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# Proposal Form

# Cotutelle/Joint PhD enrolment

This proposal form **should be completed by the Macquarie PhD Supervisor** in consultation with the candidate and supervisor at the partner university. The information provided in the Proposal will be checked by the Higher Degree Research Office before preparing a Cotutelle/Joint PhD agreement for the candidate.

The HDR Coordinatorwill liaise with the relevant person(s) at the Partner University regarding legal and administrative matters, and organise signatures by the designated authority at each university. At Macquarie, this is usually the Deputy Vice Chancellor (Research).

**Once completed, the proposed Macquarie PhD Supervisor must seek endorsement from the Faculty ADHDR.** Once endorsed please forward the proposal to [hdrcotutelle@mq.edu.au](mailto:hdrcotutelle@mq.edu.au). Please expand any sections if insufficient space is provided.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of student | Given Name(s) | Last Name | Male ❒ Female ❒ |
| 1. Country of Citizenship |  | Australian Permanent Resident?  Yes ❒ No ❒  Candidates Email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. The student is **inbound** *(i.e. enrolled or applying to enrol at partner university first)*   or  **outbound** (*i.e. enrolled or applied to enrol at Macquarie first)* | **Inbound** – ❒  Date of PhD enrolment at the Partner University: *dd/mm/yyyy*  Online Admission Application\* submitted to Macquarie - Yes ❒ No ❒  If YES, Macquarie Student ID :  \*Admission applications for Cotutelle and Joint PhD programs are submitted online at <http://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply> | | |
| **Outbound** – ❒ Macquarie Student ID:  Currently Enrolled in a PhD Program at Macquarie Yes ❒ No ❒  If Yes Date of Program Commencement: dd/*mm/yyyy* | | |
| 1. **Inbound Only:** Has the candidate collected data already?   NB: If the candidate has collected data already they must refer to the Ethics and Biosafety Approval Processes at Macquarie University (see pages 5, 6, 7 & 8 of this proposal form). | Yes ❒ No ❒ | | |
| 1. Type of enrolment   **N.B.** *(****Cotutelle students are examined separately and get 2 separate testamurs, while Joint PhD students are jointly examined and get 1 testamur with both universities names on it****.)* | Cotutelle PhD ❒ | Joint PhD ❒ *(Currently Joint PhD enrolments are only possible with selected universities. Please refer to wiki page:* <https://wiki.mq.edu.au/display/GlobalPrograms/Universities+approved+for+joint+PhD+degrees>)  **Name of Lead Institution** (i.e. the party that has the responsibility for the overall administration of the Research Student’s work and the examination process): | |
| 1. Partner University name and address |  | | |
| 1. Priority ([*http://www.mq.edu.au/research/phd-and-research-degrees/explore-research-degrees/cotutelle-and-joint-phd*](http://www.mq.edu.au/research/phd-and-research-degrees/explore-research-degrees/cotutelle-and-joint-phd)*)* | Priority \_ | | |
| 1. Expected start date of joint enrolment: | *dd/mm/yyyy* | | |
| 1. Expected completion/submission date *(this should be approximately the same at both universities):* | *dd/mm/yyyy* | | |
| 1. Campus duration planned *(these dates should fall inside the* ***start of enrolment date*** *and* ***completion date*** *in sections 8 & 9 of this form.)* | **In Australia Duration:**  From: dd/*mm/yyyy* To: dd/*mm/yyyy*  *NB: A student should spend between 1-1.5 years at each university* | | |
| **Overseas Duration:**  From: dd/*mm/yyyy* To: dd/*mm/yyyy*  *NB: A student should spend between 1-1.5 years at each university* | | |
| 1. MQ supervisor’s name, Department, Faculty and Email Address | Title: Name:  Department name:  Email: | | |
| 1. MQ Research Centre *(if any)* |  | | |
| 1. Title of proposed research project *(attach 1 page project outline if not enrolled at Macquarie)* |  | | |
| 1. Language of thesis and abstract | **Macquarie** thesis: abstract: | | |
| **Partner Uni**. thesis: abstract: | | |
| 1. Partner University supervisor’s name, title & email address | Title: Name:  Department name:  Email: | | |
| 1. Name, position title & contact details for the administration officer responsible for PhD **agreement matters** at Partner University | Name:  Position title:  Email:  Phone: | | |
| 1. Name, position title & contact details for the administration officer responsible for PhD **student candidature matters** at Partner University | Name:  Position title:  Email:  Phone: | | |
| 1. Name & position title for person responsible for **signing agreement** at Partner University | Name:  Position Title: | | |
| 1. Justification for collaboration with this partner (e.g. Macquarie supervisor’s previous relationship with the partner/ supervisor, ranking of partner/research centre in their country, etc.). This is particularly important for all **priority 3** proposals as a strong argument is needed before such an agreement will be undertaken. |  | | |
| 1. Is the student currently receiving or applying for any PhD scholarship? 2. Is the student in receipt of any PhD Scholarship that will provide a benefit to the candidate while onshore at Macquarie University? | Yes ❒ No ❒  If YES, name of scholarship, detail its components/value and confirm the end  date: *dd/mm/yyyy*  Yes ❒ No ❒  If YES, name of scholarship, detail its components/value and confirm the end date: *dd/mm/yyyy* | | |
| 1. Financial contribution offered by partner or 3rd party (e.g. tuition waiver, stipend, airfare, accommodation, etc.) | Scholarship name:  Type:  Value:  Duration: | | |
| 1. Financial contribution sought from Macquarie University (eg. Cotutelle MRTP, tuition only, airfare only, CSC top-up scholarship).   *Note that for all students,* ***stipends are normally provided only for the period in Australia****. However, for international students, tuition fee scholarships cover the whole enrolment period (****up to 3 years****).* |  | | |
| 1. Faculty contribution to additional travel expenses for student & supervisor(s). Note that the standard Cotutelle MRTP scholarship includes 1 return economy airfare. If any additional travel funding is required, it should be provided by the Faculty. |  | | |
| 1. List additional requirements to be covered in the agreement (e.g. examination process, insurance, etc.) |  | | |
| 1. **Supervisor Declaration** | I have read and completed all of the above sections with assistance from the candidate and overseas supervisor. I understand that as a supervisor to a Cotutelle candidate, I am required to have skype/telephone meetings at least **twice per year** 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: | | |
| 1. **Endorsement from Faculty Associate Dean HDR** | Signature:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Date: | | |
| 1. **Review by Director HDRO** | Signature:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Date: | | |