

# **Appendix V: Sample MOU for Joint PhD Programs**

## **Memorandum of Understanding**

This Memorandum of Understanding ("MOU") is entered into on [Insert Date] and sets forth the terms and understanding between [Insert School of Nursing] ("[Insert School of Nursing]") and [Insert School of Medicine] ("[Insert School of Medicine]").

### **BACKGROUND**

[Insert School of Nursing] and [Insert School of Medicine] collaborated to develop a PhD in Nursing Science program to educate nurse scientists who have a career goal of becoming nurse scientists. The PhD program is a joint program between the two institutions with both institutions participating in educating the students.

### **PURPOSE**

This MOU outlines the relationship and obligations between [Insert School of Nursing] and [Insert School of Medicine] related to the PhD program. The primary goal of the PhD program is to prepare students for research positions in academia, health institutions and hospitals. Through this relationship, students will have access to exceptional faculty and labs.

#### **I. Academic Record**

- a. [Insert School of Medicine] will maintain the primary, official academic record in the Student Information System ("SIS") for all Nursing Science PhD students. All courses will be registered through [Insert School of Medicine] to calculate a cumulative GPA and to demonstrate the full curriculum required for the degree on one official document.
- b. Nursing Science PhD students will be awarded a [Insert School of Medicine] degree at the completion of all program requirements.
- c. Milestones will be utilized to demonstrate department requirements met, dissertation requirements, qualifying or comprehensive exam requirements, and teaching requirements.
- d. The [Insert School of Medicine] academic record will include advisor information.
- e. A final copy of the academic record (transcript) will be forwarded to [Insert School of Nursing] and filed at [Insert School of Nursing].
- f. Students will obtain official transcripts and letters of enrollment verification through [Insert School of Medicine]

#### **II. Accreditation**

- a. The Nursing Science PhD program is approved through the Higher Learning Commission. [Insert School of Medicine] is the home institution for the accreditation of the program.
- b. [Insert School of Medicine] will act as the lead institution in regard to this program.
- c. [Insert School of Nursing] maintains separate Higher Learning Commission accreditation as well.

#### **III. Admissions**

- a. The [Insert School of Nursing] PhD program will utilize [Insert School of Medicine] admissions platform.
- b. [Insert School of Nursing] faculty will make recommendations for admission.

- c. [Insert School of Nursing] staff or an agreed designee at the Medical School will manage the admissions process utilizing [Insert School of Medicine] admission platform.

#### **IV. Advising**

- b. Nursing Science PhD students will be advised by the [Insert School of Nursing] faculty and the [Insert School of Medicine] faculty.
- c. Faculty advisors will be listed in SIS. Dissertation committee members will be listed in SIS.

#### **V. Course Catalog**

- d. For all courses considered to be [Insert School of Nursing]-exclusive curriculum, [Insert School of Medicine] will maintain the course in the [Insert Database] database for the purposes of registration, transcript generation, and historical reference.
- e. Courses completed through other divisions and colleges at [Insert School of Medicine] will not be duplicated under the M division [Insert Name].
- f. A doctoral program administrator from [Insert School of Nursing] will serve as the Graduate Program Administrator. This role will be responsible for adding new courses to [Insert Database], preparing the schedule and sections for courses, and editing any courses in accordance with the [Insert School of Nursing] curriculum committee.

#### **VI. Course Registration**

- a. Nursing Science PhD students will be assigned a [Insert School of Medicine] Key and will enroll in their courses via [Insert Name].
- b. Similar to all other PhD programs, advisors will authorize students to register each semester after meeting or consulting with their students to determine satisfactory academic progress.
- c. As full-time, enrolled students in a complete academic year, Nursing Science PhD students will be eligible for the U-Pass benefit afforded to all full-time graduate students.

#### **VII. Curriculum**

- a. [Insert School of Nursing] will design and implement programmatic assessment.
- b. New courses and substantial changes to the curriculum will require approval of the Medical School's Graduate Program Council.
- c. [Insert School of Nursing] faculty will utilize [Insert Name] to enter grades for Nursing Science PhD courses in which they are assigned the primary grader.

#### **VIII. Degree Audits, Graduation, and Commencement**

- a. Departmental degree requirement audits will be completed by the Graduate Program Administrator.
- b. The Medical School's Registrar Office will complete the overall degree completion reviews for graduating students.
- c. Nursing Science PhD students will be conferred a [Insert School of Medicine] degree and will receive a [Insert School of Medicine] diploma.
- d. [Insert School of Nursing] will also be included on the official diploma and the transcript.
- e. As doctoral students, Nursing Science PhD graduates will be invited to participate in the Medical School's hooding and recognition ceremonies along with the [Insert School of Nursing] hooding and graduation ceremonies. Their names will be listed in both institutions' commencement brochures.
- f. Nursing Science PhD students will comply with [Insert School of Medicine] graduating student activities including completing the post-graduation job survey and the survey of earned doctorates.

#### **IX. Financial Aid**

- a. As the home institution, [Insert School of Medicine] will process FAFSAs, awards, and aid disbursements.
- b. [Insert School of Medicine] assumes the responsibility for meeting state and federal government standards, reporting, and auditing financial aid transactions for Nursing Science PhD students.

#### **X. Grants Management**

- a. Nursing Science PhD students will be expected to apply for and receive external funding in the form of grants. The Office of Sponsored Research Services at [Insert School of Medicine] will process and manage grant applications from: 1) Nursing Science PhD students where the student is the grant applicant; and 2) [Insert School of Medicine] faculty mentoring a Nursing Science PhD student where the [Insert School of Medicine] faculty member is the grant applicant, following [Insert School of Medicine] standard operating procedures.
- b. [Insert School of Nursing] Grants Management Office will process and manage grant applications from [Insert School of Nursing] faculty mentors of Nursing Science PhD students where the [Insert School of Nursing] faculty member is the grant applicant. [Insert School of Nursing] and [Insert School of Medicine] agree that each grant may have different terms and requirements. Both parties will manage the grants that they receive according to the terms of the particular grant.

#### **XI. Identification Badges**

- a. Students will be granted a Medical School ID badge.
- b. [Insert School of Nursing] ID badges, parking passes, and [Insert Company] emails will be given to the Nursing Science PhD students.

#### **XII. Institutional Reporting**

- a. [Insert School of Medicine] will include Nursing Science PhD students in all mandatory reporting to DOE (IPEDS), National Student Clearinghouse, Higher Learning Commission, and other accrediting bodies as needed.

#### **XIII. Insurance**

- a. Students will be enrolled in the [Insert School of Medicine] Medical School student health insurance plan and dental plan.
- b. A [Insert Percentage]% subsidy will be applied to their account. [Insert School of Nursing] will be billed for the subsidy.
- c. All graduate students are required to show proof of the MMR vaccine. Additional vaccinations may be required by the School of Medicine to conduct research.

#### **XIV. Milestones & Dissertations**

- a. Nursing Science PhD students will complete a qualifying and comprehensive exam. These exams will be recorded in SIS as milestones.
- b. Nursing Science PhD students will complete the Title, Scope, and Procedure form.
- c. Nursing Science PhD students will follow the same guidelines and templates for submitting a dissertation to ProQuest. Dissertations of graduates will be housed and maintained in ProQuest. They will also be housed in [Insert School of Nursing] dissertation repository.

#### **XV. Policies**

- a. Nursing Science PhD students will follow all [Insert School of Medicine] & Medical School policies including but not limited to:
  - i. Nondiscrimination;
  - ii. Student Conduct Code;
  - iii. Academic and Professional Integrity Policy;

- iv. Leaves;
- v. Probation and Dismissal for Academic Reasons; and,
- vi. Registration and Enrollment.

**XVI. Tuition/ Accounting/ Billing**

- a. [Insert School of Medicine] will calculate tuition, fees and insurance premiums and post remission, scholarships, and waivers.
- b. The tuition rate for the required [Insert School of Medicine] courses is set at [Insert Dollar amount] per credit hour for the [Insert Number] year. The tuition rate is expected to increase each year and will be set by [Insert School of Medicine].
- c. Course enrollments in Arts & Sciences and other programs that are considered "free trade" will be charged the standard [Insert School of Nursing] tuition rate, which is [Insert Dollar amount] per credit hour (unit) for the [Insert Number] year. The tuition rates will be updated each academic year.
- d. Students will be charged the [Insert School of Medicine] Student Health Fee each Fall and Spring semester.
- e. [Insert School of Nursing] will be billed for Nursing Science PhD students' tuition each semester.
- f. [Insert School of Nursing] will be assessed an administrative fee per academic year at the rate of [Insert Dollar amount] per student to offset the Medical School effort toward disbursing stipends, processing billing for this special population of students, and maintaining the academic record.
- g. The Medical School will pay prorations to the [Insert School of Medicine] central fiscal unit for each Nursing Science PhD student. [Insert School of Nursing] will be responsible for reimbursing the Medical School for such charges.
- h. [Insert School of Medicine] will attempt to collect outstanding student account balances after a student's major program is closed. [Insert School of Nursing] will be billed and responsible for paying outstanding balances.

1. **IN WITNESS WHEREOF**, the parties hereto have executed the Agreement as of the Effective Date.

**[Insert School of Medicine]**

**[Insert School of Nursing]**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_