**The University of Western Australia**

**GRADUATE RESEARCH SCHOOL AND INTERNATIONAL CENTRE**

**Instructions for completing this template:** This template is to propose the establishment of a joint PhD program between the University of Western Australia and an overseas institution, and should be completed as a record of the arrangement agreed upon by the Head of the UWA School in consultation with the proposed partner Institution. Heads of School must discuss the content of this proposal with the Director of the International Centre and the proposed program with the Dean of the Graduate Research School. Please forward an electronic copy of the completed proposal to the Manager, Graduate Research Candidature, Graduate Research and Scholarships. Please consult the International Centre website before completing this template: <http://staff.international.uwa.edu.au>

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| 1. **GENERAL**
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| **UWA School(s)** |
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| **Partner Institution and Name of Department (please specify full legal name and title)** |
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| **Mailing address** |
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| (a) CONTACTS |
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| 1. Who will be responsible for the academic coordination of the program at UWA and at the partner institution? Please provide full name(s), official title(s) and contact details.
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| 1. Who will be responsible for the administration of the program at the partner institution? Please provide full name, official title and contact details.
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| 1. Which body or Board (comparable to the Board of the Graduate Research School) will be responsible for academic decisions pertaining to the candidature at the partner institution?
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| 1. Please provide the name and title of the Head (or equivalent) of the Department (or equivalent) at the partner institution in which students will be enrolled under a joint PhD agreement.
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| 1. **RATIONALE**
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| (a) How does this program relate to the University’s [strategic plan](http://www.uwa.edu.au/university/executive/?a=2538343), and the Faculty’s/School’s strategic plan (if applicable)? |
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| (b) Please indicate proposed partner institution’s international standing (i.e. international ranking) and how this has been assessed. Please indicate the international standing of the School/Discipline in the proposed partner institution, and how this has been assessed. |
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| (c) Please outline the history of research collaboration between the School and the partner institution. Please attach evidence (e.g. list of joint applications for funding, joint publications, jointly supervised students etc). |
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| (d) How has the School and/or partner institution assessed the demand for the joint program? What marketing strategies are to be employed? How many students is it anticipated will enrol in the program? |
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| (e) Please explain how the proposed PhD program will be different from that undertaken by local PhD students, and the benefits of this. |
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| 1. **ACADEMIC**
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| (a) Briefly outline the proposed structure of the program. |
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| (b) What is the proposed length of time to be spent at each institution? Please indicate how this time will be typically divided. Please also indicate what arrangement will be made for ensuring that the enrolment is in line with the [Provisions for the Degree of Doctor of Philosophy (Joint/Double-Badged)](http://rules.handbooks.uwa.edu.au/rules/grs/phd).  |
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| (c) Please indicate the language in which it is proposed the thesis will be written. What will be the language(s) of instruction (supervision) and assessment (feedback)? Please note the [Provisions for the Degree of Doctor of Philosophy (Joint/Double-Badged)](http://rules.handbooks.uwa.edu.au/rules/grs/phd) with regard to the provision of the thesis extract.  |
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| (d) Please indicate any special admission requirements the partner institution may have, in addition to the standard UWA entry requirements, as set out in the Rules governing research higher degrees and the degree of Doctor of Philosophy at UWA.  |
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| (e) How has the issue of language proficiency for admission been addressed? Please indicate any special requirements the partner institution may have.  |
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| (f) What are the formal quality assurance processes in relation to moderation of teaching, staffing and student feedback at the proposed partner institution? For example, the UWA PhD is moderated by the Board of the Graduate Research School (in particular through the Annual Progress Reports, Confirmation of Candidature and Research Proposal assessment) and ultimately the Academic Council. Student feedback is received through the Annual Progress Report to the Graduate Research School, the Postgraduate Students’ Association and the student Guild.  |
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| (g) Please outline arrangements for dealing with ethics approvals. If applicable, have the UWA Animal and Human Ethics Office been consulted (please provide details)? Have the equivalent offices at partner institutions been consulted? Please attach evidence of any agreement reached between the two institutions. |
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| (h) Please outline arrangements for copyright and intellectual property. Has the University Legal Office been consulted (please provide details)? Please attach evidence of any agreement reached between the two institutions. |
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| (i) Please outline proposed grievance/appeal procedures. |
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| 1. **EXAMINATION**
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| (a) Please outline the proposed form of examination of the thesis and candidate. If different from the normal UWA process please ensure that the details of any funding/provision of special equipment required for the examination are included in the proposed budget arrangements (section9). Please include a provision for action to be taken in the case of differing recommendations from examiners and who will be responsible for making a decision on classification in these instances.  |
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| 1. **GRADUATION AND TESTAMUR**
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| (a) At which institution is it proposed the candidate/s will attend a Graduation Ceremony?  |
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| 1. **STAFFING**
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| (a) Please outline the proposed supervision arrangements, including expected travel of UWA staff to partner institution and *vice versa*. Note that appropriate funding arrangements for travel must be made. |
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| (b) If applicable, has Human Resources been consulted about any specific industrial conditions for UWA Perth-based staff teaching overseas in this program? |
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| 1. **FACILITIES**
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| (a) Does the School have sufficient facilities for the program? Please give details. |
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| (b) Can adequate Library services be provided at |
| 1. UWA (please provide details)?
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| 1. The proposed partner institution (please provide details)?
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| (c) What arrangements for the provision of student services (similar to those of UWA Student Services) are in place for candidates at the partner institution)? |
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| (d) Have the facilities (laboratory equipment, computer facilities etc) at the partner institution been sighted and approved by a representative from UWA and *vice versa*? Please provide details. |
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| (e) Please provide details of any insurance arranged and any assessment of facilities in terms of occupational health and safety requirements. |
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| 1. **ADMINISTRATION**
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| (a) Is it intended that only the UWA research higher degree [Rules](http://rules.handbooks.uwa.edu.au/rules/grs/phd) will apply to candidates enrolled in this program? If the answer is no, please complete section 4(b). |
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| (b) Please specify the following details of the program (attach additional sheets if required): |
| Will candidates be permitted to enrol full- or part-time and to change part-way through the course? |  |
| What will be the minimum and maximum time limits for both full- and part-time candidates and for those who change part-way through the course? |  |
| What will be the maximum periods of suspension and extension? Please outline leave provisions (for example, maternity, annual), the conditions for approval and who will be responsible for administering and approving these. |  |
| Will a separate Research Proposal (or equivalent) be required by the partner institution, what will be the format, and who will administer and review the Proposal?  |  |
| Will a separate Annual Progress Report (or equivalent) be required by the partner institution, what will be the format and who will administer and review it? How will satisfactory progress be decided? |  |

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| (c) If not previously specified, who will be responsible for administering and providing the academic approvals (which are normally the responsibility of the Board of the Graduate Research School) for the candidates when they are at (i) UWA and (ii) the partner institution? |
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| 1. **FUNDING**
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1. Please provide a detailed budget for the program. Please ensure that you include:
2. Arrangements for living allowances (stipends) and travel support for the candidates
3. Funding arrangements for supervisors/examiners (if applicable)
4. Funding for the examination (if applicable)

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| 1. **DECLARATION**
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| I certify that all the above details have been discussed and agreed upon with authorised officer(s) at the proposed partner institution, , and that all of the information is true and correct. The School agrees to support the proposed joint PhD as outlined in this proposal until the final student has completed the program.Proposer:PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head of School:PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Attachments |
| * Attached – copy of testamur from partner institution (if applicable)
* Attached – copy of student exchange agreement (if applicable)
* Attached – copy of MoU between the institutions
* Attached – copy of draft (unsigned) Joint candidature agreement (if applicable)

***Note that all students will need to submit an application for candidature*** |
| Please forward an electronic copy of this form to the Manager, Graduate Research Candidature: Graduate Research and Scholarships  |

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| **BOARD OF THE GRADUATE RESEARCH SCHOOL**  |
| Chair, Board of the Graduate Research School:PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |