

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 <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Last Name		
Candidate's home address		
Candidate's email address		
Are you an Australian citizen or permanent resident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, please provide your country of citizenship: _____		

Section B - Candidate Information

<p>The candidate is Inbound <input type="checkbox"/></p> <p>Date of PhD enrolment at the Partner University: ____ / ____ / ____ (DD/MM/YYYY)</p> <p>Has an application* been submitted to study at UniSQ? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, please provide your UniSQ application number or Student Number: _____</p> <p><small>*Applications for the Cotutelle and Joint PhD programs are submitted online through International Admission System</small></p>	<p>The candidate is Outbound <input type="checkbox"/> (<i>enrolled or applied to enrol at UniSQ first</i>)</p> <p>UniSQ application number or Student Number: _____</p> <p>Are you currently enrolled in a PhD Program at UniSQ? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, please provide the date of program commencement: ____ / ____ / ____ (DD/MM/YYYY)</p>
<p>Inbound Only: Has the candidate collected data already?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>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.</small></p>	

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 <input type="checkbox"/> Partner <input type="checkbox"/>	___ / ___ / ___ (DD/MM/YYYY) <i>Must be the joint enrolment start date.</i>	___ / ___ / ___ (DD/MM/YYYY)	_____ Months
Institution	From	To	Duration
UniSQ <input type="checkbox"/> Partner <input type="checkbox"/>	___ / ___ / ___ (DD/MM/YYYY)	___ / ___ / ___ (DD/MM/YYYY)	_____ Months
Institution	From	To	Duration
UniSQ <input type="checkbox"/> Partner <input type="checkbox"/>	___ / ___ / ___ (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

Language of thesis and abstract	UniSQ Thesis: English Abstract: English	Partner University Thesis: _____ Abstract: English and _____
UniSQ Supervisor details	Title: _____ Name: _____ Email: _____	Faculty: _____ Department / Research Centre: _____
Partner University Supervisor details	Title: _____ Name: _____ Email: _____	Faculty: _____ Department / Research Centre: _____
Partner University PhD Administration Officer details <i>Contact details for the administration officer responsible for PhD agreement matters at Partner University.</i>	Name: _____ Title: _____ Phone: _____ Email: _____	
Partner University Candidature Administration Officer details <i>Contact details for the administration officer responsible for PhD candidate candidature matters at Partner University.</i>	Name: _____ Title: _____ Phone: _____ Email: _____	
Partner University Agreement Representative <i>The person responsible for signing the agreement at the Partner University.</i>	Name: _____ Title: _____ Phone: _____ Email: _____	
Justification for collaboration with this partner <i>For example, UniSQ supervisor's previous relationship with the partner / supervisor, ranking of partner / research centre in their country, new funding / existing funding opportunities, new research collaboration, etc.</i>		
<i>*To continue to attract and develop quality research collaborations and offer scholarship opportunities to high calibre candidates the proposed partner institute should be research intensive and align with UniSQ areas of research excellence.</i>		

Section G - Financial Information

Is the candidate currently receiving or applying for any PhD scholarship at UniSQ other than the Cotutelle scholarship?	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of scholarship: _____ Scholarship end date: ____/____/____ (DD/MM/YYYY) Duration: _____ Months Scholarship components and value: _____
Is the candidate in receipt of any PhD Scholarship that will provide a benefit to the candidate while onshore at UniSQ?	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of scholarship: _____ Scholarship end date: ____/____/____ (DD/MM/YYYY) Duration: _____ Months Scholarship components and value: _____
Financial contribution offered by partner 3rd party <i>For example, tuition waiver, stipend, airfare, accommodation, etc. Please include the approx. AUD\$ value and any conditions.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details: _____
Financial contribution sought from UniSQ <i>Note that for all candidates, stipends are provided only for the period in Australia. However, for international candidates, UniSQ tuition fee scholarships cover the enrolment period with UniSQ. For example, Cotutelle tuition only, airfare only, CSC top-up scholarship. Please include the approx. AUD\$ value and any conditions.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details: _____

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: ___/___/_____