Joint PhD Candidate Agreement (JCA) 2014

This form must be completed by the student’s prospective supervisors at UNSW and the collaborating institution. For Cotutelle PhD Degrees, the Agreement appended to this form should be signed by the French institution prior to submitting the proposal to the Graduate Research School. For all other Joint PhD Programs, an approved Memorandum of Understanding must be in place. Please ensure that the UNSW Joint PhD Program Policy and Joint PhD Candidature Approval Procedure are read prior to completing this form.

### 1. CONTACT DETAILS

**A. UNSW Proposer (Supervisor)**

Name of Supervisor: 
(This person will be the primary Contact at UNSW)

**B. Proposed Lead Institution**

Name of Supervisor at Lead Institution
(As Above if UNSW Lead)

School (or Equivalent): 
Faculty (or Equivalent): 
Institution: University of New South Wales
Mailing Address: UNSW Sydney NSW 2052
Email: 
Phone: 
Supervisor Qualifications: 
Supervisor’s Signature: Date: 

**C. Proposed Partner Institution**

Name of Supervisor at Partner Institution: 

School (or Equivalent): 
Faculty (or Equivalent): 
Institution: Université de Montréal
Mailing Address: C.P 6128 Succursale Centre-Ville, Montréal (QC) H3T 1JA
Email: 
Phone: 
Qualifications: 
Supervisor’s Signature: Date: 

Graduate Research School Telephone: +61 (2) 9385 5500 Facsimile: +61 (2) 9385 6238
Email: enquiries.grs@unsw.edu.au Web: www.grs.unsw.edu.au CRICOS Provider No: 00098G ABN 57 195 873 179 V1 05/09/2011
C. Proposed Candidate

Name: 

Email: 

Qualifications: 

2. Description of pre-existing and ongoing research collaboration between the two institutions that underpins this agreement including any existing JCA agreements [include an explanation of how the Joint PhD Candidature will benefit UNSW]

3. Proposed Research Topic [no more than 300 words – include a brief outline of any experimental procedures and specify any specialist equipment that will be needed. Note UNSW does not provide specific JCA funding for resources and equipment and hence this agreement should only be entered into if both institutions have the space and resources to support the candidature.]

4. Arrangements for the Review of the Student’s Progress [Compliance with UNSW confirmation and annual review process is mandatory. UNSW requires that a student's progress be reviewed by the School annually. The proposal form requires details of the progress review procedures agreed with the partner institution including: the language the reviews will be conducted in; if progress is deemed to be unsatisfactory how will a decision on the student's candidature be reached under the JCA etc.]
5. Copyright and Intellectual Property Arrangements [Must be completed: Please refer to UNSW Intellectual Property Policy. Any consequences of any IP that arises in the collaboration must be addressed. Attach evidence of any agreement reached between the two institutions.]

6. Ethical Clearances [Please outline arrangements for dealing with ethics approvals. Has the UNSW Ethics Secretariat been consulted (provide details)? Have the equivalent offices at the partner institution been consulted? Attach evidence of any agreement reached between the two institutions.]

7. Proposed Language of Thesis / Oral Defence [The UNSW process requires that the thesis is written in English unless specific approval for writing the thesis in another language is obtained. If an oral defence is required it may be in a language other than English if required. The abstract must be provided in both languages and included in the thesis.]

8. Proposed Periods of Residence at Each Institution [The Policy requires a minimum of 12 months at each institution – the periods that the Candidate will spend at UNSW and where he/she will spend the final 12 months of candidature must be specified]

9. Proposed Thesis Examination Procedures [The thesis examination must meet the requirements of both institutions. UNSW will require a written evaluation of the thesis by 2 examiners [examiners must not have been employed by UNSW in the last 5 years]. UNSW does not permit supervisors to be examiners. If an oral defence is required, both institutions should play a role in selection of the panel/jury. It may be conducted by video or audio conferencing. Whatever examination procedures are approved, they must not be any less rigorous than those for non-Joint UNSW PhD Candidates. Please note also that UNSW does not provide any funds for travel or make arrangement for videoconferencing or oral defences; such arrangements, if agreed to, must be arranged by the host School.]

10. Arrangements for Fees [The student will be enrolled at both institutions. Fees are payable at the Lead Institution only as outlined in the Procedure]
11. Budget
(Please provide a detailed budget. You should ensure you include: arrangements for scholarships and other allowances, and travel support for candidate; arrangements for payment of visas and medical insurance, if these are not to be the student's responsibility; funding arrangements for supervisors/examiners; additional funding for the thesis examination, if appropriate; costs of specialist equipment and consumables. The Schools/Faculties (or equivalent budget units) of both institutions are responsible for all resources and funding required by the candidate, including travel between UNSW and the French higher education institution, for the duration of the candidature.)

12. Statement by Student:
I have read this completed proposal for my Joint PhD candidature. I understand and accept the arrangements that are proposed for my candidature under this proposal.

Print Full Name: [ ] Signature: [ ] Date: [ ]
Student ID: [ ] Admission Date: [ ]
Details of Scholarship/s held: [ ]

13. Review/Monitoring of Agreement
(Monitoring of the Agreement should be constant during the life of the Agreement. How will the agreement be monitored by UNSW and the partner institution; what are the reporting arrangements between the 2 institutions; specify the date when the agreement will terminate and how it can be renewed)

14. Other Comments

15. Cotutelle Agreement

A. Is this Joint PhD Agreement under a Cotutelle program?
YES: [ ] Complete Parts 17A and B and the Cotutelle Agreement
NO: [ ] Complete Parts 16-18

16. Memorandum of Understanding

A. Details of Memorandum of Understanding
Institution: [ ] Date signed: [ ]
17. APPROVALS – UNSW

A. Head of School
I have examined the resource implications of this proposal and confirm that the School will support the requirements. This proposal will make a valuable contribution to the research goals of the School.

Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

B. Faculty Dean
Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

C. Deputy Vice Chancellor Research
Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

18. APPROVALS – Collaborating Institution

A. Head of School (or equivalent)
I have examined the resource implications of this proposal and confirm that the School will support the requirements. This proposal will make a valuable contribution to the research goals of the School.

Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

B. Faculty Dean (or equivalent)
Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

C. Deputy Vice Chancellor Research (or equivalent)
Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

FOR COTUTELLE ARRANGEMENTS, THE AGREEMENT ON THE FOLLOWING PAGE MUST BE SIGNED BY RELEVANT PARTIES FROM THE FRENCH INSTITUTION.

FOR ALL OTHER JOINT PhD PROGRAMS, AN MOU MUST BE SIGNED BEFORE ENTERING INTO A JCA.

THE COMPLETED APPLICATION SHOULD BE LODGED AT GRS BY THE PROPOSED UNSW SUPERVISOR:

By Mail:
Graduate Research School
The University of New South Wales
UNSW Sydney 2052
AUSTRALIA

In person:
Graduate Research School
The University of New South Wales
Level 2, South Wing
Rupert Myers Building
Gate 14, Barker St, Kensington

By fax:
+61 2 9385 5949

By Email:
Attention to Manager, GRS
enquiries.grs@unsw.edu.au

Graduate Research School Telephone: +61 (2) 9385 5500 Facsimile: +61 (2) 9385 6238
Email: enquiries.grs@unsw.edu.au Web: www.grs.unsw.edu.au CRICOS Provider No: 00098G ABN 57 195 873 179
COTUTELLE PhD DEGREE AGREEMENT

BETWEEN

Name of the Institution: UNIVERSITY OF NEW SOUTH WALES (UNSW)
Represented by its Deputy Vice-Chancellor (Research):

University Stamp:

AND

Name of the French Institution: ________________________________
Represented by its President: ________________________________

University Stamp:

The candidate subject to this agreement is:

______________________________

This agreement is subject to the following signatures:

Head of School or equivalent (French Institution)
Name: ________________________________ Signature: ________________________________

Date: ________________________________

Dean of Faculty or equivalent (French Institution)
Name: ________________________________ Signature: ________________________________

Date: ________________________________

President (French Institution)
Signature: ________________________________

Date: ________________________________

Deputy Vice-Chancellor (Research) UNSW
Signature: ________________________________

Date: ________________________________