

Collaborative Doctor of Philosophy (PhD) Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Collaborative Doctor of Philosophy \(PhD\) Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. A Collaborative PhD Agreement between Curtin University (“Curtin”) and the Partner Institution will be approved by the Deputy Vice-Chancellor, Research or Delegate.
- 2.2. Agreements may be at a whole of Institution or Individual level as appropriate.
- 2.3. Students accepted into a Collaborative PhD Program will have met entry requirements to both Home and Host Institutions and be enrolled concurrently in both institutions for a period no less than 24 months (equivalent full-time study load).

3. PROCEDURAL DETAILS

3.1. Establishing a Collaborative PhD

- 3.1.1. Staff wishing to develop a Collaborative PhD Agreement (“the Agreement”) will first discuss the intent with the Associate Deputy Vice-Chancellor, Research Training.
- 3.1.2. An executed Memorandum of Understanding between Curtin and the Partner Institution that includes an intent to establish a Collaborative PhD is required prior to development of the Agreement.
- 3.1.3. A case for developing the Agreement will first be approved by the Deputy Vice-Chancellor, Research. The application will be made using the Expression of Interest (EOI) form and provide a rationale for the collaboration including where relevant:
 - a) Alignment with Curtin University/Faculty areas of strategic importance;
 - b) Evidence (e.g. joint publications) of research collaboration;
 - c) Management of ongoing relationship with partner.In addition, the application will satisfy the Deputy Vice-Chancellor, Research that the partner has standards comparable with Curtin as required by TEQSA in:
 - i. Fair and equitable admission processes;
 - ii. Academic standards in HDR student learning consistent with AQF Level 10;
 - iii. Responsible conduct of research and ethics codes;
 - iv. Misconduct and complaints procedures; and
 - v. Appropriate OH&S management.
- 3.1.4. An Agreement between Curtin and the Partner Institution that references the Memorandum of Understanding will be developed and submitted to the Associate Deputy Vice-Chancellor, Research Training.
- 3.1.5. The Agreement will set out terms for the following:
 - a) Admission;
 - b) Supervision;
 - c) Application of rules, policies and other regulations;
 - d) Coursework requirements if applicable;
 - e) Fees, scholarships and expenses;
 - f) Intellectual property, ethics, authorship of publications;
 - g) Complaints, misconduct and dispute resolution;
 - h) Non-progression;
 - i) Submission and examination of the Thesis; and

j) Award.

3.1.6. The Associate Deputy Vice-Chancellor, Research Training will recommend to the Deputy Vice-Chancellor, Research that the Agreement be signed on behalf of Curtin. An equivalent officer at the Partner Institution will also sign the Agreement.

3.2. Application for admission and offer process

3.2.1. A candidate at Curtin or the Partner Institution will apply for admission and be enrolled in the Collaborative PhD no later than 24 months (equivalent full-time study load) after enrolment at the Home Institution.

3.2.2. Prior to enrolment of the candidate at the Host Institution, Schedule A of the Agreement, *Collaborative Doctoral Project Details*, will be submitted for endorsement to the Associate Deputy Vice-Chancellor, Research Training and an equivalent officer at the Partner Institution. The candidate and Supervisors from both institutions will be required to acknowledge the particulars of Schedule A.

3.3. Monitoring of student progress

3.3.1. Students are required to complete the Curtin Annual Progress Report each year during the period of their enrolment at Curtin. Other progress monitoring activities will be undertaken as detailed in the Agreement.

3.4. Submission and examination of thesis

3.4.1. The thesis will be submitted for examination through the Home Institution and the Host institution notified of the submission date.

3.4.2. Where the thesis is not written in English, a minimum of a 20 page summary of the thesis and its outcomes will be submitted by the student to the Host institution in English.

3.4.3. The examination will take place under the Rules of the Home Institution but where it is the Host, Curtin reserves the right to carry out its own examination.

3.4.4. The Home Institution will provide the Host Institution with copies of all examination reports. Where Curtin is the Host, the reports will be considered by the Chair of the Thesis Committee who will make a recommendation to the Faculty Graduate Studies Committee on the awarding of a Curtin degree to the student.

3.4.5. Where the language of the thesis and/or examination is in a language other than English, the Home Institution will provide certified translated copies of the examination reports to the Host.

4. RESPONSIBILITIES

In addition to any responsibilities set out in Section 3:

4.1. Supervisor of a Collaborative PhD student

The supervisor of a Collaborative PhD student is responsible for:

- (a) Ensuring compliance with terms of any executed Agreement;
- (b) Ensuring that progress reports are shared between Home and Host Institutions;
- (c) Ensuring that the student adheres to the periods of residence at each Institution as detailed within the Agreement; and
- (d) Ensuring that the relevant office responsible for administration of the Collaborative PhD is informed ahead of all student travel between institutions.

5. SCOPE OF PROCEDURES

These procedures apply to all Collaborative PhDs where students are enrolled in a PhD degree at Curtin and at an approved Partner Institution. It does not apply to arrangements where there is collaborative supervision but enrolment in a PhD degree at only one institution.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Collaborative PhD Program

Collaborative PhD Program means the program established by a Collaborative PhD Agreement.

Collaborative PhD Agreement

Collaborative PhD Agreement means the agreement between Curtin and the Partner Institution which defines the terms that the Collaborative PhD Program is subject to, hereafter referred to as the Agreement. Agreements on an institutional level cover multiple students and/or multiple areas of research and Agreements on an individual level are aimed at an individual student in a single area of research.

Home Institution

Home Institution is the institution designated as the primary coordinating university of a student undertaking a Collaborative PhD, and is the university that usually provides the greater resources and initiates the engagement with the student.

Host Institution

Host Institution is the institution at which the student has secondary enrolment, and is normally the university at which the student intends to spend the lesser period of time.

All other relevant definitions have been defined in the *Collaborative Doctor of Philosophy (PhD) Policy*.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

Establishing a Collaborative PhD Program (attached)

[Guidelines for Establishing a Collaborative Doctor of Philosophy Program – For Curtin Staff](#)

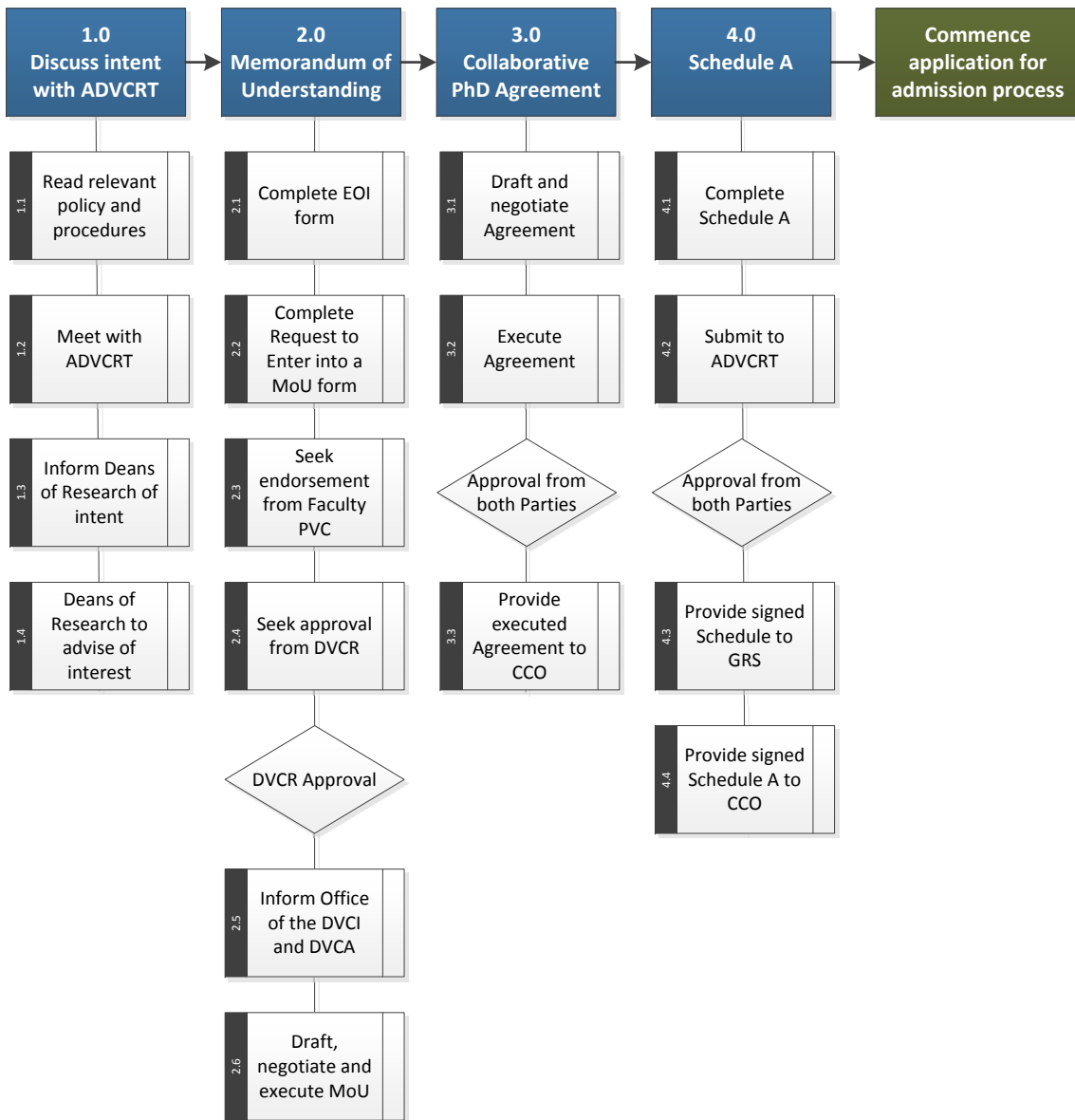
Expression of Interest form – Establishing a Collaborative Doctor of Philosophy (PhD) Program/Degree

Policy Compliance Officer	Garry Allison , Associate Deputy Vice-Chancellor, Research Training Office of Research and Development
Policy Manager	Deputy Vice-Chancellor, Research
Approval Authority	Chair, University Graduate Studies Committee
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	10/03/2016	Chair, University Graduate Studies Committee (UGSC)	EM1606	Unconditional
	Amended	14/12/2016	Chair, University Graduate Studies Committee (UGSC)	EM1640	Unconditional
	Amended	12/06/2017	Chair, University Graduate Studies Committee (UGSC)	EM1709	Unconditional

ESTABLISHING A COLLABORATIVE DOCTOR OF PHILOSOPHY (PhD) PROGRAM



ESTABLISHING A COLLABORATIVE DOCTOR OF PHILOSOPHY PROGRAM

#	DESCRIPTION	DEPENDENT TASK	OWNER
1.0	Discuss intent with ADVCRT		
1.1	Read the Collaborative Doctor of Philosophy (PhD) Policy and Procedures .		Curtin Staff proposing collaboration (“Curtin Staff”)
1.2	Meet with the ADVCR T to discuss the proposed collaboration, and seek support to progress further.	1.1	Curtin Staff
1.3	Inform the Deans of Research of the proposed collaboration.	1.2	GRS
1.4	Contact the staff member proposing the collaboration if their enrolling areas are able to engage with the proposed partner.	1.3	Deans of Research
2.0	Memorandum of Understanding (MoU)		
2.1	Complete <i>EOI</i> form which will serve as a due diligence check to enter into an MoU.	1.3	Curtin Staff
2.2	Complete <i>Request to Enter into a Memorandum of Understanding</i> form.	1.3	Curtin Staff
2.3	Submit both <i>EOI</i> and <i>Request to Enter into a Memorandum of Understanding</i> forms to the Faculty PVC for endorsement.	2.1 & 2.2	Curtin Staff
2.4	Forward both forms to the ADVCRT once endorsement is obtained. The GRS will facilitate DVCR approval thereafter.	2.3	Curtin Staff & GRS
DVCR Approval		2.4	GRS
2.5	Advise the Offices of the DVCA and DVCI of the approval to proceed with the drafting of the MoU.	DVCR Approval	GRS
2.6	The ADVCRT instructs the CCO to draft the MoU. The ADVCRT oversees the negotiation process. The executed MoU is provided to the CCO to upload to Script.	DVCR Approval	ADVCR T & CCO
3.0	Collaborative PhD Agreement		
3.1	The Collaborative PhD Agreement (“ Agreement ”) is drafted and the ADVCRT oversees the negotiation process.	DVCR Approval	ADVCR T
3.2	The Agreement is sent to the Partner University for execution.	3.1	GRS
Approval from both Parties		3.2	DVCR & Partner Uni.
3.4	The GRS provides the executed Agreement to the CCO. The CCO uploads the executed Agreement to Script.	Approval from both Parties	GRS & CCO
4.0	Schedule A		
4.1	<i>Schedule A</i> is completed.	Approval from both Parties	Curtin Staff
4.2	<i>Schedule A</i> is submitted to ADVCRT for review	4.1	Curtin Staff
Approval from both Parties		4.2	ADVCR T & Partner Uni.

4.3	Signed <i>Schedule A</i> returned to GRS. The supervisors from both universities and the proposed student are required to acknowledge the particular of <i>Schedule A</i> .	Approval from both Parties	ADVCR
4.4	Signed <i>Schedule A</i> provided to the CCO. The CCO uploads the Schedule A to Script.	4.3	GRS & CCO
Commence application for admission process		4.4	Program Student

ADVCR Associate Deputy Vice-Chancellor, Research Training (or delegate)
COO Commercial Contract Officers, Research Services
DVCA Deputy Vice Chancellor, Academic

DVCI Deputy Vice Chancellor, International
DVCR Deputy Vice Chancellor, Research
GRS Graduate Research School
PVC Pro Vice Chancellor