Part A - Overarching Agreement for Joint PhD Programs

Between
<insert name of the university>
and

Queensland University of Technology

Preamble
In consideration of:

- laws and regulations governing the cooperation between public universities of a scientific, cultural and professional nature and other public or private organisations in <insert name of the country>;
- articles <insert relevant articles for a PhD) in <insert name of the country>;
- the regulations governing a PhD at the <insert University, School or Department>

The <insert name of the university> with legal domicile at <insert address of the university>, represented in this deed by its <insert name of the authority responsible>, and the Queensland University of Technology (QUT) with legal domicile at 2 George Street, Brisbane, Queensland 4001, Australia represented by the Dean of Research and Research Training, agree to jointly develop a system of academic exchanges that will allow for a joint PhD student:

- to perform coordinated research studies at both universities with a minimum total duration of one year full-time studies spent at each university;
- to be jointly guided by supervisors from both universities with the aim of obtaining the joint PhD by satisfying the requirements and quality standards for the degree of each university;
- to submit one single thesis based on the result of the research undertaken in both universities, for examination to each university.

This agreement is based on the principles and articles specified hereunder. It refers specifically to the joint PhD between QUT and the <insert name of the university>.

General Principles and Articles of the Agreement

(1) Admission

A student wishing to gain admission to the joint PhD must be admitted separately by each university subject to the following:

- Where the student is not yet enrolled into a PhD program of either university.

If the student gains admission to the PhD program of QUT, QUT may recommend acceptance of the student into the PhD program of <insert name of university here>. The <insert name of university here> may, at their discretion, either accept the recommendation or may require the student to attend an interview. Acceptance will be subject to satisfactory performance in this interview.

- Where the student is already enrolled in a PhD of either university and has at least 67% of the candidature remaining (as per QUT PhD course regulations), the student may make an application to both universities to undertake a joint PhD accompanied by a recommendation from QUT. Either university may, at their discretion, either accept the recommendation or otherwise may require the student attend an interview. Acceptance will be subject to satisfactory performance in this interview.
(2) Language requirements
The joint PhD student must demonstrate proficiency in the English language to a standard at least equivalent to:

- IELTS - overall score of 6.5 with no sub-score less than 6;
- TOEFL (internet-based) – overall score 90 with no sub-score below 20;
- Pearson Test of English (PTE Academic) – overall score 64 with no sub-score below 58;
- Cambridge English Advanced (CAE) – overall score 58 with no sub-score less than Borderline;
- Cambridge English: Proficiency (CPE) – overall score C1.

Other language tests need the approval of the Dean of Research and Research Training at QUT.

(3) Duration of the joint PhD
The total combined duration of a given joint PhD full-time studies at both universities shall be three years for the PhD unless circumstances justify an extension or reduction subject to the agreement and approval of both universities. In the particular case where the specified aims and objectives of the joint degree have not been met, the duration of the studies may be extended in accordance with the regulations of both universities for PhD.

(4) Residency
The research and study activities will be carried out at both universities and the minimum total duration of the periods spent at each of the two universities shall be no less than one year. The periods of study may comprise several shorter periods alternating between the universities or two single periods spent at each university subject to the agreement of both supervisors. Visits to universities other than those which are party to this agreement may be authorised if it is considered by both supervisors to be beneficial to the studies.

(5) Enrolment
The minimum academic entry requirements for students intending to apply to undertake the joint PhD will be qualifications acceptable to each university as set out in their rules (QUT’s admission rules are in MOPP D/5.3 and PhD Course Regulations).

(6) Supervision
Each university will appoint at least one suitably qualified academic to the supervisory team. Within the agreed timetable, the joint PhD student and supervisors shall develop the research proposal in accordance with the requirements of the PhD of both universities which, as a minimum, shall include:

- title of the research project;
- aims and objectives;
- description of the proposed project and work activities;
- project milestones;
- methodology; and
- references.

The joint PhD student shall consult both supervisory teams for advice and assistance and the two supervisory teams shall jointly exercise the function of scientific guidance of the joint PhD student and shall be jointly responsible for the student’s education and research training.

(7) Periodic evaluations
Each university shall advise the other of their particular requirements for the periodic evaluation of the progress of the joint PhD student including, where appropriate, the requirement to undertake progress milestone events. The supervisors shall agree to a timetable to meet these requirements and advise the student accordingly, who shall then comply in all respects with the specified...
requirements. The progress report schedule is specified as per course rules of each university with respect to their joint PhD degree.

(8) Academic training

The main academic activity for the joint PhD student is the completion of the research work and the writing and defending of one single thesis for submission to both universities. In addition, the joint PhD student may take academic courses and associated examinations at each of the two universities in accordance with a study curriculum agreed with the supervisors and complying with the requirements of the PhD of each university.

The student shall fulfill all requirements and regulations governing both universities and their PhD. In particular, the student shall comply with the course credit recognition requirements/advanced standing of the PhD of each university and with their examination requirements where this is relevant.

(9) Thesis

The single thesis shall be written in English with an extended summary in the language of each university and shall be submitted to the respective boards of each university for examination as per their rules and regulations. The PhD thesis will be submitted to both supervisory teams prior to final submission, who will assess it for suitability and quality at their university. The thesis will be examined at each university consistent with their PhD rules and regulations.

The statement of Original Authorship must state that “The work contained in this joint PhD thesis undertaken between QUT and <insert name of the institution> has not been previously submitted to meet requirements for an award at these or any other higher education universities. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made.”

(10) Public oral examination as required by the <insert name of the university>

Upon acceptance of the final thesis by the supervisory teams, the student may undergo a public oral examination by a final evaluation committee if this is in accordance with the governing regulations of the <insert name of the university>. If required the defence shall be in English or in the language of one of the two Universities by agreement between the evaluation committee and the joint PhD student. The oral examination shall take place within four months of submission of the thesis.

(11) Final Thesis Examination

To award a Joint PhD the student must meet the thesis examination requirements of by both universities. An outcome of the process may be that the student is eligible for a single or no award depending on the advice of examiners and regulation and requirements of each institution. Some harmonisation of examination process between QUT and the <insert name of the university> may be required to ensure a clear process for the student and supervisory teams.

(12) Final grading

<insert name of the university>

If applicable: Upon completion of the thesis examination, a single final grade shall be determined by taking into consideration the individual grades of the courses undertaken during the degree, grade for the thesis and oral examination. The thesis and the oral examination shall be graded using the university’s standard grading system.

QUT

Under the Australian system PhD theses are not graded. However at QUT, in recognition of outstanding contribution to knowledge and/or demonstration of excellence in postgraduate research, the PhD thesis may be recommended for the QUT Outstanding Doctoral Thesis Award, as per established guidelines.
(13) Award of the degree

After the student has satisfied all the relevant requirements of each university, and received a positive assessment of the thesis work by the thesis examiners, the student will be awarded the PhD degree. The degree certificate/testamur of each university must attest to the joint framework under which the student completed the joint PhD program between QUT and the <insert name of the university>. The following words must appear on each university's testamur:

<Student's Name> having fulfilled all the conditions of a joint program prescribed by the Queensland University of Technology and the <insert name of the university> in <insert name of the country> has been admitted to the degree of Doctor of Philosophy

or other such words as agreed by both universities. The academic transcripts of both universities (where applicable) must also state that the degree was undertaken as a consequence of a joint PhD between QUT and the <insert name of the university>. A decision by one university not to award the degree does not preclude the other university from awarding the degree of that university with their standard testamur.

(14) Research results protection

The protection of the thesis content and the publication and exploitation of the research results and acknowledgement of the researchers involved will be subject to the regulations of both universities.

If required, specific agreements will be arranged for the protection of the intellectual property by the appropriate university entities that are formally responsible for this. The policies of QUT relating to Intellectual Property are outlined in the Manual of Policies and Procedures: (http://www.mopp.qut.edu.au/D/D_03_01.jsp).

(15) Administrative matters

Each university shall designate one individual to fulfil the responsibilities of Coordinator of the Joint PhDs in order to facilitate student exchanges under the terms of this agreement. At QUT, the Dean of Research and Research Training or nominee will be the responsible body. The Coordinator shall exchange all relevant information about the joint PhD offered at their respective university and provide the necessary assistance in respect of the administration of this agreement.

(16) Tuition fees and other financial matters

QUT may grant a tuition fee scholarship, if required, while the student is enrolled at QUT. The offer of a tuition fee scholarship is subject to satisfactory academic progress and governed by the Conditions of Award of such a fee scholarship. Students will need to satisfy eligibility criteria for the award of a fee scholarship.

The <insert name of the university> will grant a tuition fee scholarship while the student is enrolled at the <insert name of the university>.

The joint PhD student will be responsible for meeting the cost of accommodation, living expenses and travel costs. Faculties, at their discretion, may provide travel support for their joint PhD students.

The travel expenses for supervisors shall be met by the respective supervisors’ own research funds. The travel expenses for the other members related to thesis examination requirements shall be covered by the research funds of the supervisor from the home university. There are no other financial charges for the universities to consider.

(17) Health insurance and protection measures

The joint PhD student is responsible for health insurance and will be required to show proof of paid health insurance for the required duration, consistent with visa conditions, before assuming residency at either university.
(18) Disagreement and disputes

The parties to this agreement undertake to solve in a friendly manner any disagreement or dispute arising from the implementation and interpretation of this agreement.

In the event that the disagreement or dispute cannot be resolved satisfactorily, the issue(s) will be submitted for arbitration. Each party will appoint a member of the arbitration panel and an additional member will be chosen by mutual agreement between the parties.

(19) Infrastructure support

Normal infrastructure support arrangements will be provided by each university, consistent with those provided to joint PhD students at that university and any relevant regulations which address this issue. QUT’s Statement of Infrastructure Provision for Postgraduate Research Students is at http://www.student.qut.edu.au/research/your-degree/getting-started.

(20) Renewal, termination and amendment

This agreement shall remain in force for a period of 5 years from the date of the last signature, with the understanding that it may be terminated by either party giving six months prior notice to the other party, in writing. The agreement may be extended by mutual consent of the two universities.

This agreement may be amended by the exchange of letters between the two universities. Such amendments, once approved by both universities, will become part of this Memorandum of Understanding.

Signatories to the Agreement

Queensland University of Technology
Professor Paul Burnett
Dean of Research and Research Training

<insert name of the University>
Name of the authorising person

Brisbane, [date]...............................<insert name of City>, [date].............................
### Part B – Joint PhD – Supervisory agreement

#### Individual student details

This checklist is intended for use by proponents of joint PhD Program e.g. prospective supervisor, administration areas or student; and is useful for all partner universities in identifying key issues for resolution.

**Process:**

1. Please record the relevant details into the spaces below and discuss these with your colleagues at the partner university.

2. When the checklist has been circulated electronically between both universities and is agreed, please forward the signed agreement to the QUT Dean of Research and Research Training:

   - **Email:** p.burnett@qut.edu.au
   - **Mailing address:**
     Professor Paul Burnett  
     Dean of Research and Research Training  
     Queensland University of Technology  
     Level 4, 88 Musk Avenue, Kelvin Grove Campus  
     Qld 4059 AUSTRALIA
   - **Fax:** +61 7 3138 1304
   
   Please attach correspondence indicating the particular university’s agreement and have the checklist counter-signed by the administrative contact.

3. The QUT Joint PhD Agreement will be finalised by the Research Students Centre and the administrative contact at the partner university.

Should some of the text need to be varied please use the last field (“supplementary comments”) and send the electronic version to the address above for insertion into the Joint PhD Agreement.

<table>
<thead>
<tr>
<th>Name of partner university</th>
<th>Address of partner university</th>
<th>Country of partner university</th>
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</thead>
<tbody>
<tr>
<td>Administrative Contact Person at partner university</td>
<td>Name:</td>
<td>Address/ Contact Details:</td>
</tr>
<tr>
<td>Full name of student and academic qualifications</td>
<td>Gender</td>
<td></td>
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<tr>
<td>QUT Academic unit (Discipline/ School/ Faculty)</td>
<td>Partner academic unit (Department/ School/ Faculty)</td>
<td></td>
</tr>
<tr>
<td>Date of start of joint enrolment</td>
<td>Duration of joint enrolment</td>
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<tr>
<td>Proposed period of residency in each university- (At least one third of the student’s candidature must be spent at each university.)</td>
<td>Provisional title of thesis/ Research topic</td>
<td></td>
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<tr>
<td>Specific provisions and requirements of partner university to be incorporated at Section 16 of the Joint PhD Agreement, e.g. scholarships, stipends, travel costs, consumables, laboratory expenses.</td>
<td>QUT supervisor (must be accredited)</td>
<td></td>
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<tr>
<td>Partner University supervisor</td>
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<td>Proposed language of thesis (extended abstract in language of each university required)</td>
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| Proposed examination process and funding arrangements to support this process. (For example minimum QUT requirement for a PhD thesis: Two examiners
  o external to both participating universities,
  o no prior association with the candidature
  o prepared to submit written examiners reports within two months) |
| Is an oral examination required by the partner university? |
| Other comments regarding conditions of candidature, if necessary. While QUT conditions apply, the regulations pertaining to candidature at the participating universities must be compatible. Negotiation may be needed to clarify such matters as scope and detail of preliminary research proposal; ongoing assessment of progress; intellectual property/copyright/authorship arrangements; commercialisation of research outcomes; ethics approval; health & safety & equity protocols; variations to candidacy (e.g. milestones, intermission, withdrawal, change of supervisor); grievance procedures; termination and discipline/research misconduct procedures. |
| Supplementary comments. Please use this space to record items that need to be amended in the text. |

**Approvals**

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<th>Signature/Date</th>
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| Supervisors:
Name of QUT supervisor: |
| Name of partner university supervisor |
| Name of the relevant faculty HDR Coordinator: |
| Name of the QUT Dean of Research and Research Training: |
| Name of the partner university Dean of Research or equivalent: |