



**The University of Western Australia  
Graduate Research School and International Centre**

**Checklist for establishing joint and/or  
double-badged transnational PhD programs**

Heads of School are asked to complete the following checklist and forward a copy to the Manager, Graduate Research and Scholarships (M358). Please also provide an electronic copy of the Checklist. Heads are encouraged to discuss the content of the Checklist and the proposed program with the Dean or Manager of the Graduate Research School and the Director of the International Centre.

**1. General**

UWA School/s	
Partner Institution and Name of Department (please specify full legal name and title)	
Mailing address	

**(a) CONTACTS**

- (i) Who will be responsible for the academic co-ordination of the program at UWA and at the partner institution? (please provide full name and official title and contact details).
- (ii) Who will be responsible for the administration of the program at the partner institution? (please provide full name, official title and contact details).
- (iii) Which body or Board (comparable to the Board of the Graduate Research School) will be responsible for academic decisions pertaining to the candidature at the partner institution (please provide full name and official title).
- (iv) Please provide the name and title of the Head (or equivalent) of the Department (or equivalent) at the partner institution in which students will be studying under a joint/double-badged PhD Agreement.

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- (b)** Please explain how the proposed PhD program will be different than that undertaken by local PhD students, and the benefits of this.

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- (c)** How does this program relate to the University's Strategic Plan and the University's focus on internationalisation?

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**2. Partner Institution**

- (a)** Please indicate how the school has assessed the proposed partner institution's appropriateness in terms of motivation, experience in education, management, finance and understanding of the local regulatory environment?

- (b)** How has the school and/or partner institution assessed the demand for the course? What marketing strategies are to be employed? How many students is it anticipated will wish to enrol in this program?

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### 3. Academic

**(a)** Please outline the history of research collaboration between your school and the partner institution. Please attach evidence (eg list of joint applications for funding, joint publications, jointly supervised students etc)

**(b)** Please outline arrangements for copyright and intellectual property. Has the University Legal Office been consulted (please provide details)? Please attach evidence of any agreement reached between the two institutions.

**(c)** Please outline arrangements for dealing with Ethics approvals. If applicable, have the UWA Animal and Human Ethics Offices been consulted (please provide details)? Have the equivalent offices at the partner institution been consulted? Please attach evidence of any agreement reached between the two institutions.

**(d)** What is the proposed length of time to be spent at each institution? Please indicate how this time will typically be divided and at which institution it is intended that the final year be spent.

**(e)** Please indicate the proposed language in which the thesis will be written. What will be the language(s) of instruction (supervision) and assessment (feedback)? Please note the Rules governing joint/double-badged PhD Programs with regard to provision of a thesis abstract.

**(f)** How has the issue of language proficiency for admission been addressed? (Any variations to UWA's standard requirements for the PhD program will require approval from the Board of the Graduate Research School and Academic Council.) Please include any special requirements the partner institution may have.

**(g)** What are the formal quality assurance processes in relation to moderation of teaching, staffing and student feedback at the proposed partner institution? For example, the UWA PhD is moderated by the Graduate Research School (in particular through its Annual Progress Reports and Research Proposal assessment) and ultimately by the Academic Council. Student feedback is received through the Annual Progress Report to the Graduate Research School, the Postgraduate Students' Associations and the Guild.

**(h)** How will appropriate standards of assessment be assured?

(i) Please outline proposed Grievance/Appeal procedures.

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(j) The standard UWA entry requirements as set out in the Rules governing research higher degrees and the degree of Doctor of Philosophy at UWA, including the requirement to satisfy UWA English competency standards, will apply to candidates applying to enter the joint/double-badged PhD program. Please indicate any special admission requirements the partner institution may have.

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**4. Administration**

(a) Is it intended that only the UWA research higher degree Rules will apply to candidates enrolled in the program?

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(b) If the answer to (a) is “no”, please specify provide the following details (attach additional sheets if required):

Will candidates be permitted to enrol full- or part-time and to change part-way through the course?	
What will be the minimum and maximum time limit for both full-and part-time candidates and for those who change part-way through the course?	
What will be the maximum periods of suspension and extension? Please outline leave provisions (for eg, maternity, annual), the conditions for approval and who will be responsible for administering and approving these	
Will a Research Proposal (or equivalent) be needed, what will be the format and who will administer and review the Proposal?	
Will an Annual Progress Report (or equivalent) be needed, what will the format be and who will administer and review it? How will satisfactory progress be decided upon?	

(c) If not previously specified, who will be responsible for administering and providing the academic approvals (which are normally the responsibility of the Board of the Graduate Research School) for the candidates (i) when at UWA and (ii) at the partner institution

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**5. Student Details**

Please provide the details for all students who will be enrolling in the program. Attach separate sheets if necessary.

Surname:	Student Identification Number:
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Given names:	Title (Dr/Mr/Mrs/Ms etc)
Title of research topic	
UWA supervisor/s	

If the candidate is not already an enrolled candidate at UWA please attach the appropriate formal application for candidature (either International Centre application form or local application form) .

Names and qualifications of the proposed supervisors at the partner institution (please attach CVs)
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### 6. Staffing

**(a)** How will the School ensure that UWA teaching staff have appropriate cultural preparation?

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**(b)** If applicable, Have Human Resources been consulted about any specific industrial conditions for UWA Perth-based staff teaching overseas in this program?

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**(a)** Please outline the proposed supervision arrangements, including expected travel of UWA staff to partner institution and *vice versa*. Please note that appropriate funding arrangements for travel must be made.

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### 7. Facilities

**(a)** Please give details of any anticipated impact on the University's Perth operations.

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**(b)** Can adequate Library services be provided **(i)** at UWA and **(ii)** the proposed partner institution?

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**(c)** What arrangements for the provision of student services (similar to the services of UWA Student Services) have been made for candidates at the partner institution?

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**(d)** Have the facilities (laboratory equipment, computer facilities *etc.*) at the partner institution been sighted and approved by a representative from UWA and *vice versa*? Please provide details.

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Please provide details of any insurance arranged and any assessment of facilities in terms of occupational health and safety requirements which has been conducted.

**8. Funding**

(a) Please provide a detailed budget. Please ensure that you include:

- arrangements for scholarships and travel support for candidate.
- funding arrangements for supervisors/examiners
- funding for examination if appropriate (see Examination)

Please note: All joint/double-badged PhD program must be set up on a student exchange basis. UWA and the partner institution must agree to exchange equal numbers of students and waive any fees for tuition normally applicable to incoming students. For example, UWA students will be liable for normal fees (if applicable) at UWA each year but will not be liable for fees at the partner institution. Students from the partner institution coming to UWA will be liable for fees at their "home" institution (if applicable) but not while studying at UWA.

**9. Examination**

(a) Please outline the proposed form of examination of the thesis. If different from the normal UWA process please ensure that details of any funding/provision of special equipment required for the examination are included in the budget. Please include provision for action to be taken in the case of differing recommendations from examiners and who will be responsible for making a decision on classification in these instances.

**10. Graduation and Testamur**

(a) At which institution is it proposed the candidate/s will attend a Graduation Ceremony? (Please note that a students' enrolment for a joint/double-badged PhD program cannot be processed without this information.)

(b) Please confirm that you have read a copy of the *UWA Policy on Award Certificates*. Please note that a testamur designed by a partner institution for a student intending to graduate at the partner institution must be provided to UWA for approval within three months of commencement of the first candidate in the program.

**11. Consultation**

(a) If applicable, has the school consulted International Centre staff about visa requirements for staff?

(b) Has the school consulted International Centre staff for advice on arranging visas, medical insurance and other items associated with enrolment as an international student for international students coming to UWA? Has the partner institution provided details of arrangements it will make for visas, medical insurance and other items associated with enrolment as an international student for students from UWA spending time at the partner institution? (Please attach details).

(c) Please attach evidence that the partner institution is willing to enter into an exchange program. For example, if one does not already exist, please attach a **draft** copy of a *Memorandum of Agreement for a*

*Student Exchange Program (Joint/Double-Badged PhD)* between UWA and the partner institution, using the proforma available from the International Centre and Graduate Research and Scholarships Office websites. (Please note that this does not yet have to be signed; signatures may be arranged at the same time as the Joint/Double-badged PhD Agreement is formally signed. All that is required at this stage evidence that a representative from the partner institution has seen and agreed to the contents of the draft Agreement.)

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**(d)** Have you consulted with the Dean of the Graduate Research School and/or the Director, International Centre regarding the viability and desirability of the proposed link?

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**(e)** Please indicate to whom you have copied this Checklist.

<input type="checkbox"/> Manager, Student Administration	<input type="checkbox"/> Director, International Centre
<input type="checkbox"/> Pro Vice-Chancellor (Research & Research Training), Graduate Research School	<input type="checkbox"/> Head of related School/s (please specify)
<input type="checkbox"/> Manager, Graduate Research and Scholarships	<input type="checkbox"/> By e-mail to <a href="mailto:pghelp@admin.uwa.edu.au">pghelp@admin.uwa.edu.au</a>
<input type="checkbox"/> Other/s (please specify)	

**11. Declaration**

I certify that all the above details are true and correct. The School agrees to support the proposed double-badged PhD until the final student enrolled in the program has completed the program.

Proposer(s) Signature/s	Date:
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Head of School(s) Signature/s	Date:
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**Office Use Only**

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