Overview
1. Submit “Proposal for joint PhD enrolment” form to MI_HDR@mq.edu.au
2. Student applies to Macquarie University
3. Student applies to partner university
4. Macquarie supervisor agrees details with partner supervisor
5. Macquarie supervisor completes agreement, forwards to MI_HDR
6. If student application approved and meets scholarship standard, MI_HDR will arrange signature by Prof Jim Piper and the partner university.
7. Student enrols or is transferred to cotutelle/joint program.

Details
1. Submit “Proposal for joint PhD enrolment” form to MI_HDR@mq.edu.au
   a. Supervisor discusses project, duration, funding with partner
   b. In general it is expected that the partner will make a financial contribution to the project
   c. Complete form
   d. If priority 3 partner, submit to AD HDR for endorsement
   e. Send form by email to MI_HDR
2. Student applies to Macquarie University
   a. Application form should be marked ‘cotutelle’ or ‘joint degree’
   b. Referees’ reports are required for scholarship
   c. Application sent to HDRO (not International) electronically and hardcopy
   d. Enquiries direct to hdrfuture@mq.edu.au
3. Student applies to partner university
   a. If not already enrolled
   b. Student must meet all eligibility requirements of partner university
4. Macquarie supervisor agrees details with partner supervisor
   a. Details such as scholarships, stipends, travel costs, other funding, whether requested or to be offered
   b. Project title, duration, names of other supervisor
   c. Identify partner signatory for agreement
5. Macquarie supervisor completes agreement, forwards to MI_HDR
   a. Agreement template for cotutelle is available from www.international.mq.edu.au/research/cotutelle
   b. Agreement template for joint degree is available from MI_HDR as it varies by university
   c. Send by email to partner supervisor for additional conditions or details to be added
   d. Draft agreement forwarded to MI_HDR for checking
Process for joint/cotutelle PhD enrolment at Macquarie University

e. If significant changes are made or required, MI_HDR will refer these to the University’s Legal Office for acceptability.
f. If issues are found, MI_HDR will negotiate with administrative officers at the partner university.

6. If student application approved and meets scholarship standard, MI_HDR will arrange signature by Prof Jim Piper and the partner university.
   a. MI_HDR and HDRO will coordinate to ensure that both the student’s application meets the conditions for offer, funding is available and the agreement has been prepared (and approved by the Legal Office if necessary).
   b. MI_HDR will arrange for signature from both DVC Research and an appropriate authority at the partner university.
   c. MI_HDR will advise HDRO that the agreement is signed.
   d. MI_HDR will file the agreement.

7. Student enrols or is transferred to cotutelle/joint program.
   a. HDRO will make the formal offer to the student.
   b. If the student is already enrolled at Macquarie University, the student will be offered a transfer to the joint or cotutelle program.

Any questions please contact the MI_HDR team, Ernie Jordan on 6097 or Kristin Fan on 1866.

Notes:

- Priority 2 partners include all universities ranked in top 300 by the Shanghai Jiao Tong ranking (www.arwu.org).
- All universities that are not explicitly listed as Priority 1 or Priority 2 at www.international.mq.edu.au/research/partner are deemed to be Priority 3.
- Priority groups are reviewed from time to time, at least annually.
- Joint (double-badged) PhDs partnership universities must be approved by Senate and Council – currently this includes only the Universities of Edinburgh, Glasgow, St Andrews, Strathclyde and Sheffield.