

Notice of Intent - Cotutelle/Joint PhD Program (NOI)

This form is a notice of intent (NOI) to commence the establishment of a Jointly Supervised Doctoral Degree Program. This form **should be completed by the University of Southern Queensland (UniSQ) PhD Supervisor** in consultation with the candidate and proposed Joint / Co supervisor at the Partner University. The information provided in this **NOI** will be checked by UniSQ International before preparing a Cotutelle/Joint PhD agreement for the candidate. UniSQ International will liaise with the relevant person(s) / Departments at the Partner University regarding legal and administrative matters and organise signatures by the designated authority at each university.

Once completed, the proposed UniSQ PhD Supervisor must seek endorsement from the Head of School OR the Centre Director. Once endorsed please forward the completed proposal to hdrinternational@usq.edu.au. Please also refer to the **Important Information for Cotutelle and Joint PhD Program Applicants and Supervisors Document Attached**.

Section A - Candidate Personal Details

Given Name(s)		Gender: Male ☐ Female ☐ Other ☐
Last Name		
Candidate's home address		
Candidate's email address		
Are you an Australian citizen or permanent resident? Yes ☐ No ☐		
If no, please provide your country of citizenship: _____		

Section B - Candidate Information

The candidate is Inbound ☐ Date of PhD enrolment at the Partner University: ____ / ____ / ____ (DD/MM/YYYY) Has an application* been submitted to study at UniSQ? Yes ☐ No ☐ If YES, please provide your UniSQ application number or StudentNumber: _____ *Applications for the Cotutelle and Joint PhD programs are submitted online through International Admission System Inbound Only: Has the candidate collected data already? Yes ☐ No ☐ If the candidate has collected data already, they must check the Ethics Processes at UniSQ and contact respective offices before proceeding with this form. Please email Animal Ethics and/or Human Ethics regarding this.	The candidate is Outbound ☐ (enrolled or applied to enrol at UniSQ first) UniSQ application number or Student Number: _____ Are you currently enrolled in a PhD Program at UniSQ? Yes ☐ No ☐ If YES, please provide the date of program commencement: ____ / ____ / ____ (DD/MM/YYYY)
---	--

Section C - Partner University / Institution Details

Partner University Name	
Partner University Address	

PhD Learning Outcomes at Partner University

Please provide learning outcomes for PhD program at the Partner University.

PhD Admission Requirements at Partner University

Please provide entry requirements for the partner program including IELTS and Minimum research experience required to enter the program.

Section D - Enrolment information

Enrolment type:

On-campus ☐ or Online* ☐ *Only selected research areas are available online.

Cotutelle PhD ☐ or Joint PhD ☐

Cotutelle candidates are examined separately and get 2 separate testamurs.

Joint PhD candidates are jointly examined and get 1 testamur with both universities listed. Joint PhD enrolments are only possible with selected universities.

Please contact hdrinternational@usq.edu.au.

If Joint PhD, please select the Lead* Institution: UniSQ ☐ or Partner University ☐

*The party that has the responsibility for the overall administration of the Research Candidate's work and the examination process

Expected start date of joint enrolment

____/____/____(DD/MM/YYYY)

Expected date of completion / submission

____/____/____(DD/MM/YYYY)

This date should be approximately the same at both universities.

☐ Partner University confirmation letter provided

N.B. Official confirmation of the PhD enrolment date and expected date of completion/submission must be provided by the Partner University.

Total duration of joint enrolment

____ Months

The period (in months) between the start of the joint enrolment and the completion/submission date.

This must be a minimum of 24 months and maximum of 36 months.

Section E – Study Arrangement

Cotutelle/Joint PhD Candidate must spend at least 12 months of their study at each institution. These dates should fall inside the start of enrolment and completion dates at the Enrolment information section of this form.

Ideally the study arrangement should only be split once between the two institutions i.e., first 12 months at university A and remaining months at university B. Multiple visits to UniSQ must have separate approval from the Dean (Graduate Research School).

Institution	From	To	Duration
UniSQ ☐ Partner ☐	____/____/____(DD/MM/YYYY) Must be the joint enrolment start date.	____/____/____(DD/MM/YYYY)	____ Months
Institution	From	To	Duration
UniSQ ☐ Partner ☐	____/____/____(DD/MM/YYYY)	____/____/____(DD/MM/YYYY)	____ Months
Institution	From	To	Duration
UniSQ ☐ Partner ☐	____/____/____(DD/MM/YYYY)	____/____/____(DD/MM/YYYY)	____ Months

Combined total ____ Months

The combined duration should not exceed 36 months.

Section F - Research Project Details

Please attached the HDR Preliminary Thesis Topic Proposal if not enrolled at UniSQ.

Title of Proposed Research Project

Department and/or Faculty contribution to additional travel expenses for candidate and supervisor(s)

For example, additional candidate flights and accommodation allowance. Please include the AUD value and any conditions. The standard HDR Faculty resources can be included here also.

Yes ☐ No ☐

If **YES**, please provide details:

UniSQ Supervisor initials: _____

Additional requirements to be covered in the agreement

For example, examination process, insurance, etc.

Section H - Declaration and Endorsement

Supervisor Declaration

I have read and completed all the above sections with assistance from the candidate and overseas supervisor. I understand that as a supervisor to a Cotutelle candidate, I am required to have video/telephone meetings at least **twice per semester** with the principal supervisor of the candidate at the Partner University to ensure that we are guiding the candidate appropriately towards a single thesis and to seek opportunities for further collaboration.

Signature: _____

Name: _____

Date: ____/____/____

Head of School or Institute Director

Signature: _____

Name: _____

Date: ____/____/____

Section I - Approval

Approval will be considered during the application process

Approval from Deputy Vice Chancellor (Research and Innovation) or Dean (Graduate Research School)

Signature: _____

Name: _____

Date: ____/____/____