

SCHEDULE: GRADUATE RESEARCHER AGREEMENT

RECITALS

The University of Melbourne and IIT Kharagpur wish to establish a joint PhD framework (Program) for [Name of Graduate Researcher] under this Graduate Researcher Agreement in accordance with the Agreement for Jointly Awarded Doctor of Philosophy (PhD) signed by the parties dated _____ 2020 ('Head Agreement').

The purpose of this Graduate Researcher Agreement is to confirm the agreed arrangements for this Graduate Researcher's jointly awarded Doctor of Philosophy (PhD).

Graduate Researchers should refer to the detailed guidelines in **Attachment 1** for further information.

Policy regulations:

The University of Melbourne:

- Graduate Research Training Policy (MPF1321): <https://policy.unimelb.edu.au/MPF1321>;
- Health and Safety Policy (MPF1205): <https://policy.unimelb.edu.au/MPF1205>;
- Enrolment and Timetabling Policy (MPF1294): <https://policy.unimelb.edu.au/MPF1294>

IIT Kharagpur:

- <https://erp.iitkgp.ac.in/IITKGPAApplications/admfile/2019201Information.pdf>

1. GRADUATE RESEARCHER DETAILS

Graduate Researcher identification numbers	University of Melbourne (Student ID)	IIT Kharagpur institution ID
Family name		Given name(s)
Date of birth		
Email address		
Mobile /cell telephone		

2. UNIVERSITY DETAILS

Unless otherwise indicated below the Home Institution is the Party at which the Graduate Researcher first enrolls.

The Home Institution will be:

The Host Institution will be:

The following persons have been designated as the **principal supervisors**, and will be responsible for providing primary supervision of the Graduate Researcher from their respective institution

	Home institution	Host institution
Principal supervisors (name and title)		
Faculty and School/ Department		
Email address		
Telephone numbers		

3. INTERNATIONAL RESEARCH TRAINING GROUPS

Is the Graduate Researcher part of an established International Research Training Group (IRTG) between Melbourne and IIT Kharagpur?

Yes

No

If yes, name of IRTG: Melbourne India Postgraduate Academy

4. PROPOSED PROJECT AND SUPERVISION ARRANGEMENTS

Describe the thesis topic that will be undertaken:

The following regulatory approvals will be required in order for the Graduate Researcher to conduct their research at the Home and Host institutions (eg: ethics approvals, materials handling certifications, health or police checks):

The Graduate Researcher must complete Melbourne's [Research Integrity Online Training](#) course prior to Confirmation.

The following arrangements will be put in place for the appropriate management and retention of research data generated during the research:

Melbourne and IIT Kharagpur agree to provide a safe environment for the Graduate Researcher for the duration of the Program in accordance with Melbourne's Health and Safety Policy: <https://policy.unimelb.edu.au/MPF1205>

The proposed/recorded date of commencement of joint candidature arrangements is:

Commencement date is the first day that the Graduate Researcher starts work towards the Program. For Graduate Researchers whose Home Institution is IIT Kharagpur, this will be the date when the graduate researcher enrolls at Melbourne.

Allocation of time

For Graduate Researchers whose Home Institution is IIT Kharagpur, the maximum duration of the PhD is 8 years (including the coursework year(s) at IIT Kharagpur).

For Graduate Researchers whose Home Institution is Melbourne, the maximum duration of the PhD is 4 years.

All Graduate Researchers must submit for examination at Melbourne within 4 years of enrolling at Melbourne.

The Graduate Researcher will divide their time between the Home and Host institution and will spend a minimum of 12 months, and a maximum of 24 months, at the Host institution. The expected periods to be spent at each institution are as follows:

Period (Provide proposed dates in dd/mm/yy format)

Location (Home or Host Institution)

From date to

Leave policies affecting candidature

Leave will be granted in accordance with [sections 5.61-5.67](#) of the Melbourne Enrolment and Timetabling Policy (MPF1294).

Leave of absence is a period of non-enrolment that may be granted for reasons such as sickness, family or carer responsibilities, which temporarily hinder the Postgraduate Researcher's studies.

When leave is approved, the expected thesis submission date and progress review due dates will be adjusted at both institutions.

Note: recreational leave (up to 4 weeks at Melbourne) will not affect the thesis submission date.

The following arrangements will be put in place to ensure effective supervision of the candidate and effective communication between the supervisors at Home and Host institutions (*please include details of the proposed frequency and mode of supervision meetings, and how the outcomes of those meetings will be recorded*):

Supervisory meetings will be held at least monthly with the Graduate Researcher over video-conference

The following arrangements will be put in place to ensure the Graduate Researcher's progress is reviewed formally on at least an annual basis:

On enrolment at the Home Institution, an Advisory Panel will be formed as per rules of the Home Institution.

- At IIT Kharagpur, the Advisory Panel must be comprised of the supervisor(s), the Department/School/Centre Head, and at least three more faculty members, at least one of whom must not be from the parent Department/School/Centre.
- At Melbourne, the Advisory Panel must be comprised of at least three people including the advisory committee chair and the candidate's supervisors as per the [Graduate Research Training Policy](#).

Upon successful enrolment in the Joint PhD, the Host Institution's supervisor(s) and two more Academics from the Host Institution will be added to the Advisory Panel to make up a **Joint Advisory Panel**.

- The Joint Advisory Panel will include all IIT Kharagpur and Melbourne supervisors.
- The Joint Advisory Panel will meet at least once a year (online mode) to assess the graduate researcher's progress.
- Graduate researchers will be required to submit annual progress reports to both institutions via the Joint Advisory Panel. Progress reviews will be recorded through online forms linked to the student system at Melbourne.

Note: The Joint Advisory Panel will be involved in the examination of the Oral Defence, as set out in section 7.

5. THESIS REQUIREMENTS

The expected format and approximate word length of the thesis is:

The expected format of the thesis is per the [Preparation of Graduate Research Theses Rules](#).

The word length of the thesis will not exceed 100,000 words exclusive of tables, maps, bibliographies and appendices.

The thesis will be written in the following language: English

6. THESIS EXAMINATION

The Examination Board will consist of:

- At least two examiners external to, and independent of, all Partners. One of these two external examiners must be resident outside Australia and India.

The following arrangements will govern the selection of examiners and examination of the thesis.

- 6.1 The primary supervisors from both institutions will jointly search for and nominate the potential external and independent examiners as per [section 4.103-4.110](#) of the Melbourne Graduate Research Training Policy. These must be external to all Partners and remain anonymous to the candidate. At least one of these external and independent examiners will be required to participate in the Oral Defence, as set out in section 7, and will cede anonymity at that point.
- 6.2 The Graduate Researcher will submit identical copies of the thesis to each institution in line with each institution's policies and procedures.
- 6.3 The thesis examination will be initiated by the Home Institution and the initial contact and invitations to examiners will be sent by the Home Institution. Once initial contact has been made, each institution will send their relevant forms to the examiners.
- 6.4 The examiners will submit the relevant examiners' assessment form and written report to each institution in line with each institution's requirements.
- 6.5 The Melbourne Chair of Examiners will assess the two external examiners' reports against a scale of recommendations as per [section 5.119-5.129](#) of the Melbourne Graduate Research Training Policy.
- 6.6 The Oral Defence must take place after thesis submission, and before the revised version of the thesis has been resubmitted to each institution. The Oral Defence will run as set out in section 7.
- 6.7 If the candidate is required to make some form of change to the thesis as an outcome of the thesis examination and Oral Defence, identical copies of the revised version of the thesis will be resubmitted to each institution as the final version of the thesis.

The jointly awarded degree from Melbourne and IIT Kharagpur is a PhD.

7. ORAL DEFENCE

The Oral Defence Examination Board will be assembled by IIT Kharagpur and will consist of:

- At least one of the two examiners external to, and independent of, all Partners, as described in section 6.; AND
- The Joint Advisory Panel, as described in section 4.

The following arrangements will govern the Oral Defence examination process:

The Oral Defence will be conducted in the following language: English

It is expected that the Oral Defence will be conducted at the Home Institution and be attended by the Graduate Researcher and the Oral Defence Examination Board as described below:

	Physically present	Option to join via video-conference
Graduate Researcher	<input checked="" type="checkbox"/>	
Joint Advisory Panel members at Home Institution	<input checked="" type="checkbox"/>	
Joint Advisory Panel members at Host Institution		<input checked="" type="checkbox"/>
At least one of the two external examiners, as described in 6.		<input checked="" type="checkbox"/> *

* If the examiner is located within India, for candidates enrolled with IIT Kharagpur as the Home Institution, then they should be physically present. The external examiner may attend via video conference if they are outside India or unable to travel.

8. FINANCIAL ARRANGEMENTS

The following financial arrangements will apply to this Graduate Researcher's Program:

Institution:	Home	Host
Tuition fee remission waiver:	Full fee remission	Full fee remission

Living stipend (scholarship):	Base scholarship rate when candidate is located at Home Institution	Base scholarship rate when candidate is located at Host Institution
Note: The maximum duration of the scholarship paid by the Host Institution will be 2 years.		
Travel costs of the Graduate Researcher:	As required (minimum one return airfare)	None
Insurance costs of the Graduate Researcher (health, travel):	As required	As required, when candidate is located at Host Institution
Travel costs of the supervisors, as they apply to the supervision of the Graduate Researcher:	As required, for Home-based supervisor	As required, for Host-based supervisor
Honoraria for external examiners:	As per usual standard	As per usual standard
Technology costs associated with the Oral defence (e.g. video/teleconference):	As required	As required
Travel costs associated with the Oral Defence for the:	*IIT Kharagpur will pay the travel cost for one external examiner to attend the Oral Defence, if the examiner is located within India, for candidates enrolled with IITKgp as the Home Institution. The external examiner may attend via video conference if they are outside India or unable to travel.	
a. Graduate Researcher	None	None
b. Supervisors	None	None
c. External examiners	*	*

9. INTELLECTUAL PROPERTY ARRANGEMENTS

(IF RELEVANT) This research is conducted under a funding / third-party agreement that places the following conditions upon ownership and /or communication of the research:

Confidentiality requirements:

Dissemination of the research findings, including access to the thesis (*note whether these restrictions are worldwide or apply to specific jurisdictions only*):

Intellectual Property generated in the project (excluding the Graduate Researcher's thesis):

Background Intellectual Property made available by the third party:

Intellectual Property rights in the research project will vest in accordance with the position set out at clause 6.3 of the Head Agreement unless otherwise indicated below or as separately agreed in writing by the parties.

10. AUTHORSHIP AND THESIS ACCESS ARRANGEMENTS

Copyright and access arrangements to the Graduate Researcher's thesis will be governed by the position set out clause 6.1 of the Head Agreement unless otherwise indicated below:

The following arrangements will apply to any publications arising from the Graduate Researcher's work (*indicate copyright arrangements, anticipated author roles and attributions where co-authored publications are expected and publication access requirements*)

11. UNIVERSITY APPROVALS

INSTITUTION NAME	University of Melbourne	IIT Kharagpur
PRINCIPAL SUPERVISORS		
Name		
Signature		
Date		
<p>(IF RELEVANT) To confirm whether the Graduate Researcher has been granted a place in an International Research Training Group (IRTG), the Head of Department/Head of School will consult with the IRTG coordinator or academic lead.</p> <p>Has the Head of Department/Head of School received confirmation from the IRTG coordinator or academic lead that the named Graduate Researcher is being supported as part of the IRTG?</p>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
HEAD OF DEPARTMENT / SCHOOL (as appropriate)		
Name		
Signature		
Date		
RESPONSIBLE OFFICER AT ENROLLING FACULTY		
Name		
Position	Associate Dean, Research Training	
Signature		
Date		

12. GRADUATE RESEARCHER ACKNOWLEDGEMENT

The content of this Agreement has been discussed with me, and I acknowledge these conditions will apply in respect to my Program, unless varied by agreement between the Home and Host institutions, and with my knowledge. I acknowledge that progress outcomes will be shared with the relevant administrators at both institutions to ensure all program requirements are met.

Name		
Signature		Date

ATTACHMENT 1: GUIDELINES

Melbourne India Postgraduate Academy (MIPA)

1. The Melbourne India Postgraduate Academy (MIPA) was developed through a collaboration between The University of Melbourne (Melbourne) and three Indian Institutes of Technology (IIT) - IIT Madras/ IIT Kanpur/ IIT Kharagpur - to form an international research training group (IRTG), wherein successful candidates receive one PhD degree jointly awarded by Melbourne and one of the three IITs. Each testamur will acknowledge the joint nature of the degree and the names of the relevant partner institutions.
2. MIPA provides PhD candidates with an opportunity to conduct research in India and Australia during their candidature and earn a joint degree accredited in both jurisdictions.
3. Graduate researchers enrolled in MIPA work on a project jointly developed by two primary supervisors (one each from Melbourne and one of the IITs) and advised by a Joint Advisory Panel consisting of academics from Melbourne and one of the IITs.
4. Graduate researchers interested in this international research training group may apply through one of the participating institutions. This institution will serve as the Home Institution for the graduate researcher throughout the candidature.
5. The maximum duration of PhD will be 8 years for graduate researchers whose Home Institution is IIT Kharagpur (including the coursework year). The maximum duration of the PhD will be 4 years for graduate researchers whose Home Institution is Melbourne.
However, all graduate researchers must submit for examination at Melbourne within 4 years of enrolling at Melbourne or beyond 4 years if the relevant dean approves late submission, and delays are due to:

- a. compelling and serious research-related reasons beyond the candidate's control, or
- b. compelling or unexpected, personal or medical reasons that have arisen during the candidature period.

However, the funding from Melbourne will be available within 4 years of enrolling at Melbourne; or otherwise in accordance with Melbourne policy and procedure.

Melbourne-IIT Kharagpur Jointly Awarded PhD (Joint PhD) Guidelines

A. ELIGIBILITY CRITERIA AND HOW TO APPLY:

A1. For all Candidates:

1. Graduate researchers must satisfy the entry requirements for PhD at both IIT Kharagpur and The University of Melbourne (Melbourne).
2. Graduate researchers need to apply independently to each institution and:
 - a. Must be admitted and enrolled at the Home Institution, and
 - b. Apply for the Joint PhD at the Home and Partner Institutions within the first year of enrolment (candidature) at their Home Institution. Application can be made anytime during the year.
3. The Partner Institution will consider the application only for those graduate researchers who have been approved by the Home Institution for the Joint PhD. An individual Graduate Researcher Agreement will need to be completed as part of this process. This form will outline the agreed specific arrangements for each graduate researcher's joint PhD (e.g. dates of location at each institution, names of supervisors, coursework, scholarship arrangements etc.).
4. Graduate researchers are required to attach a:
 - a. Letter of support from the appropriate Dean (International Relations/ Research Training) of the Home Institution, and
 - b. Letter of support from the Home Institution supervisor(s) and the Partner Institute supervisor(s) with the graduate researcher's application to the Partner Institution.

A2. For IIT Kharagpur Candidates:

1. The graduate researcher must be admitted into the PhD programme at IIT Kharagpur.
2. GPA Requirements:
 - a. The graduate researcher from one of the participating institutions must have a GPA of 8.5/10 or above in a Bachelor's or Master's degree.
 - b. Those graduate researchers with GPA less than 8.5/10 in their Bachelor's or Master's degree conducted at one of the participating institutions listed in (a) must secure a minimum GPA of 8.5 in the coursework in the first year of their PhD program to be eligible.
 - c. Graduate researchers who do not have Bachelor's or Master's degree from a participating Institution must secure a minimum GPA of 8.5 in the coursework in the first year of their PhD program to be eligible.

A3. For Melbourne Candidates:

1. The graduate researcher must be admitted as a PhD candidate at Melbourne and meet the eligibility requirements of a Melbourne Research Scholarship.

B. SELECTION PROCESS:

B1. For IIT Kharagpur Candidates:

1. The graduate researcher must be enrolled in a PhD program at IIT Kharagpur with an appropriate scholarship from IIT Kharagpur.
2. The graduate researcher will be required to successfully complete the required coursework and comprehensive examination within 12 months of enrolment in PhD at IIT Kharagpur.
3. If successful, the graduate researcher will receive a PhD offer from Melbourne under the Joint PhD.
4. GPA Requirements:
 - a. For graduate researchers who (a) obtained their Bachelor's and Master's degree from an institution other than one of the participating IITs, or (b) obtained their Bachelor's or Master's or both degrees from one of the participating IITs but had GPA less than 8.5 in all such degrees, the offer will be conditional on achieving a minimum GPA 8.5 in the coursework in their first year of PhD at IIT Kharagpur.

B2. For Melbourne Candidates:

1. The graduate researcher will receive PhD candidature and stipend + fee remission offers from Melbourne.
2. The graduate researcher will be required to satisfy course requirements for confirmation and deliver the confirmation seminar within 12 months of commencement (enrolment) of PhD at Melbourne.
3. If successful, the graduate researcher will receive the Joint PhD offer from IIT Kharagpur.

C. CANDIDATURE AND SCHOLARSHIP:

C1. For all Candidates:

1. On enrolment for PhD at Home Institution, an Advisory Panel will be formed as per rules of the Home Institution. Upon successful enrolment in the Joint PhD, supervisor(s) and two more Academics from the Partner Institution will be inducted into the Advisory Panel. The Joint Advisory Panel will include all IIT Kharagpur and Melbourne supervisors.
2. Annual progress reviews will be conducted and will be attended by the Joint Advisory Panel through video conferencing. Internal progress reports will be generated to assess the graduate researcher's standing.
3. Graduate researchers will receive a local stipend scholarship from the institution at which they are physically located during their candidature. The Home Institution may choose to suspend stipend during the absence.
4. Travel support, if any, will be awarded according to rules of the Home Institution. Tuition and other fees payable during stay at the Partner Institution will be waived by the Partner Institution.
5. Graduate researchers must spend at least 12 months at each Institution.
6. Graduate researchers will be responsible for their own visa application(s) and for complying with each country's visa requirements, including those concerning leave entitlements associated with PhD candidature.
7. Leave may be granted in accordance to Melbourne rules. If leave is granted, enrolment is suspended for the duration of the leave and milestone dates are adjusted to reflect periods of leave.
8. Graduate researchers are required to make satisfactory progress towards the timely completion of their course and will be subject to both IIT Kharagpur and Melbourne rules if it is determined that they are making unsatisfactory progress.

C2. For IIT Kharagpur Candidates:

1. The graduate researcher will follow the rules of IIT Kharagpur regarding the coursework. There will be no additional coursework requirement at Melbourne.
2. The graduate researcher will complete the comprehensive examination within 12 months of enrolment into PhD program of IIT Kharagpur.
3. The enrolment (commencement) date at Melbourne will be the date when the graduate researcher enrolls at Melbourne after accepting the offer of the Joint PhD.
4. The graduate researcher will spend 12-24 months at Melbourne depending on the project requirements as determined by the Joint Advisory Panel. The maximum duration of Melbourne stipend for IIT Kharagpur candidates will be 2 years.
5. The graduate researcher will not be required to deliver a confirmation seminar at Melbourne. The comprehensive examination at IIT Kharagpur will be considered equivalent to the confirmation seminar at Melbourne.
6. Visits to Melbourne will take place with due approval from IIT Kharagpur. When not resident at Melbourne, the graduate researcher will be on approved Study Away from Melbourne.

C3. For Melbourne Candidates:

1. The enrolment (commencement) date at IIT Kharagpur will be the date when the graduate researcher enrolls at Melbourne.
2. The graduate researcher will follow the rules of Melbourne regarding any coursework. There will be no additional coursework requirement at IIT Kharagpur.
3. The graduate researcher will complete a confirmation seminar within 12 months of commencing at Melbourne. The confirmation seminar at Melbourne will be considered equivalent to comprehensive examination at IIT Kharagpur.
4. If the confirmation seminar at Melbourne is held after the graduate researcher arrives at IIT Kharagpur under the Joint PhD and is attended by the Joint Advisory Panel through video conferencing, it will be considered equivalent to the registration seminar at IIT Kharagpur. If the confirmation seminar was held before arrival at IIT Kharagpur, the graduate researcher will need to deliver a registration seminar within 12 months of arrival at IIT Kharagpur.
5. The graduate researcher will spend 12-24 months at IIT Kharagpur depending on the project requirements as determined in consultation with the supervisors from each institution. The maximum duration of IIT Kharagpur scholarship for Melbourne candidates will be 2 years.
6. When not resident at Melbourne and visiting IIT Kharagpur, the graduate researcher will be on approved Study Away. Other variations to candidature will be taken in accordance with Melbourne rules.

D. THESIS SUBMISSION AND EXAMINATION:

D1. For All Candidates:

1. The graduate researcher must meet the examination requirements of both institutions to be awarded the Joint PhD, including any Oral Examination requirements.
2. The graduate researcher will submit identical copies of the thesis written in English to both institutions.
3. The thesis examination will be initiated by the home institution and the initial contact and invitations to examiners will be sent by the home institution.
4. The thesis will be examined by at least two external examiners.
5. Thesis examiners must:
 - a. Be independent of both institutions.
 - b. Be of good international standing in the research topic of the thesis.
 - c. Be qualified to at least PhD level or have equivalent research experience.
 - d. Have previous experience as a supervisor or examiner of a PhD
 - e. Be from different institutions.
6. A person is ineligible to serve as an examiner if they:
 - a. Have had a formal association with either institution within the past five years and/or during the examination, including employment at the institution in teaching and/or research as either a full-time, part-time or sessional staff member, or in an honorary capacity.
 - b. Are a supervisor or a Joint Advisory Panel member of the candidate under examination.
 - c. Have had direct involvement with the thesis through reading drafts or discussing the research.
 - d. Have directly collaborated in work with the graduate researcher and/or with the graduate researcher's supervisors in the last 5 years.
 - e. Have a real or perceived conflict of interest with the graduate researcher, the supervisors or the institutions of a personal, professional or commercial nature.
7. The thesis and relevant forms will be sent to the examiners by each partner institution. The examiners will return two sets of forms; one to each institution. Each institution will pay the examiners in line with their rules and regulations.
8. The graduate researcher will undergo an Oral Examination in line with IIT Kharagpur requirements. Joint Advisory Panel members will participate through video conferencing.

9. The graduate researcher will incorporate changes suggested from the examiners written reports and Oral Examination into the final version of the thesis.
10. The graduate researcher will resubmit the revised thesis, if necessary, on the basis of examiners comments in consultation with both the supervisors and with the combined approval of the Chair of Examiners at both institutions.
11. In case of grossly conflicting recommendation by the two external examiners, the relevant Deans of the two Institutions will discuss on the future course of action which may include sending it to a third jointly appointed external examiner, for which D1(5) and (6) applies.
12. If successful, the graduate researcher will receive two separate degree certificates each of which will acknowledge the joint nature of the degree and will include the name of the partner institution.

D2. For IIT Kharagpur Candidates:

1. Graduate researchers must give a synopsis seminar as per IIT Kharagpur rules prior to thesis submission. This will be considered equivalent to the completion seminar at Melbourne. Joint Advisory Panel members from the Partner Institution will participate by video conferencing. If accepted by the Joint Advisory Panel, the thesis will be sent out for review by external examiners.

D3. For Melbourne Candidates:

1. The graduate researcher must give a completion seminar, as per Melbourne rules prior to thesis submission. This will be considered equivalent to the synopsis seminars at IIT Kharagpur. Joint Advisory Panel members from the Partner Institution will participate by video conferencing. If accepted by the Joint Advisory Panel, the thesis will be sent out for review by external examiners.

Glossary:

- The terms Enrolment, Commencement, Candidature have been used inter-changeably.
- 'Scholarship' and 'Stipend' have been used interchangeably.
- IIT Kharagpur Candidates: graduate researchers whose Home institution is IIT Kharagpur.
- Melbourne Candidates: graduate researchers whose Home institution is Melbourne.