conducted in line with each institution's processes and procedures. As a minimum, the examination panel for the viva voce will be comprised of:

- 1 Independent Chair from Edge Hill University.
- 1 Independent Chair from the partner institution.
- 1 Internal examiner from Edge Hill University.
- 1 Internal examiner from the partner institution.
- 1 external examiner from an independent institution.

11.6 The role of the second chair is to ensure that the examination requirements of their institution are carried out satisfactorily.

11.7 The decision of the internal examiner from the partner institution does not contribute to the award of the qualification from Edge Hill University and vice versa.

11.8 Engagement of an external examiner must satisfy the academic criteria of both institutions.

11.9 External examiner engagement is subject to approval by the normal academic route in of both institutions. To facilitate this judgement, a copy of each institution's requirements/criteria will be submitted to the relevant academic authorities of both institutions alongside the proposed examining team. Confirmation of the proposed external examiner will be communicated between the partners.

11.10 As a Double Award PGR is assessed on the requirements of both Edge Hill University and the partner institution, it is entirely possible for the outcome of a single examination to be different under the regulations of each institution.

11.11 Successful award of a qualification by Edge Hill University does not entail the same outcome from the partner institution and vice versa.

11.12 Any academic decision made by Edge Hill University as the result of an examination does not entail a similar decision on behalf of the partner institution and vice versa.

11.13 Where the outcome of an examination results in a recommendation for the same award being made under the Research Degree Regulations of Edge Hill University and the partner institution:

i. Any amendments to the thesis are to be agreed by the full examination team.

ii. The examination team must specify which amendments apply for the award of the qualification awarded by their institution.

iii. The checking of the amendments for each institution will be informed by each institution's specification of required amendments.

11.14 Where the outcome of an examination results in a recommendation for different awards from each institution, any amendments to the thesis will be agreed on separately and may result in the production of two slightly different final theses. Under such circumstances, the PGR will revert to single registration for each award under the responsible institution.

12. Certification of Award

12.1 Unless otherwise specified within the Double PhD Degree Agreement:

i. In the interests of transparency, the certificates and transcripts issued by Edge Hill University and the partner institution should indicate that the qualification has led to a Double award with the other partner.

ii. Certificates and transcripts should not be issued until a PGR has fully completed the examination requirements and received approval/confirmation from Edge Hill University's Graduate School Board of Studies and the relevant academic authority of the partner institution.

iii. PGRs who successfully complete the Double award PhD are entitled to attend a graduation ceremony at one or both institutions.

13. Extensions & Interruptions to Study.

13.1 A PGR may not request an extension or interruption to their registration at a single institution involved in their Double Award PhD without submitting the same request to the other institution.

13.2 Any request for an extension or interruption to registration must be approved by the appropriate academic authorities of both Edge Hill University and the partner institution.

13.3 Where a PGR requests an extension or interruption to their studies, if successful, this will apply to the deadlines and timescales set by both Edge Hill University and the partner institution.

13.4 Where a PGR has transferred from a single award PhD to a Double award PhD, any previous extensions and/or interruptions will count towards the maximum period of registration/period of interruption allowable under Edge Hill University's Research Degree Regulations.

14. Academic Integrity/Misconduct

14.1 Each institution should keep the other partner fully informed of any suspected breach of academic integrity and no action should be taken by either institution until the relevant academic authorities of both parties have been appropriately advised of any formal allegation of misconduct.

14.2 Each institution should keep the other partner fully informed of any formal allegation of academic misconduct and any proposed penalty. Where the proposed penalty will impact on the student's continued enrolment or on their eligibility for the final award, both partners must be involved in the final decision.

14.3 Unless otherwise specified in the Double PhD Degree Agreement:

i. Matters of academic misconduct/academic integrity shall be dealt with as specified in section N19 of Edge Hill University's Research Degree Regulations and Schedule B as appropriate.

ii. The definitions of what constitutes an academic offence are given in Edge Hill University's Code of Practice for the Investigation of Research Misconduct.

14.4 Where a Panel of Inquiry is established to determine whether misconduct has taken place and make recommendations to Edge Hill University's Graduate School Board of Studies (and/or the equivalent academic authority at the partner institution) with respect to the penalty to be applied:

i. The panel will comprise a chair (a dean or professor of Edge Hill University) and one research active member of staff from each institution nominated by the Chair of the Graduate School Board of Studies and the equivalent academic authority of the partner institution.

ii. No member of the panel will have had any previous involvement with the candidate, nor will they be drawn from the subject area in which the candidate's research is based.

15. Appeals

15.1 As a Double Award PhD involves separate registrations at Edge Hill University and a partner institution, where a student intends to appeal a decision, this should be treated as two separate appeals and dealt with separately by each institution using its own processes and regulations.

15.2 While each institution should keep the other partner fully informed of any appeal and its outcome, successful appeal at one institution does not entail a successful appeal at the other and should not influence the outcome of the other appeal.

16. Termination of Registration

16.1 As a Double Award PhD consists of separate registrations at Edge Hill University and a partner institution, the termination of registration by one partner does not entail termination of registration by the other.

16.2 A decision to terminate the registration of a PGR by one partner should be notified to the other partner.

17. PGR Discipline

17.1 PGRs will be subject to the discipline regulations of the institution at which they are physically located at the time of the suspected offence in the first

instance. Each institution will inform the other if a PGR is subject to disciplinary procedures.

17.2 Where the circumstances of the case may result in the termination of the PGR's registration, this will be treated separately by both institutions using their own disciplinary procedures. In such cases, the outcome of one disciplinary process conducted by Edge Hill University has no influence on the outcome of that conducted by the partner and vice versa.

18. Complaints

18.1 Where a PGR intends to make a complaint about an aspect of their experience which is relevant to **both** Edge Hill University **and** the partner institution, this will be treated as two separate complaints and addressed independently by each partner using their own processes and procedures.

18.2 The outcome of a complaint addressed by Edge Hill University has no barring or influence on the outcome of a complaint made against the partner institution and vice versa.

18.3 Where a PGR intends to make a complaint about an aspect of their experience related to **either** Edge Hill University **OR** the partner institution, this will be treated as a single complaint and addressed only by the relevant institution using the applicable processes and procedures. Where a complaint is addressed by a single partner, the other partner must be notified of the outcome of this process.

Endmatter

Information	**Ownership/Review**
Title	Research Degree Regulations, Schedule H
Policy Owner	Dean of the Graduate School
Approved by	Academic Board
Date of Approval	July 2026
Date for Review	July 2027