

# Notice of Intent to Complete a Cotutelle/Joint PhD Program (NOI)

This form **should be completed by the University of Southern Queensland (USQ) PhD Supervisor** in consultation with the candidate and supervisor at the Partner University. The information provided in the **NOI** will be checked by USQ International before preparing a Cotutelle/Joint PhD agreement for the candidate.

The Cotutelle Coordinator will 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.

**Once completed, the proposed USQ PhD Supervisor must seek endorsement from the Head of School and the Deputy Vice Chancellor (Research and Innovation) or Dean (Graduate Research School).**

Once endorsed please forward the proposal to [hdrinternational@usq.edu.au](mailto:hdrinternational@usq.edu.au).

Candidate personal details	
Given Name(s)	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Last Name	
Candidate's email address	
Are you an Australian citizen or permanent resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please provide your country of citizenship: _____	

Candidate information	
<p><b>The candidate is Inbound</b> <input type="checkbox"/></p> <p>Date of PhD enrolment at the Partner University: ____/____/____ (DD/MM/YYYY)</p> <p>Has an application* been submitted to study at USQ? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If YES</b>, please provide your USQ application number or Student Number: _____</p> <p><small>*Applications for the Cotutelle and Joint PhD programs are submitted online through <a href="#">USQ Research</a>.</small></p>	<p><b>The candidate is Outbound</b> <input type="checkbox"/> (<i>enrolled or applied to enrol at USQ first</i>)</p> <p>USQ application number or Student Number: _____</p> <p>Are you currently enrolled in a PhD Program at USQ? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If YES</b>, please provide the date of program commencement: ____/____/____ (DD/MM/YYYY)</p>
<p><b>Inbound Only: Has the candidate collected data already?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>If the candidate has collected data already, they must check the <a href="#">Ethics Processes at USQ</a> and contact respective offices before proceeding with this form. Please email <a href="#">Animal Ethics</a> and/or <a href="#">Human Ethics</a> regarding this.</small></p>	

Partner University details	
Partner University Name	
Partner University Address	
<p><b>PhD Learning Outcomes at Partner University</b></p> <p><small>Please provide learning outcomes for PhD program at the Partner University.</small></p>	
<p><b>PhD Admission Requirements at Partner University</b></p> <p><small>Please provide entry requirements for the partner program including IELTS and Minimum research experience required to enter the program.</small></p>	

## Enrolment information

### Type of enrolment

Online  or On-campus

*Cotutelle candidates are examined separately and get 2 separate testamurs.*

*Joint PhD candidates are jointly examined and get 1 testamur with both universities listed.*

Cotutelle PhD  or Joint PhD

*Joint PhD enrolments are only possible with selected universities. Please contact USQ International.*

If Joint PhD, please select the Lead Institution: USQ  or Partner University

*The party that has the responsibility for the overall administration of the Research Candidate's work and the examination process*

### Expected start date of joint enrolment

\_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY)

### Expected date of completion / submission

\_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY)

*This date should be approximately the same at both universities.*

Partner University confirmation letter provided

*Official confirmation of the PhD enrolment date and expected date of completion/submission must be provided by the Partner University.*

### Total duration of joint enrolment

\_\_\_\_\_ Months

*The period (in months) between the start of the joint enrolment and the completion / submission date.*

*This must be a minimum of 24 months and maximum of 36 months.*

## Campus duration planned (only for candidates planning to visit the USQ campus)

*These dates should fall inside the start of enrolment and completion dates at the **Enrolment information** section of this form.*

*Multiple visits to USQ must have separate approval from the Dean (Graduate Research School).*

Institution	From	To	Duration
USQ <input type="checkbox"/> Partner <input type="checkbox"/>	___/___/___ (DD/MM/YYYY) <i>Must be the joint enrolment start date.</i>	___/___/___ (DD/MM/YYYY)	_____ Months
USQ <input type="checkbox"/> Partner <input type="checkbox"/>	___/___/___ (DD/MM/YYYY)	___/___/___ (DD/MM/YYYY)	_____ Months
USQ <input type="checkbox"/> Partner <input type="checkbox"/>	___/___/___ (DD/MM/YYYY)	___/___/___ (DD/MM/YYYY)	_____ Months
<b>Combined total</b> _____ Months <i>A candidate must spend a minimum of 12 months and a maximum of 24 months at each institution.</i>			

## Research Project details

*Please attach a 1-page project outline if not enrolled at USQ.*

<b>Title of Proposed Research Project</b>		
<b>Language of thesis and abstract</b>	<b>USQ</b> <b>Thesis:</b> English <b>Abstract:</b> English	<b>Partner University</b> <b>Thesis:</b> _____ <b>Abstract:</b> English and _____
<b>USQ Supervisor details</b>	<b>Title:</b> _____ <b>Name:</b> _____ <b>Email:</b> _____	<b>Faculty:</b> _____ <b>Department / Research Centre:</b> _____
<b>Partner University Supervisor details</b>	<b>Title:</b> _____ <b>Name:</b> _____ <b>Email:</b> _____	<b>Faculty:</b> _____ <b>Department / Research Centre:</b> _____
<b>Partner University PhD Administration Officer details</b> <i>Contact details for the administration officer responsible for PhD agreement matters at Partner University.</i>	<b>Title:</b> _____ <b>Name:</b> _____ <b>Email:</b> _____ <b>Phone:</b> _____	
<b>Partner University Candidature Administration Officer details</b> <i>Contact details for the administration officer responsible for PhD candidature matters at Partner University.</i>	<b>Title:</b> _____ <b>Name:</b> _____ <b>Email:</b> _____ <b>Phone:</b> _____	
<b>Partner University Agreement Representative</b> <i>The person responsible for signing the agreement at the Partner University.</i>	<b>Title:</b> _____ <b>Name:</b> _____	
<b>Justification for collaboration with this partner</b> <i>For example, USQ supervisor's previous relationship with the partner / supervisor, ranking of partner / research centre in their country, etc.</i>		

## Financial information

<b>Is the candidate currently receiving or applying for any PhD scholarship at USQ other than the Cotutelle scholarship?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Name of scholarship:</b> _____ <b>Scholarship end date:</b> ___/___/____ (DD/MM/YYYY) <b>Duration:</b> _____ Months <b>Scholarship components / value:</b> _____
<b>Is the candidate in receipt of any PhD Scholarship that will provide a benefit to the candidate while onshore at USQ?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Name of scholarship:</b> _____ <b>Scholarship end date:</b> ___/___/____ (DD/MM/YYYY) <b>Duration:</b> _____ Months <b>Scholarship components / value:</b> _____
<b>Financial contribution offered by partner or 3<sup>rd</sup> party</b> <i>For example, tuition waiver, stipend, airfare, accommodation, etc. Please include the AUD value and any conditions.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>YES</b> , please provide details: _____
<b>Financial contribution sought from USQ</b> <i>Note that for all candidates, stipends are provided only for the period in Australia. However, for international candidates, USQ tuition fee scholarships cover the whole enrolment period (up to 3 years). For example, Cotutelle tuition only, airfare only, CSC top-up scholarship. Please include the AUD value and any conditions.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>YES</b> , please provide details: _____
<b>Department and/or Faculty contribution to additional travel expenses for candidate and supervisor(s)</b> <i>For example, additional candidate flights and accommodation allowance. Please include the AUD value and any conditions.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>YES</b> , please provide details: _____  <b>USQ Supervisor initials:</b> _____
<b>Additional requirements to be covered in the agreement</b> <i>For example, examination process, insurance, etc.</i>	_____

## Declaration

<b>Supervisor Declaration</b>	I have read and completed all 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 video/telephone meetings at least <b>twice per semester</b> 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.  <b>Signature:</b> _____ <b>Name:</b> _____ <b>Date:</b> ___/___/____
<b>Head of School or Institute Director</b>	<b>Signature:</b> _____ <b>Name:</b> _____ <b>Date:</b> ___/___/____
<b>Endorsement from Deputy Vice Chancellor (Research and Innovation) or Dean (Graduate Research School)</b>	<b>Signature:</b> _____ <b>Name:</b> _____ <b>Date:</b> ___/___/____