
Cotutelle Arrangement Procedures

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1. Governing Policy

[Higher Degrees by Research Policy](#)

[HDR Supervisor Policy](#)

2. Purpose

- a. These procedures are intended to support the promotion and strengthening of research collaborations between Flinders University and higher education institutions in other countries through cotutelle arrangements, namely doctoral candidatures which:
 - i. are jointly supervised by Flinders University and an international higher education institution
 - ii. involve the student undertaking their candidature at a host institution for a minimum of 12 months, and
 - iii. if successful, result in the student being awarded a PhD degree by Flinders University (cotutelle arrangements apply only to a PhD candidature) and an equivalent doctoral degree by the other institution—the student receives two parchments in respect of one time-based research project.
- b. These procedures set out the arrangements which apply to a cotutelle doctoral degree candidature.

3. Definitions

Home Institution	The institution which initially admits the student to candidature, and where the student spends the majority of their candidature time.
Host Institution	The institution where the student spends at least 12 months of their candidature.

4. Selecting cotutelle partners

- a. A cotutelle arrangement may only be established with a higher education institution that:
 - i. has an international reputation
 - ii. has an established or developing collaborative research program with Flinders University, and
 - iii. has a policy or procedures on cotutelle or jointly awarded doctorates, as well as policies and procedures for the governance of doctoral students that are equivalent to those of Flinders University.

5. Making a cotutelle arrangement

5.1. Initiating an arrangement

- a. A cotutelle arrangement is an individual arrangement specific to an individual student.
- b. Candidatures under a cotutelle arrangement must be undertaken full-time.
- c. Each institution's requirements for admission to a doctoral degree must be met for a student to undertake a candidature under a cotutelle arrangement. [For Flinders University, admission is governed by the [Higher Degrees by Research \(HDR\) Policy](#), [HDR Admissions & Enrolment Procedures](#) and the [PhD Course Rules](#).]
- d. A student must be admitted to candidature at the home institution before a Cotutelle Agreement can be formalised.
- e. Cotutelle arrangements require a Principal Supervisor in each of the home and host institutions to ensure joint supervision is undertaken effectively. Accordingly, an admitted doctoral student who is interested in a cotutelle arrangement must discuss this with their Principal Supervisor at their home institution and then utilise relevant academic contacts and existing or potential research collaborations to identify a host institution Principal Supervisor.
- f. To apply for a cotutelle arrangement, the student must:
 - i. submit a proposal on the prescribed [Cotutelle Proposal](#) form, jointly with the home institution Principal Supervisor and the proposed host institution Principal Supervisor. The proposal must include information on:
 - the resources to support the candidature and the research project
 - any country-specific information related to particular admission, education, progression and examination practices, and
 - all other matters specified on the form; and
 - ii. apply for admission to candidature at the host institution [where Flinders University is the host university, refer to Procedure 5.1.c].
- g. The Cotutelle Proposal must be submitted within the first 9-12 months of candidature, and no later than the confirmation of candidature at the home institution, to ensure the research program meets the requirements of supervisors and institutions.

5.2. Approving an arrangement

- a. The Cotutelle Proposal will be reviewed by the Office of Graduate Research, who will then liaise with the student, supervisors, relevant College HDR Coordinator and international institution to ensure the arrangement meets the necessary admissions and Cotutelle requirements. Once finalised, the agreement will be submitted by the Office of Graduate Research to the Flinders University Cotutelle Committee for approval.
- b. The Flinders University Cotutelle Committee comprises:
 - i. the Deputy Vice-Chancellor (Research) (Chair)
 - ii. the Vice-President and Pro Vice-Chancellor (International) and
 - iii. the Dean of Graduate Research.
- c. To approve the proposal, the committee must be satisfied that:
 - i. there is an appropriate level of research collaboration, infrastructure support and financial support between the two institutions
 - ii. there is evidence that the arrangement will provide academic benefits both to the student and Flinders University
 - iii. there is capacity for continuity of supervision at each institution, and
 - iv. when Flinders University is the host institution, the student meets the requirements of the [HDR Policy](#) and [HDR Admissions & Enrolment Procedures](#), and has the required insurances and financial support.
- d. The student must also obtain the approval of the overseas institution's Cotutelle Committee or equivalent, in accordance with that institution's processes.
- e. If the application is successful, it is the student's responsibility to arrange all travel, admission, enrolment and visa requirements at the host institution.

6. Cotutelle Agreement requirements

Each individual Cotutelle Agreement must:

- a. be consistent with any institutional agreement between Flinders University and the relevant higher education institution, and
- b. include provisions consistent with the requirements specified at 6.1. to 6.8. below.

6.1. Fees

The student will be liable for fees and/or eligible for fee support* at the home institution, and exempt from fees at the host institution, for the duration of candidature.

* Where Flinders University is the home institution, "fee support" refers to RTP support, as per the [RTP Scholarships Administrative Rules](#) for domestic students and an international tuition fee sponsorship for international students.

6.2. Application of institution's policies and procedures

All the policies and procedures of an institution, which are applicable to doctoral students at that institution, will apply to cotutelle students when they are present at that institution.

6.3. Location

- a. The candidature must be divided between the two institutions, with a minimum of 12 months (which do not need to be consecutive) spent in each institution.
- b. The method of research, including the formulation of the research proposal and the times that research will be undertaken at both the home and host institutions, must be specified.

6.4. Supervisors

- a. Two Principal Supervisors must be appointed, one from each institution, with the Flinders University Principal Supervisor appointed in accordance with the [HDR Supervisor Policy](#).
- b. The authority and responsibilities vested in a Principal Supervisor (for Flinders University these are set out in the [Charter of HDR Student and Supervisor Responsibilities](#)) must be jointly exercised by the two supervisors.
- c. Additional Associate and/or Adjunct Supervisors may be appointed at each institution.

6.5. Progression

- a. All Cotutelle students must meet the milestone requirements specified in Flinders University's [HDR Progression Procedures](#) and comply with any requirements of the other institution.
- b. Where a student whose home institution is Flinders University is involved in a formal review of progress under the [HDR Progression Procedures](#), the student will not be able to travel to the host institution until the process is completed.

6.6. Examination

- a. The thesis must be presented in English and in a format agreed by both institutions. The agreement may include a requirement to provide an abstract in another language(s) as specified by both institutions.
- b. An examination process that satisfies each institution's requirements must be specified (for Flinders University, these are set out in the [HDR Policy](#) and [HDR Examination Procedures](#)).
- c. If an overseas institution's examination requirements include an oral defence, this must be specified, together with the language in which it will be conducted.
- d. The panel of examiners for the defence must:
 - i. be appointed in consultation between both institutions, and
 - ii. include a minimum of 2 people who are independent of each institution and meet the examiner criteria in the Flinders University HDR Examinations Procedure.
- e. If an overseas institution's oral defence provisions include a requirement that a Flinders University representative be invited as an observer to the defence, this must also be specified. Whether an observer will attend, and who the observer will be, will be determined by the Dean of Graduate Research at the time of the oral defence.
- f. Examiners must provide reports in English and any other language if determined through the Cotutelle Agreement.
- g. Both participating institutions must respect the outcome of the examination.

6.7. Variations to Cotutelle Agreement

- a. Variations to an approved Cotutelle Agreement may only be made in exceptional circumstances and must be approved by the Cotutelle Committees (or equivalent) of each institution or their formally authorised delegates.
- b. Any approved variations must be reported to the relevant Flinders University College HDR Coordinator and the host institution's equivalent.
- c. A student who wishes to withdraw from a Cotutelle Agreement and revert to a single institution candidature must make an application for approval to withdraw to each institution's Cotutelle Committee (or equivalent).

6.8. Award

- a. Following success in the agreed examination and subject to meeting each institution's award requirements, Flinders University will award the Doctor of Philosophy degree and the other university will award the equivalent degree.

- b. The degree certificates will record that the award was made under a Cotutelle Agreement by including the following statement:

“The research project leading to the award of this degree was conducted under a cotutelle arrangement between Flinders University and [international higher education institution]”.

7. Variations to this procedure

If the Dean of Graduate Research is satisfied that there are exceptional circumstances in an individual case, the Dean of Graduate Research may vary the application of these procedures to that case.

8. Authorities

Flinders University’s authorised delegate under Procedure 6.7a is as follows:

Delegate	Authority
Dean of Graduate Research	To vary supervisor(s), research dates and other minor changes to a Cotutelle Agreement. (Major changes require approval of the Flinders Cotutelle Committee.)

9. Related documents

[HDR Admission and Enrolment Procedures](#)

[HDR Progression Procedures](#)

[HDR Examination Procedures](#)

[HDR Thesis Rules](#)

[English Language Proficiency Requirements for HDR Students](#)

10. Forms

[Cotutelle Proposal Form](#)

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Responsible Officer	Dean of Graduate Research
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