

Guidelines for Establishing a Collaborative Doctor of Philosophy Program

For Curtin Staff

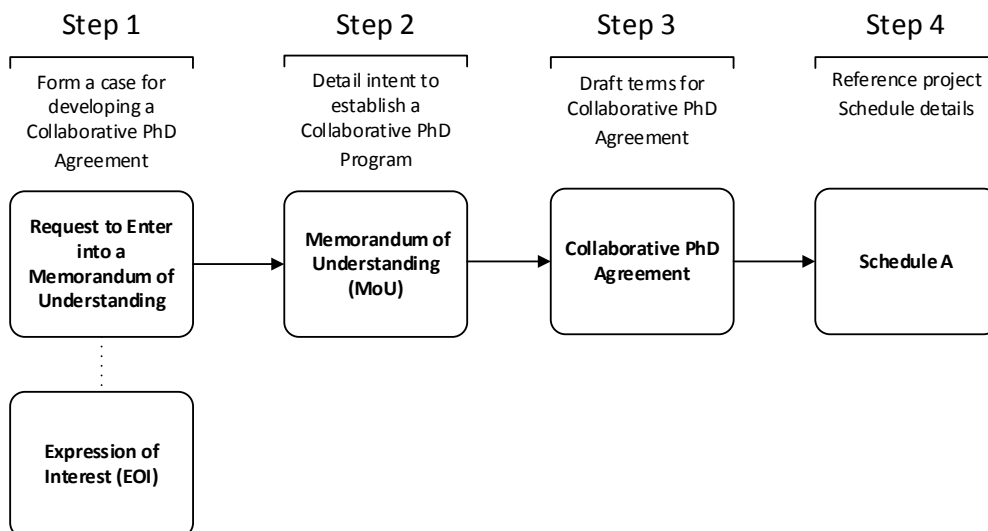
This guideline details the process for establishing a Collaboration Doctor of Philosophy (PhD) Program/Degree. Curtin staff members proposing such a collaboration with another Higher Education Provider should first familiarise themselves with the associated Curtin policy and procedure documents, and discuss the intent with the [Associate Deputy Vice-Chancellor, Research Training \(ADVCRT\)](#).

POLICY SUPPORTED

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

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

PROCESS DETAILS



STEP 1: FORM A CASE FOR DEVELOPING A COLLABORATIVE PHD AGREEMENT

- a) The **Curtin staff member** proposing the collaboration will complete a *Request to Enter into a Memorandum of Understanding (MOU)* form and *Expression of Interest (EOI)* form. These forms must be completed and submitted together as the EOI serves as the due diligence check for the MOU.
- b) The **Curtin staff member** will submit both forms to their **Faculty PVC** for consideration and endorsement. Electronic signatures are preferred. Once endorsed, both forms must be emailed to GRS.Academic@curtin.edu.au.
- c) The **Graduate Research School (GRS)** will advise the **Deans of Research** of the proposed MOU to allow for wider engagement across the University. The Deans of Research will be directed to contact the staff member proposing the collaboration if they believe their enrolling areas are able to engage with the proposed partner institution.
- d) The **GRS** will inform both the **DVC International** and **Academic** of the request to enter into an MOU once approval to proceed is granted by the **Deputy Vice-Chancellor (DVC), Research**.

STEP 2: DETAIL INTENT TO ESTABLISH A COLLABORATIVE PHD PROGRAM

- a) The **GRS** will instruct the **Commercial Contract Officer (CCO)** to draft the MOU. The draft will document the intent to establish a Collaborative PhD Program.
- b) The draft MOU will be sent to the **Curtin staff member** for review. Any proposed changes will be tracked in the document and returned to the **GRS**. This step will be repeated as necessary. The draft may not be sent to the proposed partner institution without the advice of the **GRS**.
- c) The **GRS** will facilitate execution of the MOU.
- d) The **CCO** will send an executed copy of the MOU to all parties to the agreement and store a copy on the Script database.

STEP 3: DRAFT TERMS FOR COLLABORATIVE PHD AGREEMENT

- a) The **GRS** will provide the **Curtin staff member** with a draft agreement.
 - b) The **Curtin staff member** will review the draft and all proposed changes will be tracked in the document and returned to the **GRS**. This step will be repeated as necessary. The draft may not be sent to the proposed partner institution without the advice of the **GRS**.
 - c) When appropriate, the **GRS** will prompt the **Curtin staff member** to send the draft to the proposed partner institution to commence negotiations. The **ADVCR**T and/or approved delegates must be copied into all such correspondence. This step will be repeated as necessary. The **Curtin staff member**'s role in this process is to facilitate the negotiation, but the delegated authority for negotiations is vested with the **ADVCR**T.
 - d) The approval from the appropriate delegates at each institution is required to proceed to execute the agreement. For Curtin, the delegate is the **ADVCR**T.
 - e) The **GRS** will facilitate execution of the agreement.
 - f) The **CCO** will send an executed copy of the agreement to all parties to the agreement and store a copy on the Script database.
- NB:** Where the agreement is being negotiated on an individual basis, for a single student only, Steps 3 and 4 will be attended to concurrently.

STEP 4: REFERENCE PROJECT SCHEDULE DETAILS

- a) The **Curtin staff member** will complete the Schedule A as part of the executed agreement. All project details and logistics should be discussed with the student.
- b) The **Curtin staff member** will provide the draft Schedule A to the **ADVCR**T for review.
- c) When appropriate, the **GRS** will prompt the **Curtin staff member** to send the draft Schedule A to the proposed partner institution for review and comment.
- d) The draft Schedule A, annotated by the partner institution, will be presented to the **ADVCR**T for review. Once both parties are satisfied, the Schedule A can be signed by the appropriate delegates. For Curtin, the delegate is the **ADVCR**T.
- e) The supervisors from both institutions and the student will also be required to sign and acknowledge the particulars of Schedule A.
- f) The **GRS** will provide the signed Schedule A to the **CCO** to store on the Script database.