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| **GRADUATE RESEARCH SCHOOL** |

**Process to Establish Dual/Joint Award Partnership MoU**

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| **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.  *\*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.* | **Proposer** |
| **Step 2** | The Proposer reviews the relevant information, policies, and templates.  [Dual Award and Joint Research Higher Degrees Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=200)  [Expression of Interest (EOI) form](https://www.westernsydney.edu.au/__data/assets/word_doc/0018/2021652/EOI_INSTITUTIONAL_FRAMEWORK_AGREEMENT_GRS_V01.docx)  [Individual Candidature Agreement form](https://www.westernsydney.edu.au/__data/assets/word_doc/0005/2021657/INDIVIDUAL_CANDIDATURE_AGREEMENT_FORM_GRS_V01.docx)  [Sustaining Success 2021-2026](https://www.westernsydney.edu.au/__data/assets/pdf_file/0005/1819895/OVCH_5133_Sustaining_Success_2021-2026-_Booklet_web_AC.pdf) | **Proposer** |
| **Step 3** | The Proposer completes Expression of Interest (EOI) form; sends it to GRS via [grs.internationalpartnerships@westernsydney.edu.au](mailto: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](mailto: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.  *\*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*](https://policies.westernsydney.edu.au/document/view.current.php?id=200) | **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](https://policies.westernsydney.edu.au/document/view.current.php?id=200)

**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)