Procedure: Joint and dual award PhD degree

Purpose
This document outlines the procedure for establishment and approval of Joint and Dual Award PhD degrees.

Definitions
Home Institution refers to the institution in which a student enrolls for a Joint or Dual Award PhD and is liable for tuition fees for the entire course of their studies. For Joint PhD degrees, this institution is responsible for the production of a testamur.

Host Institution refers to the institution in which a student enrolls for a Joint or Dual Award PhD where the student does not normally pay tuition fees.

Partner Institution refers to the non-ANU institution in a Joint or Dual Award PhD.

Procedure

Institutional joint or dual award PhD program

1. To establish an institutional program, an initial analysis is undertaken and summarised in the Proposal to Establish an Institutional Joint or Dual Award PhD Program form.

2. The proposal is endorsed by the College Associate Dean (Higher Degree Research) and the Pro Vice-Chancellor (Research and Research Training) (PVC(RRT)).

3. Either:
   a. If this is an international partnership, the Joint or Dual Award PhD Institutional Agreement Template [International] is completed in consultation with the Division of Global Programs and Engagement, the PVC(RRT) and the ANU Legal Office, endorsed by the relevant Dean and signed with the partner institution by the Pro Vice-Chancellor (Research and Research Training) (PVC(RRT)); or
   b. If a domestic partnership, the Institutional Agreement Template [Domestic] is prepared in consultation with the PVC(RRT) and the ANU Legal Office,
endorsed by the relevant Dean and signed by the PVC(RRT).

4. On signing of the agreement, the College notifies the Divisions of Student Administration and Student Recruitment and Admissions, who create a plan in the Student Administration System in which students will enrol.

5. A student wishing to study under an institutional program applies using the Joint or Dual Award PhD Application form which is submitted with their ANU application for admission.

**Individual dual award PhD program**

6. Individual Dual Award/Cotutelle PhD programs are normally initiated by a student who completes the Joint or Dual Award PhD Application Form.

7. On receipt of a Joint or Dual Award PhD Application the supervisor completes that form and the relevant fields in the Candidature Agreement for Joint or Dual Award/Cotutelle PhD Program.

8. The relevant authority from the partner institution also endorses the Joint or Dual Award PhD Application.

9. The proposal is endorsed by the College Associate Dean (Higher Degree Research).

10. The agreement is signed by the PVC(RRT), the student, and the partner institution.

11. The College notifies the Divisions of Student Administration, and Student Recruitment and Admissions, who:

   a. Add the student group COTU to the student record; and

   b. If ANU is the host institution, organise a fee waiver of HDRAGRMNT

**Student application and offer process**

12. A candidate must apply for a Joint or Dual Award PhD within 6 months of commencing at one of the institutions, and must commence a Joint or Dual Award PhD within the first 12 months at one of the institutions.

13. ANU and the partner institution confirm eligibility of the candidate for admission according to each institution’s requirements, and confirm arrangements such as the home and host institution.

14. On approval from both institutions, an offer is made by each institution individually identifying the home institution and the host institution.

15. Tuition fees are paid at the home institution. Tuition fees are not normally paid at the host institution unless otherwise specified in the agreement.
Enrolment and candidature

16. Candidates are required normally to spend one-third of the degree, but at least a minimum of 12 months full-time or part-time equivalent, in residence at each institution. The 12 months may be a cumulative total over several periods.

17. Candidates have a principal supervisor at both institutions.

18. Enrolment in courses at ANU is recorded for the duration of a student’s candidature, whether a student is at ANU or the partner institution for a given period.

19. Any application regarding a change in an aspect of the candidature of the student is considered and approved by both institutions, including but not limited to:
   a. applications for Leave
   b. requests for Extension
   c. changes to study intensity
   d. scholarship Revisions
   e. other changes to program status

20. A candidate is liable for the Student Services and Amenities Fee for their time at ANU irrespective of whether ANU is the home or host institution and the plan within which a student is enrolled.

21. A candidate is liable for any other fees that may be associated with their candidature, such as OSHC and visa costs, irrespective of whether ANU is the home or host institution and the plan within which a student is enrolled.

22. The Delegated Authority is responsible for ensuring that the requirements established for enrolment and candidature are followed.

Examination and award

23. The examination process is as per the agreement.

24. The thesis is written in one language, with an abstract provided in the other language as well. If that language is not English, appropriate additional quality assurance arrangements must be in place, including for the appointment of examiners.

25. Upon successful completion of the program and achieving a satisfactory result in the examination, the College notifies the graduations office of the study
arrangements and the requirements for the student’s testamur.

26. In the case of a Joint PhD, the collaboration is recognised on the testamur as specified in the agreement, either through co-badging of the testamur or the insertion of appropriate text as per the Academic Statements procedure.

27. In the case of a Dual Award PhD, the ANU testamur contains a statement as per the Academic Statements Procedure, unless it is a testamur awarded under a Cotutelle arrangement. A testamur under a Cotutelle arrangement contains the following text:

THIS IS TO CERTIFY THAT
FOLLOWING THE COMPLETION OF AN APPROVED COTUTELLE PROGRAM OF STUDY
IN PARTNERSHIP WITH THE
(INSTITUTION NAME)
(STUDENT NAME)
IS AWARDED THE DEGREE OF
Doctor of Philosophy

The partner testamur contains a reciprocal statement unless an alternative is approved by the Deputy Vice-Chancellor on the basis of restrictions arising from local legislative requirements.