

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

ANU requirements for a Joint or Dual Award PhD Program may be determined at University-level by the Dean, Higher Degree Research in consultation with the Deputy Vice-Chancellor, and by the Dean of the ANU College (or equivalent in a Centre) or their delegate in consultation for the College/School/centre level.

Home Institution refers to the institution in which a student enrolls for a Joint or Dual Award PhD and is liable for tuition fees where relevant 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

1. Joint or Dual Award PhD programs may be available at ANU through approved institutional-level partnerships (Institutional Joint or Dual Award Program), or through one-off agreements (Individual Dual Award (including Cotutelle) Program).
2. Where there is an existing Institutional Joint or Dual Award PhD Program agreement students may apply to be admitted under that program. Where there is no existing Institutional Joint or Dual Award PhD Program agreement, a College may propose to establish an institutional program.
3. For students considering an Individual Dual Award (or Cotutelle) program an institutional-level agreement is not required.

Institutional joint or dual award PhD program

4. To establish an institutional program, an initial analysis of whether the program meets ANU requirements for a Joint or Dual Award PhD program is undertaken and

summarised in the Proposal to Establish an Institutional Joint or Dual Award PhD Program form.

5. The proposal is endorsed by the College Associate Dean (Higher Degree Research) and approved by the Dean, Higher Degree Research (DHDR).
6. Once a new establishment proposal is approved by the DHDR either:
 - a. If this is an international partnership, the Joint or Dual Award PhD Institutional Agreement Template [International] is completed in consultation with International Strategy and Partnerships, the DHDR and the ANU Legal Office, endorsed by the relevant Dean and signed with the partner institution by the DHDR; or
 - b. If a domestic partnership, the Institutional Agreement Template [Domestic] is prepared in consultation with the DHDR and the ANU Legal Office, endorsed by the relevant Dean and signed by the DHDR.
7. On signing of the agreement, the College notifies the relevant Central Divisions, who create a plan in the Student Administration System in which students will enrol.
8. A student wishing to study under an institutional program applies using the Joint or Dual Award PhD Application form with the support of their actual or proposed supervisor and their Centre/School/College at ANU, which is submitted with their ANU application for admission, unless already enrolled at ANU.
9. The application must be endorsed by the College Associate Dean (HDR) and the relevant authority from the partner institution, and signed by the Dean HDR.
10. A Candidature Agreement for Joint or Dual Award /Cotutelle PhD Program form is also completed and signed by the DHDR, the student, and the partner institution.

Individual dual award PhD program

11. Individual Dual Award/Cotutelle PhD programs are normally negotiated between College/School/Centre and a student who completes the Joint or Dual Award PhD Application Form. The form is usually lodged with an application for admission to the ANU, or after an application has been lodged (if the student is already enrolled).
12. The application must be endorsed by the College Associate Dean (HDR) and the relevant authority from the partner institution also endorses the Joint or Dual Award PhD Application, and is then signed by the DHDR.
13. Once both the application for the Joint or Dual Award PhD and the application for admission are finalised (or in the process of being finalised) a Candidature agreement for joint or dual/cotutelle award PhD program form is completed.
14. This agreement is signed by the DHDR, the student, and the partner institution.
15. The College notifies the relevant Central Divisions, 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

16. 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.
17. 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.
18. A Candidature Agreement for Joint or Dual Award/Cotutelle PhD program must be completed for all students.
19. On approval of admission from both institutions, an offer is made by each institution individually identifying the home institution and the host institution.
20. 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

21. 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.
22. Candidates have a principal supervisor at both institutions.
23. 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.
24. 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.
25. 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.

26. 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.

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

Examination and award

28. All agreements must have a detailed statement of the examination process to be followed by both institutions.

29. 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.

30. 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.

31. 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.

32. 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.

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