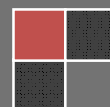


2014

**CATHOLIC UNIVERSITY OF HEALTH AND ALLIED  
SCIENCES - GUIDELINES FOR JOINT PHD  
PROGRAMMES**



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## **1.0 Introduction**

The University actively supports joint PhD programmes as an integral part of its strategy to foster and expand global research collaborations. The establishment of joint PhD programmes should only take place where there is evidence of existing research collaboration between CUHAS and the proposed partner institution or where a joint programme would create a sustainable research relationship. In addition, the establishment of a partnership must be beneficial to all partners involved.

## **2.0 Guidelines for Joint PhD Programs**

- 2.1 A joint PhD program should only be formulated when evidence exists that such a program will provide a strategic value for CUHAS. It must be demonstrated that the agreement will:
- Strengthen relationships between existing compatible partners
  - Enhance the research experience and capacity and provide training opportunities for both CUHAS and the partner institution
  - Provide opportunities for long-term research partnership building
  - Serve as a “bridge” between individual researchers, research groups/labs, universities, institutions
- 2.2 An individually-tailored written agreement (Agreement to Establish a Joint PhD form) outlining the terms and conditions of the joint programme must be in place between the institutions. The agreement must be finalized prior to the commencement of the joint programme. Note that it is not mandatory to have a Memorandum of Understanding (MoU) in place to establish a joint PhD; however, this

may be required by some institutions in addition to the written agreement.

- 2.3 The proposal for a joint PhD program must be approved by the CUHAS Higher Degree Committee and the partner relevant committee prior to the commencement of the programme.
- 2.4 Arrangements for the joint PhD programme must be finalized prior to the confirmation milestone.
- 2.5 Prospective partner institutions must have International Research Standards in relation to:
  - University Organization and Governance
  - Research Ethics
  - Research Higher Degree Program and Policies and Procedures
- 2.6 In the absence of relevant guidelines or regulations at the partner institution, CUHAS guidelines and regulations shall apply to candidates enrolled under joint award arrangements
- 2.7 Intellectual property and copyright arrangements should be clearly stated in the agreement.
- 2.8 It is preferable for candidates to be awarded one degree with both institutions appearing in the certificate. Where this is not permissible due to local regulations, two awards may be given each acknowledging that the program was undertaken in collaboration with the partner institution.
- 2.9 A home institution must be nominated for each student. This will normally be the institution where the student initially enrolls and that provides a greater share of resources throughout the candidature.

- 2.10 Due to current Tanzania Commission for Universities (TCU) regulations, the partner institution must be an institution which is recognized by TCU.
- 2.11 Students must meet the admission requirements for both institutions.
- 2.12 The time spent at the host institution during candidature must be agreed upon by all partners and will depend on the structure of the activities offered by the host institution and the nature of the research work. It is not required that this be undertaken as a continuous period of time and may be negotiated in blocks of time.

### **3.0 Examination**

- 3.1 The thesis examination must satisfy the principal requirements of each institution and will normally be administered by the home institution. Where the host institution has a different language of instruction, the student will normally be required to write the thesis in the language of the home institution and provide an abstract in both languages. Where an oral examination is to take place, the student will be required to defend the thesis in person in the language used in the written document.
- 3.2 Examination reports must be provided to CUHAS in English. Where reports are prepared in a language other than English, the agreement should specify which institution is responsible for the translation of the reports and the associated costs of doing so.

### **4.0 Tuition Fees, Living and other costs**

- 4.1 Tuition fees will be paid according to the agreement between the partner institutions.

- 4.2 It is the responsibility of the candidate to meet incidental fees and charges, health cover, travel and associated costs, accommodation and personal expenses. These costs might be covered by the partner or home institutions depending on the agreement.
- 4.3 The project costs must be negotiated and specified in the agreement.

### **5.0 Agreement Template Guidelines**

As a minimum requirement, the following details must be included in the agreement to establish a Joint PhD template.

- 5.1 Evidence of existing or ongoing collaboration, including any agreements in place. This could include a MoU or the provision of details of an existing research project. However, a joint PhD could be an entry point for the collaboration with a suitable institution.
- 5.2 Evidence of comparable standards of the partner institution to CUHAS or evidence of adherence to International Standards in Research. Specifically, this should be in relation to University Organization and Governance, Workplace Health and Safety Standards, Research Ethics and Research Higher Degree Policies and Procedures. Links to the relevant policies and practice guidelines on the partner institution website are acceptable.
- 5.3 Arrangements must be negotiated for the examination of the thesis. This should include details of the format of the thesis, how the thesis is to be examined in order to satisfy the standards of both institutions, the location of the oral examination (if applicable).

- 5.4 Details of supervision arrangements including communication with the candidate, communication between advisory teams and how progress is going to be monitored and reported should be included.
- 5.5 Procedures to be used should a grievance or appeal arise should be agreed upon among all parties. Information about the relevant policies and practice guidelines on the partner institution website is acceptable.
- 5.6 Funding arrangements must be stipulated in the agreement template. This must include details of scholarships, how tuition fees will be managed at each institution, what support for travel will be available for both the candidate and supervisory team (where applicable), who will be responsible for the payment of translation services (where applicable) and any other project costs.
- 5.7 Home and host institutions should have similar definition on the type of suitable candidate for a joint PhD programme and offer an induction phase for the candidate to explain the conditions in which he/she will operate within the different institutional priorities and administrative system and to make sure that the candidate adapts to a different research culture.