1. **Purpose and Scope**

This procedure sets out the processes for a joint PhD candidature to be followed by the supervisor and the prospective joint PhD candidate. The Joint PhD Program Policy must be read in conjunction with this procedure.

2. **Definitions**

   **Lead Institution.** The collaborating institution nominated by the candidate as the home institution, typically where the major part of the candidature will be spent.

   **Partner Institution.** The collaborating institution in the Joint PhD candidature that is not the home institution.

3. **Procedure**

   **3.1 The Joint PhD Candidate Agreement:**

      **3.1.1** The supervisor of a prospective joint PhD candidate must complete a UNSW Joint PhD Candidate Agreement (JCA) form, which is available on the Graduate Research School website at [http://research.unsw.edu.au/graduate-research-school-policy-and-procedures](http://research.unsw.edu.au/graduate-research-school-policy-and-procedures). JCA’s which have not been correctly and fully completed will not be approved.
3.2 Candidature

3.2.1 Candidates must apply for approval to undertake a Joint PhD program, as advised on the Graduate Research School website. The approval must be finalised at least one month prior to commencing candidature.

3.2.2 Approval for admission to the PhD at UNSW is a separate process to approval for candidature in a Joint PhD program.

3.2.3 Scholarship eligibility will be considered for each proposed candidate and a separate application must be submitted by eligible candidates.

3.2.4 Candidates must be enrolled concurrently at both institutions unless the collaborating institution is an Australian University.

3.2.5 The lead and partner institutions must be identified at the time of application for approval for candidature in a Joint PhD program.

3.2.6 Candidates must spend a minimum of 12 months at each institution.

3.3 Progression

3.3.1 All candidates must have their PhD candidatures confirmed at least one year following enrolment.

3.3.2 Progress is required to be reviewed annually according to UNSW procedures or equivalent agreed procedures at the partner institution.

3.3.3 An outline is required of how candidature related decisions will be made in cases where progress is considered unsatisfactory.

3.3.4 In the event a candidate wants to terminate the Joint PhD program:

(i) continuation at UNSW will be contingent on prior satisfactory progress at both institutions and availability of supervision and resources.

(ii) continuation at the collaborating institution or withdrawal from the UNSW PhD program will result in discontinuation of the candidature at UNSW.

3.4 Thesis examination

3.4.1 Candidates must meet the thesis examination requirements at UNSW, including having their thesis examined in English, unless otherwise approved by both lead and partner institution.

3.4.2 If an oral defence is required by either institution, the respective institution is required to arrange all aspects of this including payment.

3.5 Financial arrangements

3.5.1 Tuition fees will only be payable by the candidate at the lead institution.

3.5.2 If UNSW is the lead institution, fees will be payable appropriate to the residence status of the candidate and taking into account any fee support scholarships held.

3.5.3 Financial arrangements including payment of tuition fees, living support stipends, travel and accommodation support and research support need to be clearly articulated in each JCA.

4. Review & History

This procedure will be reviewed every three years together with the UNSW Joint PhD Program Policy, or earlier if required.
5. Acknowledgements

This procedure was prepared with reference to the Universitas21 framework for jointly awarded PhDs. Discussion and reference to Go8 University Joint PhD Programs in particular The University of Melbourne is acknowledged.

Appendix A: History

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