

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 NOI to hdrinternational@unisq.edu.au. Please also refer to the [Important Information Document for Cotutelle and Joint PhD Program Applicants and Supervisors](#) on our website.

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 the International Admission System</small></p> <p>Inbound Only: Has the candidate collected data already? 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>	<p>The candidate is Outbound <input type="checkbox"/> (enrolled or applied to enrol at UniSQ first)</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>
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Section C - Partner University / Institution Details

Partner University Name	
Partner University Address	

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: 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.

For more information, please contact hdrinternational@uniso.edu.au.

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

*The party that has 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)

The completion 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 Candidates must spend at least 12 months of their study at each institution. These dates should fall inside the start of joint 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 require separate approval from the Dean (Graduate Research School).

Institution UniSQ <input type="checkbox"/> Partner <input type="checkbox"/> If UniSQ, On-campus <input type="checkbox"/> or Online* <input type="checkbox"/>	From ____/____/____(DD/MM/YYYY) <i>Must be the joint enrolment start date.</i>	To ____/____/____(DD/MM/YYYY)	Duration Months
Institution UniSQ <input type="checkbox"/> Partner <input type="checkbox"/> If UniSQ, On-campus <input type="checkbox"/> or Online* <input type="checkbox"/>	From ____/____/____(DD/MM/YYYY)	To ____/____/____(DD/MM/YYYY)	Duration Months
Institution UniSQ <input type="checkbox"/> Partner <input type="checkbox"/> If UniSQ, On-campus <input type="checkbox"/> or Online* <input type="checkbox"/> <small>*Only selected research areas are available online.</small>	From ____/____/____(DD/MM/YYYY)	To ____/____/____(DD/MM/YYYY) <i>Must be the completion / submission date.</i>	Duration Months

Combined total Months

The combined duration should not exceed 36 months.

Section F - Research Project Details

Please attach the [HDR Preliminary Thesis Topic Proposal](#) form if not enrolled at UniSQ.

Title of Proposed Research Project

Language of thesis and abstract

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 / HDR Administration Officer details

Contact details for the administration officer responsible for PhD agreement and candidature matters at Partner University.

Position Title:

Name:

Email:

Phone:

**Partner University
Agreement Representative**

The person responsible for signing the agreement at the Partner University.

Position Title:

Name:

Email:

Phone:

Justification for collaboration with this partner

For example, UniSQ supervisor's previous relationship with the partner or supervisor; ranking of partner / research centre in their country; new funding / existing funding opportunities; new research collaboration etc.

***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.**

Financial contribution offered by partner or 3rd party:

Is the candidate in receipt of or applying for a PhD or other scholarship that will benefit them while at UniSQ (other than the Cotutelle scholarship)?

For example, tuition waiver, stipend, airfare, accommodation, etc

Please include the approx. AUD\$ value and any conditions.

Yes ☐ No ☐

Name of scholarship:

Name of funder:

Scholarship end date: ____ / ____ / ____ (DD/MM/YYYY)

Duration: Months

Scholarship components and value:

Financial contribution sought from UniSQ

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, Cotutelle stipend + tuition fee, or CSC top-up scholarship.

Please include the approx. AUD\$ value and any conditions

Yes ☐ No ☐

If **YES**, please provide details:

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

For example, 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

Approval from the Pro Vice Chancellor (International) and Dean (Graduate Research School) will be obtained by UniSQ International once the NOI form has been received.

The Cotutelle/Joint PhD agreement cannot proceed without these approvals.

UniSQ Supervisor Declaration

I have read and completed all the above sections with assistance from the candidate and partner supervisor. I understand that as a supervisor to a Cotutelle candidate, I am required to have video/telephone meetings at least once per research block 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 - Checklist

Before submitting this form to hdrinternational@unisq.edu.au, please ensure the following documents are attached:

- ☐ Candidate Confirmation of Enrolment or Acceptance letter from the partner university. This document should show the Date of Enrolment and Expected Date of Completion / Submission
- ☐ Draft HDR Preliminary Research Thesis Topic Proposal form
- ☐ Candidate CV.