

GRADUATE RESEARCH SCHOOL

Process to Establish Dual/Joint Award Partnership MoU

| Steps | Process | Responsibility |
|----------------|--|--|
| Step 1 | The Proposer from the relevant School/Institute decides to pursue a Dual award research degree or Joint research degree* with a Partner Institution. <i>*The proposal MUST be submitted at least 6 months prior to the expected commencement term of the HDR candidate. To avoid any delays, initiate discussions with Graduate Research International Partnerships Lead as soon as possible.</i> | Proposer |
| Step 2 | The Proposer reviews the relevant information, policies, and templates. Dual Award and Joint Research Higher Degrees Policy Expression of Interest (EOI) form Individual Candidature Agreement form Sustaining Success 2021-2026 | Proposer |
| Step 3 | The Proposer completes Expression of Interest (EOI) form; sends it to GRS via grs.internationalpartnerships@westernsydney.edu.au | Proposer |
| Step 4 | Graduate Research International Partnerships Lead reviews; gets International Partnerships to complete due diligence check; sends to Dean, GSRD for endorsement. | Graduate Research International Partnerships Lead |
| Step 5 | Graduate Research International Partnerships Lead prepares MoU; sends endorsed form & draft MoU to International Partnerships (IP). | Graduate Research International Partnerships Lead |
| Step 6 | International Partnerships sends endorsed Form, MoU and Cover note to PVC(I) or PVC(GD) for endorsement. | International Partnerships |
| Step 7 | PVC(I) or PVC(GD) endorse and escalate to DVC(REI). | PVC(I) or PVC(GD)- as appropriate |
| Step 8 | DVC(REI) to sign the MoU. | DVC(REI) |
| Step 9 | Office of DVC(REI) returns signed MoU to International Partnerships to disburse. | Office of DVC(REI) |
| Step 10 | International Partnerships sends the MoU to the Proposer and Graduate Research International Partnerships Lead. | International Partnerships |
| Step 11 | The Proposer sends MoU to the Partner institution for final sign-off. | Proposer |
| Step 12 | The Proposer sends copy of the executed MoU to Graduate Research International Partnerships Lead. | Proposer |
| Step 13 | [GRS Records Management] Graduate Research International Partnerships Lead updates Master Spreadsheet, TRIMS MoU, an executed copy of MoU is shared with the HDR Finance and Data Coordinator. | Graduate Research International Partnerships Lead |
| Step 14 | 14.1 The Proposer negotiates and completes Individual Candidature Agreement (ICA) Form* in consultation with the Partner Institution and sends it to Graduate Research International Partnerships Lead via grs.internationalpartnerships@westernsydney.edu.au , at least 3 months prior to the expected commencement term of the HDR candidate. 14.2 The Proposer also advises prospective HDR candidate to submit their application to WSU. Application processing can take up to 6-8 weeks. <i>*A separate ICA Form must be prepared for each candidate, ensuring that the requirements are met in accordance with the Dual Award and Joint Research Higher Degrees Policy</i> | Proposer |
| Step 15 | Graduate Research International Partnerships Lead prepares Individual Candidature Agreement, obtains relevant approvals, sends it to the Proposer and GRS Admissions. | Graduate Research International Partnerships Lead |
| Step 16 | GRS Admissions issues Offer Letter as per the standard admission process. | GRS Admissions |

Proposer- An academic from a relevant School/Institute who proposes to initiate and establish a Dual award or Joint research degree arrangement with a Partner Institution according to the [Dual Award and Joint Research Higher Degrees Policy](#)

GSRD- Graduate Studies and Researcher Development

PVC(I)- Pro Vice-Chancellor (International)

PVC(GD)- Pro Vice-Chancellor (Global Development)

DVC(REI)- Deputy Vice-Chancellor (Research, Enterprise and International)