Cotutelle PhD Program Procedure

1 Purpose

To outline the processes required for the proposal, establishment, monitoring and termination of Cotutelle PhD programs involving the University (UniSQ) and international partner universities.

2 Scope

This procedure applies to all Cotutelle PhD programs.

This procedure does not apply to Coursework Programs.

3 Procedure Overview

Entry requirements for the Cotutelle PhD program (DPHC) are the same as for the Doctor of Philosophy (DPHD).

Cotutelle PhD programs are established by UniSQ with international partner universities to provide Students with access to combinations of study which are beyond the scope of a single country or university to offer. Cotutelle PhD programs with international partner universities at a similar or higher world ranking to UniSQ are preferred, especially in the University's flagship areas of Research or where the Cotutelle program is supported by external Research funding.

This procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021*: Standard 5.4 Delivery with Other Parties
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*: Standard 3 Formalisation of enrolment and written agreements

4 Procedures

4.1 New Cotutelle PhD programs

New Cotutelle PhD programs may be proposed by areas of UniSQ as opportunities arise either through existing international partnerships or in recognition of the needs of a Student cohort. Given the individual nature of these programs, they can also be initiated by a Student or supervisor at UniSQ or an international partner university (see section 4.2).

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Under a Cotutelle PhD program, one university will act as the 'home university' and the other will act as the 'host university', in the following way:

- home university - the university at which the Student first enrols in their degree program
- host university - the university to which the Student will travel for part of their program.

In this procedure, the international university that UniSQ enters into an agreement with will be referred to as the 'international partner university'. The international partner university can be either the host or home university.

Monitoring of the agreement must be performed during the life of the agreement. The Cotutelle PhD agreement must specify the review date, processes, the person(s) responsible for the review, and allowable circumstances for termination of the agreement.

4.2 Applications

The application process for Cotutelle PhD candidature is initiated by the submission of a completed application for entry into the PhD program by a prospective Student. The application must be accompanied by a Notice of Intent (NOI) to complete a Cotutelle PhD program, which is completed by the relevant Research supervisor at UniSQ.

The Student will also be required to submit an application for Admission to the international partner university, in accordance with Cotutelle PhD program requirements.

The NOI must be completed in respect of each Student by the relevant Research supervisor at the University, in conjunction with both the Student and their co-supervisor at the international partner university and must be endorsed by the UniSQ Head of School or Centre Director and the international partner university.

The NOI will set out the terms of each collaboration, detailing the arrangements pertaining to the candidature, including specifying where the Student intends to spend the duration of their co-Enrolment.

Any exceptions or restrictions in relation to the individual Student's study must be specified in the NOI and submitted to the UniSQ International Office.

The International Office will review all submitted NOIs for completeness and adherence to program requirements and will seek endorsement of the NOI from the Dean (Graduate Research School) (GRS). Concurrently, an assessment will take place to confirm that the Applicant meets PhD Admission requirements.

The Dean (GRS) may:

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- approve the program application and arrangements as proposed in the NOI, in which case it will be sent to the Admissions team for a formal offer for the DPHD program to be generated;

- decline the program application, in which case it will be sent to the Admissions team for a formal denial of entry;

- approve the Applicant for entry into the standard PhD program (DPHD) but decline the arrangements proposed in the Cotutelle program (DPHC), in which case the Applicant will be given the option of accepting a standard program offer (DPHD) at UniSQ; or

- return the application for revision and resubmission.

4.3 Cotutelle PhD agreement

A Cotutelle PhD agreement between UniSQ, the Student and the international partner university will be prepared by the UniSQ International Office in conjunction with the GRS, which will, at a minimum, set out the requirements in relation to Enrolment, progression and the review of progress, Thesis submission and examination, Intellectual Property arrangements and the process for ethical clearances for both universities.

Conditions relevant to the Student at the international partner university must be compatible with UniSQ's policies and procedures for a standard PhD. In the absence of policy or procedure at the international partner university, UniSQ's policies and procedures will apply. In the case of a significant variation in conditions between UniSQ and the international partner university, this will be resolved in the initial agreement documents.

If a Student is commencing their formal Enrolment at UniSQ as a confirmed candidate, the agreement must stipulate the type of Thesis the Student will be undertaking.

Following approval by the Dean (GRS), the International Office is responsible for finalising the Cotutelle PhD agreement. Cotutelle agreements are executed and signed by the Pro Vice-Chancellor (International) and a person of equivalent standing at the international partner university prior to the commencement of the program.

Cotutelle PhD agreements will be managed through the University's centralised contract management system. After the Cotutelle agreement is fully executed, the Student is administratively transferred from the DPHD to the DPHC.

4.4 Fee and Scholarship arrangements

Fees will be payable at the university where the Student is currently enrolled to attend (with a minimum of at least one-year full time equivalent at each university).

The Cotutelle PhD agreement must detail any fee exemptions, Tuition Fee Scholarships or other relevant fee-related arrangements covering the period of Enrolment at each university.

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Students who are UniSQ Domestic Students will either be fee paying or on a Research Training Program (RTP). RTP is only available for those Courses the Student takes through UniSQ. Domestic Students undertaking Courses from an international host university may be liable for overseas Student fees at that university.

International Students may be liable for fees relating to their Enrolment at both the home and host universities unless a Tuition Fee Scholarship is awarded. Student fees payable will be outlined in the agreement.

For the period the Student is formally enrolled and studying at UniSQ on a full-time basis, the Student may receive a full tuition and stipend Scholarship, as per the usual HDR Scholarship processes. For the period the Student is formally enrolled and studying at the international partner university, the Student will receive a part-time tuition Scholarship from UniSQ. Scholarships may also be awarded by the international partner university, details of which will be specified in the agreement.

Where a Student is supervised via online format only, Enrolment will take place when UniSQ's supervision officially begins. Tuition will only apply on a part-time basis. No stipends will apply for online study only.

4.5 Financial arrangements

Financial support, including Tuition Fees, stipends, travel support and Research support, must be discussed and agreed with the Student, supervisors and administrative contacts at each university before the agreement is signed.

In addition, full details of financial requirements must be specified in the NOI and incorporated into the agreement.

Any financial commitment made by UniSQ must be approved by the Dean (GRS).

4.6 Program acceptance

Once the Student has accepted the offer of a place in the program at the home and host university, and the Cotutelle PhD agreement has been finalised with the international partner university, the Student will be provided with the necessary information to apply for a Student visa (if studying on-campus) to commence Enrolment based on the details outlined in the agreement.

4.6.1 Visas

Students are personally responsible for undertaking the Student visa application process. Students studying in Australia and overseas are subject to strict visa conditions and are responsible for contacting the relevant immigration office government department in the country to which they are travelling.

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4.7 Time spent at each university

The Cotutelle PhD candidature will be divided between the two universities with a minimum of one-year full-time equivalent at each university. The remaining time of study will be as agreed by both universities and as stipulated in the Cotutelle PhD agreement. An indicative timetable for candidature at both universities must be specified in the relevant agreement, including information pertaining to the arrangements should the Student require more than the standard period to complete the PhD.

4.8 Duration

The duration of a doctoral degree under a Cotutelle PhD Program (DPHC) is the same as stated in UniSQ's current handbook entry for the standard doctoral degree (DPHD).

4.9 Supervision

A Cotutelle PhD agreement will list one principal supervisor from each university as well as any associate supervisors from each university. In the case where UniSQ is the home university, the Student will have a principal and an associate supervisor from UniSQ, as well as at least a principal supervisor from the host university. An associate supervisor from the host university will also be provided if that is a requirement of the host university or is beneficial to the supervision of the project.

The agreement will detail the agreed roles of each supervisor throughout the candidature and when the Student is at each university. The international partner university must agree to adhere to any applicable UniSQ conditions for supervision when supervising Cotutelle Students.

UniSQ supervisors will be appointed in accordance with the HDR Supervision Procedure.

4.10 Language of instruction

All instruction will be in English, and it is expected that all communication between the Student, international partner university and UniSQ will be in English. The Student's Thesis will be submitted in English. Should the international partner university require submission of an abstract in a language other than English, this is the responsibility of the Student and the international partner university.

4.11 Ethics clearances

All Research projects must adhere to the requirements of the Research Code of Conduct Policy, including ethics requirements. If any ethical approval is required, an application must be made through UniSQ.

4.12 Intellectual Property

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The Cotutelle PhD agreement will specify any Intellectual Property arrangements or conditions. Copyright of the Thesis will be assigned to the Student. All agreements must comply with the University's Intellectual Property Policy and subordinate Procedures.

4.13 Student progress reporting

Students are required to complete an annual progress review each year during the period of their Enrolment at UniSQ, in accordance with the HDR Progress Review Schedule. Other progress monitoring activities will be undertaken as detailed in the agreement.

Where UniSQ is the home university, a Student who is involved in a Show Cause process under the HDR Progress Procedure will not be able to travel to the host university until the process is completed.

4.14 Thesis

The Student must submit their Thesis either as a Standard Thesis, Thesis by Publication or Thesis with Creative Works, subject to the availability of these options at the international partner university. The Student must produce the prescribed Thesis for examination by both universities and is required to meet all submission requirements of each university for the Thesis relevant to that university. UniSQ will require a written examination of the Thesis by two external examiners, appointed in accordance with the Higher Degree by Research Thesis Examination Procedure.

Any changes to the type of Thesis post-confirmation will need to be discussed with, and agreed upon, by both universities in writing.

4.15 Examination process

For the Cotutelle PhD program, Students must submit the same Thesis to both universities simultaneously. Students will then undergo an independent examination at each university, according to their usual examination procedures.

4.16 Candidature withdrawal

A Student who wishes to withdraw from a Cotutelle PhD program (DPHC) and revert to a single university candidature should contact the relevant coordinator at the home university. The home university will liaise with the host university regarding the Student's request.

In the event the Student wishes to continue studying with UniSQ, this will be dependent on prior satisfactory progress at both universities and availability of supervision and resources. If the requirements are met, the Student will be transferred to the DPHD program. Continuation at the international partner university will result in discontinuation of candidature at UniSQ.

A Student who wishes to terminate candidature at both universities should contact the relevant

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coordinator at the home university. The home university will liaise with the host university regarding termination arrangements.

4.17 Variations to agreements

Any requests to change an aspect of the Student's candidature must be considered and approved by the Dean (GRS), or nominee, and an equivalent person at the international partner university including, but not limited to:

- applications for leave
- request for extensions
- changes to study load
- other changes to program status/schedule.

4.18 Conferral of Award

Upon successful completion of Award requirements at both universities, UniSQ will award the Doctor of Philosophy and the international partner university will award the equivalent degree.

The University's Testamur, and the relevant certification of the international partner university, must specify that the Award is 'Conferred under a Cotutelle arrangement between the University of Southern Queensland and (name of the international partner university)'.

A decision by one university not to award the degree does not preclude the other university from awarding the degree.

4.19 Student Grievances

A Student who is dissatisfied with a Decision that is made by UniSQ in relation to their HDR candidature may request a review of the Decision in accordance with Stage 2 of the Student Grievance Resolution Procedure.

The Student is expected to comply with the policies and procedures of each university for the period in which they are enrolled at each university. Where there is a conflict between the policies of the home university and the policies of the host university, the policies of the home university will prevail.

5 References

Nil.

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6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Dean (Graduate Research School)
Policy Type	University Procedure
Policy Suite	Educational Partnerships Policy
Subordinate Schedules	
Approved Date	29/6/2023
Effective Date	29/6/2023
Review Date	13/3/2028
Relevant Legislation	*Australia's Foreign Relations (State and Territory Arrangements) Act 2020* *Autonomous Sanctions Regulations 2011* *Crime and Corruption Act 2001* *Defence Trade Controls Act 2012* *Education Services for Overseas Students Act 2000* *Education Services for Overseas Students Regulations 2019* *Higher Education Support Act 2003* *Migration Act 1958* National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy

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	Admissions, Enrolment and Graduations Policy Assessment Policy Educational Partnerships Policy Insurance Policy Intellectual Property Policy Records and Information Management Policy Research Code of Conduct Policy Student General Conduct Policy Student Grievance Resolution Policy Travel Policy
Related Procedures	Admissions Procedure Assessment Procedure Commercialisation of Intellectual Property Procedure Enrolment Procedure Higher Degree by Research Student Admissions and Enrolments Procedure Higher Degree by Research Supervision Procedure Higher Degree by Research Thesis Examination Procedure Insurance Procedure Intellectual Property Procedure Research Code of Conduct: Management of Potential Breaches Procedure Student Academic Misconduct Procedure Student Appeals Procedure Student General Misconduct Procedure

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	Student Grievance Resolution Procedure Travel Procedure
Related forms, publications and websites	Australian Code for the Responsible Conduct of Research, 2018 Cotutelle PhD program webpage UniSQ Handbook
Definitions	**Terms defined in the Definitions Dictionary**
	Applicant A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University. Award The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule . Cotutelle A doctoral degree program undertaken jointly at UniSQ and an international higher education institution, where a single thesis is submitted for independent examination by both universities. Student receives two testamurs (degree certificates) confirming that the degree is awarded under a cotutelle agreement. Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade. Coursework Program A sequence of study consisting predominantly of Coursework. Domestic Student A Student who is an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

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Intellectual Property

The result of an individual's intellectual endeavours that is capable of being protected by legal rights. Examples include, but are not limited to: inventions and discoveries in relation to new products and processes that can be protected by a patent; Copyright in Teaching Materials; other works in which Copyright subsists including literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances; industrial designs, which protect the shape, configuration, pattern or ornamentation of a product, that is, what gives a product a unique appearance; plant breeders' rights, which protect varieties of plants and trees; trademarks, which protect the branding, reputation and goodwill of products and services; circuit layout rights, which protect the layout plans or designs of electronic components in integrated circuits, computer chips, or semi-conductors used in personal computers and computer-reliant equipment; and trade secrets and know-how, that is, knowledge about products, processes, and inventions and discoveries: prior to the time they are incorporated into a publication or become the subject of a patent or design application; or which are never made the subject of an application for Intellectual Property registration.

International Student

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

Research

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

Scholarship

A Scholarship is Student recognition, typically based on Academic Merit, which provides a financial grant to a Student to undertake or complete a program of study at the University over a nominated period of time, in accordance with the selection criteria. A Scholarship may take the form of periodic payments to the Student or a reduction in specified costs, such as tuition fees for the duration of the Scholarship.

Show Cause

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	The Show Cause process is a formal process that allows a Student to present their case as to why they should not be Excluded from their studies due to unsatisfactory Academic Progress. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. Student Grievance A problem or concern raised by a Student who considers they have been negatively impacted because of an action, determination or omission within the control or responsibility of the University. Student Grievances are resolved in accordance with the Student Grievance Resolution Procedure and must be related directly to a Student's studies at the University and the outcome must directly impact the Student. Testamur A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated. Thesis Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'. Thesis by Publication A Thesis where some chapters are in the form of research papers published in, or submitted to, peer-reviewed journals. Thesis with Creative Works A Thesis with Creative Works includes original work such as multimedia, film, exhibition, performance, musical composition, novel, play or other Faculty approved production, in addition to an Exegesis. Tuition Fees Fees charged to non-Commonwealth supported Students for enrolment in a Course. UniSQ uses the term “tuition/direct fees”.

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	
Record No	21/705PL

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