



Responsible Officer	Deputy Vice-Chancellor (Research)
Contact Officer	Dean of Graduate Research, Graduate Research School
Approving Authority	Academic Board, 5 June 2007 (AB07/37)
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Modifications	
Superseded Documents	The French Cotutelle Scheme at UNSW (AB04/20) Cotutelle and UNSW (myUNSW website)
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File number	
Associated documents	Cotutelle Proposal Form and Toolkit available at: www.grs.unsw.edu.au/unistaff/cotutelle.html

1. INTRODUCTION

A Cotutelle agreement between UNSW and a French higher education institution permits approved Australian and French students to enrol at both institutions and to be awarded a doctoral degree jointly badged by the two institutions. Candidates are enrolled at both institutions, pay fees at only one institution, and spend approximately half their candidature in France and half their candidature at UNSW. The award of the PhD by UNSW is recognised on the transcript and testamur as under a Cotutelle agreement between UNSW and the French higher education institution.

2. POLICY STATEMENT

A Cotutelle agreement at UNSW must:

- i. provide clear benefits to UNSW's research mission by enhancing bilateral international research collaboration and recruitment of outstanding international research students;
- ii. involve an established research collaboration between the UNSW research unit or laboratory and the French higher education institution research unit or laboratory as evidenced by exchange of personnel between laboratories, co-publication of research, or evidence of dialogue between academics, as the basis for a proposed research program for a doctoral student;
- iii. be finalised one month prior to a student commencing candidature; students currently enrolled at either UNSW or a French higher education institution cannot transfer to a Cotutelle agreement during the course of their candidature;
- iv. meet reciprocity requirements as a formal exchange program which permits UNSW to exempt French students from tuition fees under Section 11.10 of the Commonwealth Grant Scheme guidelines.
- v. have an identified set of examination procedures satisfactory to both participating institutions.

Approved candidates enrolled in a Cotutelle PhD:

- i. must satisfy the agreed academic requirements of both UNSW and the French higher education institution with regard to enrolment, progression and reviews of progress, thesis submission and examination;
- ii. must satisfy all relevant UNSW Higher Degree Research policies related to the conduct of research including the Code of Conduct for the Responsible Practice of Research, Intellectual Property, Human and Animal Ethics, and Occupational Health and Safety;

- iii. must spend a minimum of one year full-time equivalent at both UNSW and at the French higher education institution;
- iv. will be awarded a single PhD degree “awarded under a cotutelle agreement between the University of New South Wales and the [name of French higher education institution].”

3. APPLICATION AND APPROVAL PROCESS

- i. The prospective student must submit the appropriate application for PhD candidature at least three months prior to the anticipated enrolment date in order to ensure that the student is eligible for admission, including meeting language requirements. The Faculty Higher Degree (or equivalent) Committee will note that the enrolment is a Cotutelle degree.
- ii. At least two months prior to the anticipated enrolment date, the student’s proposed UNSW supervisor must lodge the “Cotutelle Proposal Form” at the Graduate Research School. The proposal must outline how the research will be managed across institutions to ensure a timely completion with 4 years, and include agreed financial arrangements, mechanisms to monitor student progress, intellectual property between institutions, ethics if appropriate, and thesis examination and graduation, in accordance with the relevant higher degree research policies and guidelines.
- iii. The proposal will be assessed by the Dean of Graduate Research to ensure compliance with reciprocity requirements and evidence of benefits to UNSW. The application requires evidence of a substantial existing research collaboration, and a real collaboration in research supervision, which will raise the existing collaboration to a higher level and provide the best PhD students with international experience and opportunities at the start of their careers. A Cotutelle agreement is not appropriate for short-term exchanges or appointments of students for a period of candidature in an overseas laboratory to facilitate research collaborations.
- iv. The Graduate Research School will arrange for the approval of the Deputy Vice-Chancellor (Research) and provide the documentation for noting at the appropriate Faculty Higher Degree Committee meeting.
- v. A letter of offer will be sent by the Graduate Research School to the student, supervisor and School Postgraduate Coordinator.

4. FINANCES

The Schools/Faculties of both institutions are responsible for all resources and funding required by the candidate, including travel between UNSW and the French higher education institution, for the duration of the candidature. Special grants to support Cotutelle students are available from the French Embassy in Australia and the French National Government.

i. Fees

The student will be enrolled at both institutions. Fees are payable at one institution only.

- a. If the student is a local student they will occupy a Research Training Scheme place at UNSW.
- b. If the student is a permanent resident of France, tuition fees will only be levied by the French higher education provider as appropriate.

ii. Income

The completion of a PhD student enrolled under a Cotutelle agreement will contribute to UNSW’s total completion count and will be included in the completions component of the formula for allocating Research Training Scheme funding.