



Process to Establish Dual and Joint Awards

Task	Responsibility
<p>Step 1 School/Institute makes a decision to pursue a Dual Award or Joint Award.</p>	School/Institute
<p>Step 2 School/Institute reviews the relevant information, policies and templates:</p> <ul style="list-style-type: none"> • Dual Award and Joint Higher Degrees Policy • Business Case for Dual and Joint Award Agreements Template [DOCX] • Individual Candidature Agreement Template [DOCX] • Dual Award and Joint Higher Degree Institutional Memorandum of Understanding (MOU) Template <i>(available on request from the International Partnerships team)</i> 	School/Institute
<p>Step 3 School/Institute contacts the Associate Director, International Partnerships to confirm if an MOU currently exists with the Partner University.</p> <ul style="list-style-type: none"> • If a current MOU exists – skip to Step 9. 	School/Institute International
<p>Step 4 School/Institute prepares a Business Case for Dual and Joint Award Agreements using the supplied template.</p> <p>The Business Case must be endorsed by:</p> <ul style="list-style-type: none"> • Associate Dean, HDR or HDR Director; and • School Dean or Institute Director 	School/Institute
<p>Step 5 School/Institute negotiates and drafts an MOU in consultation with the Partner University:</p> <ul style="list-style-type: none"> • Establish contacts with an appropriate level of authority to negotiate the MOU. • Confirm the Home University and the Partner University. • A separate MOU should be prepared for each partner institution. • All parties must be clearly identified on the cover sheet and first page (including an ABN for any Australian institutions). • Ensure that the Partner University has reviewed, amended (if required) and approved the MOU. 	School/Institute Partner University

	<p>Note:</p> <ul style="list-style-type: none"> All fields must be completed. The format of the template and the clauses should not be amended without obtaining advice and authorisation from the Office of General Council (OCG). It may be necessary to repeat this step until Western Sydney University and the Partner Institution are satisfied with all clauses in the MOU. 	
Step 6	<p>School/Institute submits the MOU to the OCG for review.</p> <ul style="list-style-type: none"> If the OCG recommends additional changes, additions or revisions, the MOU must be sent back to the Partner University for review and approval. 	School/Institute OCG
Step 7	<p>School/Institute to obtain endorsement and final approval of the MOU (two copies are required).</p> <ul style="list-style-type: none"> Endorsement from the Dean, Graduate Studies and the Pro Vice-Chancellor, International. Final approval (including signature) from the Vice-Chancellor and President. 	School/Institute
Step 8	<p>School/Institute to send two copies of the MOU to the Partner University for final sign-off.</p> <ul style="list-style-type: none"> One copy should remain with the Partner University and one copy should be returned to Western Sydney University for record keeping. 	School/Institute Partner University
Step 9	<p>If a preferred HDR candidate has already been identified by the School/Institute or the Partner University, a pre-admission check should be conducted to ensure that the applicant will meet Western Sydney University admission criteria for the relevant HDR program.</p> <ul style="list-style-type: none"> School/Institute to obtain relevant supporting documentation from the applicant. School/Institute to consult with Graduate Research School (GRS) about the applicant's suitability for admission into a HDR program. <p>If there is no preferred HDR candidate, proceed to Step 10.</p>	School/Institute GRS
Step 10	<p>School/Institute negotiates and drafts an Individual Candidature Agreement (IAC) in consultation with the Partner University.</p> <p>The IAC must be completed in full. Specifically, you must ensure the following requirements are met:</p> <ul style="list-style-type: none"> A separate IAC must be prepared for each candidate, in accordance with the Policy. 	School/Institute Partner University

	<ul style="list-style-type: none"> • The IAC template may need to be amended to reflect individual candidature requirements before it is signed. • A Principal Supervisor at both Western Sydney University and the Partner University must be appointed for each candidate. • A procedure to monitor candidature progression must be established and agreed to in writing by both institutions and be conducted on at least an annual basis. • If the examination will be conducted under Western Sydney University policies, each institution will be required to appoint one examiner each. Both institutions will agree to the appointment of a reserve examiner. • Ensure that the Partner University has the opportunity to review, amend (if required) and approve the IAC. • It may be necessary to repeat this step until Western Sydney University and the Partner Institution are satisfied with all clauses in the IAC. 	
Step 10	<p>School/Institute to obtain endorsement and approval of the IAC.</p> <ul style="list-style-type: none"> • Endorsement from the GRS to confirm the details of the agreement and alignment with Western Sydney University policies. • Final approval as per the template. 	School/Institute
Step 11	<p>School/Institute to send two copies of the IAC to the Partner University for final sign-off.</p> <p>One copy should remain with the Partner University and one copy should be returned to Western Sydney University for record keeping.</p>	School/Institute Partner University
Step 12	<p>School/Institute to commence recruitment and/or admission process as per the standard process.</p>	School/Institute