

Cooperative Academic Agreement for Joint/External Supervision of Research Degrees

South China Agricultural University, China

.....

AND

University of Strathclyde, United Kingdom

This Agreement is made and entered into as of 01/10/2018, by and between:

(1)
South China Agricultural University
483 Wushan Road
Tianhe District
Guangzhou 510642
China

Represented by: *Professor Caixing Liu,*
Dean of College of Mathematics and Informatics
South China Agricultural University

Referred to hereinafter as the first party.

AND

(2)
The University of Strathclyde
16 Richmond Street
GLASGOW
G1 1XQ
United Kingdom

Represented by: Professor Anthony J. Mulholland,
Head of Department of Mathematics and Statistics
University of Strathclyde

Referred to hereinafter as the second party.

Preamble

Whereas:

- the objective of the first party is to provide their demonstrators and lecturers with opportunities to pursue their postgraduate studies leading to a Doctoral degree or equivalent;
- the first party has arranged for this specified Joint Supervision Program with the second party;
- the second party has the academic experience, the ability and the desire to support and supervise students from the first party to continue their postgraduate studies;
- both parties aim to strengthen the academic ties between them.

Therefore:

- based on the below provisions and conditions, both parties having their complete legal and capacity agreed upon the following Agreement.

Article 1

The above preamble shall be considered an integral part of this Agreement.

Article 2

The words and phrases used in the contractual Agreement have the following definition:

- | | |
|------------------------------------|--|
| 2.1 The student: | Means a demonstrator/lecturer at the second party. |
| 2.2 Program of study: | Means the requirements necessary for the Postgraduate Studies (MPhil, PhD/equivalent) and any subsequent mutual agreement by both parties. |
| 2.3 Academic year: | Means one complete Gregorian year (12 month) commencing from the date of a student's initial registration. |
| 2.4 Study requirements: | Means duties, needs and responsibilities which the program of study entails, including those specified in this contractual Agreement. |
| 2.5 Program Administrative Bureau: | Means the Vice Presidency for Postgraduate Studies and Scientific Research/equivalent authorized office in each University. |
| 2.6 Research: | Means graduate-level research for MPhil or PhD degrees, for which the topic has been agreed by both parties. |

Article 3

Provisions of this Agreement shall apply specifically to demonstrators/lecturers at the University of the first party to obtain an MPhil or PhD degree or equivalent from the University of the second party, within the range of disciplines that are required and approved by the first party.

Article 4

The program of study and the preparation of the thesis shall be conducted at the first party. The student must be exempted from the residency requirement in the second party country but, subject to agreement of both parties, the student may spend some time at the second party (up to the maximum allowed by the applicable laws).

Article 5

Upon successful completion of the program of study, the candidate shall be awarded the degree of MPhil or PhD or equivalent from the second party.

Article 6

The first party is responsible for funding the requirements of the student's research project at the first party and providing them with the required equipment, materials and essential periodicals.

Article 7

The second party shall accept as students, suitably qualified members of staff of the first party into their programs upon an official recommendation by the first party. Student from the first party must meet the standard academic and English language entry requirements of the second party.

Article 8

The first party shall suggest the potential research area of study with regard to the availability of this area at the second party.

Article 9

The second party shall suggest the research topic, which will be in accordance with the suggested research area from the first party as described in Article 8.

Article 10

The first party has the right to accept the topic of research suggested by the second party as described in Article 9 or refuse it and suggest another topic.

Article 11

The Head of the relevant department at the second party will nominate two members of the department's academic staff who will supervise the student on the accepted research topic.

Article 12

The first party reserves the right not to accept a nominated supervisor of the second party, provided there is an acceptable reason. In this case, the second party may then propose an alternative supervisor.

Article 13

The first party shall nominate an internal supervisor from its faculty members according to the topic of research.

Article 14

The period of study for successful completion of the MPhil or PhD program shall be three to five years from the time of registration with the second party.

Article 15

An appointed supervisor by the second party shall, as required, arrange a minimum of one visit per year of up to five (5) days, for discussion with the student and their local supervisor on all matters relating to the progress of the program of study. More frequent or longer duration visits or other visits may be made upon recommendation by both supervisors as per the student's request. Approval of the frequency and length of visits must be obtained from the administration of the first party.

Article 16

The internal supervisor appointed by the first party may make annual visits of up to five (5) days per visit to the Second Party to consult with the supervisors in all matters relating to the program of study. More frequent or longer duration visits may be made upon recommendation by both supervisors as per the student's request. Approval of the frequency and length of visits shall be obtained from the administration of the first party.

Article 17

The student shall, as required, arrange a minimum of one visit per year to the University of Strathclyde, for discussion with the supervisor on all matters relating to the progress of the program of study. More frequent visits up to a maximum duration of three (3) months may be made upon recommendation by both supervisors as per the student's request. Approval of the frequency and length of visits must be obtained from the administration of the first party.

Article 18

The student shall make a detailed report on the progress of the research to all supervisors at 3 months, 9 months, 22 months and 30 months. The performance of the students shall be assessed on:

- written evaluation by both supervisors appointed by the second party at six month intervals
- an annual oral presentation by the students reflecting what they have performed during that year in the presence of their peer-students, and at least the internal supervisor.

18.1 3 month report

The aim of the 3-month report (literature review) is for the student to show that they have gained the required literature knowledge of the area of PhD study required for the success of their project. This would be required within the first 3 months of the PhD starting. The review will be assessed by both the home and Strathclyde supervisor.

18.2 9 month Report

The aim of the 9-month report is for the student to show that they have gained the required literature knowledge, data acquisition and interpretation skills required for the success of their project.

The 9 month report will be reviewed by an independent assessor from the second party. A mini-viva (max. 60 min) will take place via Skype no later than 1 month following the submission of the report with the assessor and the supervisors. The assessor will then complete a report, which will be sent to the student and to both supervisors.

18.3 22 Month Report

The aim of the 22-month report is for the student to show that progress is being made in their studies to the required standards.

This 22 month report will also be reviewed by an independent assessor from the second party. A mini-viva (max. 60 min) will take place via Skype no later than 1 month following the submission of the report with the assessor and the supervisors. The assessor will then complete a report, which will be sent to the student and to both supervisors.

18.4 30-Month Thesis Plan and one-page Summary of Progress

The aim of the 30-month report is for the student to focus on finishing their experimental work and writing their thesis.

PhD students are required to gain 60 Postgraduate credits leading to a Postgraduate Certificate in Researcher Professional Development. MPhil students are required to obtain the relevant pro-rata amount of credits.

18.5 Credits following the 9-month report

The student will receive 15 credits following the submission of the 9-month report and the discussion of their work during the mini-viva.

18.6 Credits following the 22-month report

The student will receive 15 credits following the submission of the 22-month report and the discussion of their work during the mini-viva.

18.7 Credits following the 30-month report

The student will receive 10 credits following the submission of the 33-month report.

18.8 Poster presentation

By 18 months, the student will be required to attend the University of Strathclyde where they will present a poster about their research project at a formal departmental event. It will be the responsibility of the supervisor to provide early notice to the student of options for this presentation and the responsibility of the student to ensure attendance as part of his/her attendance at the university. The poster will be prepared under the supervision of both supervisors and successful completion of this task will result in an award to the student of 10 credits.

18.9 Attendance at research skills course at the University of Strathclyde (class code: MP931) or a bespoke credit-bearing course at their home institution

The final 10 credits will be awarded to the student following production of a portfolio of 3 activities undertaken either at the University of Strathclyde or at their home institution, including attendance to a scientific conference, teaching and learning activities, preparation of a manuscript for publication, preparation of a conference abstract, attending courses (with certification) in ethics, health and safety training, statistics, problem solving or presentation skills.

Article 19

The appointed supervisors from the first and second parties will have the following responsibilities:

- 19.1 Providing guidance, advice and academic supervision to achieve progress in the student's postgraduate program and in particular on:
 - The nature of research and the standard expected thereof.
 - Planning the research program.
 - Research Literature and sources.
 - Research techniques.
 - The need to differentiate one's own performance in the preparation of the thesis from that of others.
- 19.2 Maintaining regular contact with the student, through appropriate mechanisms such as:
 - External supervisors through email, video conference, Skype.
 - Internal supervisor through face-to-face meetings.
- 19.3 Being accessible to the student at all appropriate times.
- 19.4 Providing detailed advice on the necessary completion dates of successive stages of the work so that the thesis may be submitted within the scheduled time.
- 19.5 Requesting written student work tasks and providing critical feedback within reasonable times.
- 19.6 Ensuring that the student is made aware of inadequacies in progress or in standards of work below the academic standard that is expected.
- 19.7 Reporting biannually on the student's progress to the Heads of Departments of both parties as indicated in Article 18.

- 19.8 Ensuring that, should the student's efforts preclude the award of the degree, officials from both parties shall be notified immediately.
- 19.9 Keeping a written record of the student's progress.
- 19.10 Ensuring that the student has a clear understanding of essay writing methods, including appropriate acknowledgement of the work of others.
- 19.11 Ensuring that the student is made aware of the regulations, policies and other laws in both parties.

Article 20

The enrolled student shall have the following responsibilities:

- 20.1 Inquiring about seemingly ambiguous advice and guidance until clarity is achieved.
- 20.2 Scheduling appropriate meetings (face-to-face and by other means) at every work stage so that completion is achieved within the minimum study period.
- 20.3 Informing their supervisors, and the appropriate first party authorities, of problems and difficulties as they arise.
- 20.4 Maintaining progress in accordance with mutually agreed upon stages. Presenting written material (as an indication of their progress) as early as possible in order to allow sufficient time for comments and discussions before proceeding to the next stage.
- 20.5 Providing biannual written reports each six months on their progress to the supervisors in both parties.
- 20.6 Taking note of comments and directions provided by supervisors.
- 20.7 Approaching either supervisor or Head of Department at the first party whenever they feel that arrangements or supervision concerning their research is unsatisfactory.
- 20.8 Making an oral presentation at the end of each academic year reflecting what they have achieved in their Master or PhD research.

Article 21

Upon completion of the program of study, the student shall present their results in the form of a thesis, which shall be written in English and presented in the standard format required by the second party. The student shall be subject to an oral examination. The oral examination, under the General Regulations of the second party, would normally take place at the second party but special arrangements may be made for this to take place at the first party. The official Examining Committee, constituted in accordance with the regulations of the second party, will consist of the following:

- 21.1 At least two examiners who are expert in the field of study including one (external) who has

not held any appointment in either party during the period in which the student has been registered. Both should have experience of examining at the appropriate level but neither should have had any involvement with the project or the student under examination.

- 21.2 Meetings of the Examiners shall have an independent Chair appointed from amongst the staff of the respective Faculty of the second party. The Chair shall not have had any formal involvement with the project or with the student. The Chair of the Examining Committee, on receipt of the completed thesis, shall be responsible for making examination arrangements and for ensuring that the examination is conducted in accordance with the regulations of the second party.
- 21.3 The supervisors of the student should normally be present during the examination and may take part in the proceedings at the invitation of the examiners through the Chair. The student may, however, request in writing to Dean of Faculty of the first party at the time of their thesis submission that the supervisor(s) should not be present. Reasons not necessary to be given.
- 21.4 The Head of the related department of the first party shall attend the viva as an observer.

Article 22

The thesis shall be written in the academic formal language adopted by the second party (English). The thesis shall state that it is a thesis for an award of the University of Strathclyde, Glasgow, but should additionally state on the cover that it was completed by a member of the Joint Supervision Program in collaboration with the first party.

Article 23

- 23.1 The first party shall pay annual fee to the second party. For PhD programmes these will be for a minimum of three (3) and a maximum of five (5) years of study. For MPhil programmes, these will be for two years of study. For both PhD and MPhil programmes, in each year of study, the fee will be 50% of the full-time overseas tuition fee levied by the second party for that academic year.
- 23.2 The first party shall provide the supervisors and members of the Examining Committee from the second party with an invitation letter for them to get an entry/exit visa to China if required.

Article 24

This Agreement will be subject to the laws and regulations of China and Scotland.

Article 25

If any differences or disputes shall arise between the two parties concerning rights and obligations, these should be settled by friendly mutual agreement within sixty days of notification by either party. In the event that a dispute remains unresolved, the parties shall submit the dispute to an arbiter approved by both Parties whose decision shall be binding.

Article 26

The duration of this Agreement is five (5) years. Within the agreed period, the Agreement may be amended with the approval of both parties. Prior to the end of the agreed upon period, the Agreement should be reviewed and could be renewed, for the same period with the same conditions and regulations, or renewed for a different period and with different conditions.

Article 27

Either party may terminate this Agreement at any time if the public interest requires it. Such termination shall be effective thirty (30) days after receipt by either party of such a registered written notice. The rights and obligations of the two parties in the previous Agreement shall be preserved so that the registered students may obtain their degrees.

Article 28


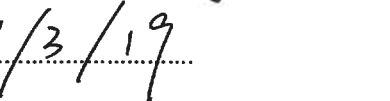
Any notifications related to this Agreement shall be sent by email, registered airmail or courier to the parties for immediate action at their addresses set forth above, unless the party in question has notified the other party of a change of address.

Article 29

Both parties have participated in the formation of this Agreement whereby both have signed and agreed to abide by the articles stated in good faith and confidence.

Signature.....
Date.....

Professor Sir Jim McDonald
Principal and Vice-Chancellor
University of Strathclyde

Signature.....
Date.....

Professor Yahong Liu
President
South China Agricultural University

Responsibilities - Strathclyde academic staff

Phase 1 -Designing the Project:

- a) The student contacts the relevant department at the University of Strathclyde to express an interest in a project. The student applies and in the preliminary stages indicates a general area/title and identifies the Head of Department as the Strathclyde supervisor (this is for administration purposes only). Following the application, the Director of Research will allocate a Strathclyde supervisor, who will contact the student and the home supervisor.
- b) A minimum of one Skype call should be undertaken with the potential supervisor to understand the subject of the topic to be pursued and what the requirements are in running the project in terms of facilities.
- c) A Skype call with the student (and the home supervisor if required) to outline the project, the progress milestones, the structure of the thesis and oral examination.
- d) An outline of the design of the project is (1 page A4) is developed and agreed. The project is the initiated

Phase 2 – First year of the PhD

- a) *A literature review of the area of PhD study.* This would be required within the first 3 months of the PhD starting. The review will be assessed by both the home and Strathclyde supervisor
- b) *Assessment of credited skills to be completed within the home Institute* (associated with the Strathclyde PG Cert). The supervisor(s) and student will assess how the 60 additional credits required for a Strathclyde award can be completed by student in their home university. For example the student literature review could receive credits and also a Skype presentation of the review. Others activities could be investigated.
- c) *Initiation of laboratory/field work.* At the same time as writing the literature review the student engages in initial laboratory work in the home institution. Progress can be reviewed by shared Skype calls.
- d) *Submission of the 9-month report.* The student would submit a first draft to the home institution and Strathclyde supervisor 2-3 weeks before the deadline.
- e) *Assessment of the report.* An assessor from the department will be allocated to the project and will assess the first year report by written feedback and oral examination. This will ensure that the progress is on schedule and gives supportive advice to the student.
- f) *Visit of the student to the University of Strathclyde.* This first visit will be to engage in laboratory/practical work to the benefit of the project for a maximum period of 3 months. This would be preceded by a Skype call.
- g) *Visit to Home Institute by the Strathclyde supervisor.* This is strongly recommended to enhance links between the home supervisor and student and the Strathclyde supervisor. This meeting could be used to determine project progress and exchange research ideas.

During the first monthly Skype calls with the student and supervisor(s) are expected in order to discuss progress and any project challenges.

Phase 3 – Year 2 of the PhD

The research work will accelerate and the student will be fully immersed in research. Key features of implementation include:

a) Visit of the Strathclyde supervisor to the home University. This will be done to provide an update on the project progress before the 18 month mark.

b) Visit of the student to the University of Strathclyde. This could be for a single visit of 3 months. During this time the student would learn important technical skills or make measurements. The home supervisor may also wish to visit Strathclyde.

c) Submission of the 22-month report. This might be an enhanced extended version of the first report (properly demarked) and extend or a completely new chapter which evolves the thesis.

d) Skills classes. There will be support from supervisors at both sites. It is strongly recommended that the student learns poster presentation. This could be done as part of the visit to Strathclyde and to coincide with the PhD student research day. Alternatively, the student presents at an internal conference or one within the home country.

Phase 4 – Year 3 of the PhD

The student will be actively seeking to complete experimental work

a) Visit of the student to the University of Strathclyde. This could be for a single period of 3 months maximum. During this time the student will complete experiments required to complete their thesis. The home supervisor may also wish to visit Strathclyde to discuss plans for completion of the thesis.

b) Submission of the 30-month report. This should consist of a Thesis Plan (similar to the contents pages of the final Thesis, agreed with both supervisors) and a one-page Summary of Progress. This will be assessed by the supervisors from both the home University and Strathclyde.

c) Skills classes. There will be support from supervisors at both sites. The student should produce a portfolio of 3 activities undertaken either at the University of Strathclyde or at their home institution, including attendance to a scientific conference, teaching and learning activities, preparation of a manuscript for publication, preparation of a conference abstract, attending courses (with certification) about ethics, health and safety training, statistics, problem solving or presentation skills.

Phase 5 - Thesis submission and Oral examination. The student will be recommended to start writing up the thesis within the final six months of the project duration. Chapters will be read by each supervisor and written feedback and recommendation(s) given. When the thesis is of a good enough standard it will be submitted and an oral examination conducted by Skype or at the home Institution. This will involve an external examiner agreed by both Supervisors and an internal examiner and convenor (Chair) from the University of Strathclyde.

Responsibilities - Students based overseas

The enrolled student shall have the following responsibilities:

Engaging with their own development, being pro-active, motivated self-starter in their research

Students should do effective research work, literature search and report writing. They should attend the formal training sessions, keep and update a laboratory book (as required). They should ideally get at a peer-reviewed publication before the viva.

PhD students are PhD Candidates: there is no guarantee that each Student will graduate with a PhD at the end of their studies.

The student is ultimately responsible for their research and for the content of the thesis. The content of the thesis is the sole responsibility of the Student.

Submitting their 9-month, 22-month and 30-month reports in advance of the deadline.

A reminder of the report deadlines will be sent to the student and the supervisors by the Administration 1 month before the deadline.

The University is formally required each year to report on student's progress before allowing progress to subsequent years. These reports are therefore extremely important for the continuation of the studies: an unsuccessful report or mini-viva would lead to transfer to MPhil studies or termination of the PhD studies.

Responding to emails within a reasonable time

This should be within 2 working days. Only the official university email should be used when contacting staff.

Being proactive in the accumulation of required additional credits

60 credits and 20 credits are required to be able to graduate for PhD students and MPhil students respectively. Not having enough credits would prevent PhD graduation.

Scheduling appropriate meetings with their supervisors, so that completion is achieved within the minimum study period.

Following the expectations discussed with their supervisors from the start of their studies, acting on the given feedback

Participating in the laboratories activities and duties, as discussed with the supervisors

Informing supervisors of any problems and difficulties as early as possible

Approaching either the supervisor or Head of Department at the first party whenever they feel that arrangements, facilities or supervision concerning their research is unsatisfactory.