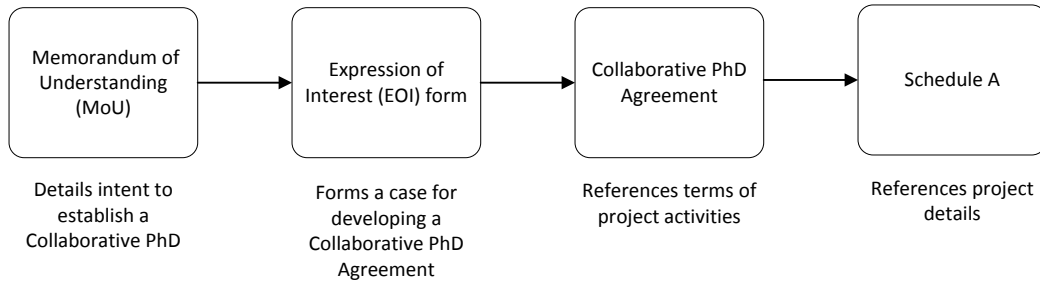


Establishing a Collaborative Doctor of Philosophy Program

Checklist for Curtin Staff



1. Discuss Intent to Establish Collaborative PhD Program

Prior to discussion with the [Associate Deputy Vice-Chancellor, Research Training \(ADVCRT\)](#), it is recommended that staff familiarise themselves with the associated policy and procedure documents.

[Collaborative Doctor of Philosophy \(PhD\) Policy](#)
[Collaborative Doctor of Philosophy \(PhD\) Procedures](#)

2. Establishing a Memorandum of Understanding (MoU)

Step 1: Contact the International Agreements Officer, Office of the Deputy Vice-Chancellor International, to obtain guidelines for establishing Memoranda of Understanding for Academic Cooperation.

Step 2: Ensure that where there is intent to establish a Collaborative PhD, that this intent is specifically documented within the MoU.

3. Expression of Interest (Eol)

Step 1: Request the Eol form from the [ADVCRT](#) to develop a case for the establishment of a Collaborative PhD Agreement; at either the Institutional or Individual level.

Step 2: Obtain required approvals as detailed below.

	Individual level Collaborative PhD Agreements	Institutional level Collaborative PhD Agreements
Endorsement from Faculty PVC	X	X
Recommendation from DVC International		X
ADVCRT approval	X	
DVC Research approval		X

4. Establishment of Agreement for a Collaborative PhD

- Step 1: Obtain draft Collaborative PhD Agreement from [ADVCRT](#) to forward to Partner Institution to commence negotiation process.
- Step 2: Draft Collaborative PhD Agreement is returned to ADVCRT with tracked changes from proposed Partner Institution.
- Step 3: ADVCRT finalises negotiations with proposed Partner Institution.
- Step 4: ADVCRT makes recommendation to DVCR or Delegate to facilitate execution of Agreement.
- Step 5: Executed Agreement is forwarded to the Commercial Contracts Officer to be stored on the Contract Register.

4. Schedule A – Collaborative Doctoral Project Details

All project details/logistics should be discussed with the student, as they will be required to acknowledge the particulars of Schedule A. Supervisors from both institutions will also be required to sign against this Schedule.

For an Institutional Level Collaborative Agreement:

- Schedule A is completed post-execution of Agreement.
- A selection panel should be convened prior to the completion of Schedule A, chaired by the ADVCRT, to determine nominees for the Collaborative PhD Program. The selection criteria should be pre-determined by the partnering Institutions.

For an Individual Level Collaborative Agreement:

- Schedule A is completed concurrently during negotiation of the Agreement.
- The nominee for the Collaborative PhD Project has been determined during negotiation of the agreement.