



**Guidelines for  
COTUTELLE Ph.D. PROGRAM (CPP)  
As per the**

**COTUTELLE AGREEMENT SIGNED BETWEEN**

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY  
FOR WOMEN, INDIA**

**AND**

**JAMES COOK UNIVERSITY, AUSTRALIA**

## **COTUTELLE Ph.D. PROGRAM (CPP)**

---

**Indira Gandhi Delhi Technical University for Women (“IGDTUW”) and James Cook University, Australia (“JCU”) have signed a cotutelle agreement. These guidelines are to be read in conjunction with the overarching agreement to assist students and supervisors at IGDTUW to understand the agreement terms. The overarching terms and conditions of the cotutelle agreement shall prevail.**

### **1. COTUTELLE Ph.D. PROGRAM (CPP) STRUCTURE**

- 1.1 A student admitted to a Doctor of Philosophy degree at the IGDTUW will have the option to apply to the IGDTUW to participate in the CPP. A Supervisor from the JCU shall be identified at this stage and the Supervisor (IGDTUW) and Supervisor (JCU) will indicate their in-principle acceptance in writing of their willingness to jointly supervise the applicant, subject to the applicant formally applying and being admitted to the relevant Doctor of Philosophy degree at the JCU. The application process to apply at JCU shall be open throughout the year. The student needs to apply to JCU within first year of their admission at IGDTUW. Further details regarding the admission process at JCU may be found in Annexure-I.
- 1.2 Acceptance into the CPP will not be considered complete until approved by both Institutions. This will involve completing the necessary administrative requirements of both Institutions, including enrolment, relevant forms etc. as required by both institutions. A student who is admitted into the CPP shall be known as a “Cotutelle Student” at IGDTUW and JCU both.
- 1.3 Cotutelle Students shall be enrolled in the relevant Doctor of Philosophy degree at both Institutions, JCU and IGDTUW for the duration of the degree and shall have the same status as a regular international research student when visiting the JCU.
- 1.4 Cotutelle Students must spend minimum 6 months - 2 years at JCU after final registration to IGDTUW Ph.D. Program (i.e., completion of course-work and approval of Research Plan). However, the duration of their stay at JCU shall be decided by the Supervisors.
- 1.5 Supervisors appointed by either Institution must comply with the rules and regulations of respective Institutions which relate to the supervision of research students.
- 1.6 It is important to ensure that Cotutelle Students will comply with the regulations of both Institutions as applicable to them from time to time.
- 1.7 If the Supervisor from either Institution is unable to carry out the role of a PhD Supervisor, then that Institution shall assign an alternate Supervisor for the Student in accordance with its usual processes.

### **2. COURSE WORK REQUIREMENTS**

- 2.1 The Cotutelle Student may refer to PhD regulation R7.0 regarding course-work requirement at IGDTUW. However, at JCU there is no course-work and credit requirement.

### **3. TIME DURATION**

- 3.1 The Cotutelle Student schedule would be in conjunction with the rules/guidelines governing PhD degrees at JCU and IGDTUW both. The

duration of Ph.D. program at IGDTUW is five years including course-work. However, the duration at JCU is 4 years, with submission at 3.5 years and extendable for periods of six months on application to the relevant college.

- 3.2 Each Cotutelle Student will be entitled to the leave benefits (if any) that relate to the Institution at which the Cotutelle Student is physically located when the leave is requested having regard to the leave benefits prescribed by the other Institution.

#### **4. FEES, LIVING ALLOWANCES AND EXPENSES**

- 4.1 Cotutelle students will pay tuition fees to IGDTUW only, throughout the duration of the CPP, including the duration of study at JCU following the IGDTUW fee structure. The Cotutelle students are exempted from paying JCU tuition fees. However, they will be required to pay the following during their stay at JCU:
- i. JCU's student services and amenities fee; and
  - ii. Overseas Candidate Health Cover during the stay in Australia, travel insurance etc. and any visa requirements they need to fulfill.
- 4.2 Cotutelle Students may apply at JCU for the financial assistantship and travel grants for the period of their stay at JCU, however they would have to fund themselves unless they get successful in gaining a JCU scholarship. The details regarding the scholarship form are given in Annexure-I.
- 4.3 During the period of stay at JCU, the Cotutelle student shall not claim for the fellowship/financial assistance from IGDTUW, if she is granted JCU scholarship.

#### **5. WITHDRAWAL AND CANCELLATION OF CANDIDATURE**

- 5.1 The prevailing regulation for withdrawal and cancellation of candidature at IGDTUW shall normally apply in consultation with JCU.
- 5.2 Where a Cotutelle Student's candidature is to be cancelled for any approved reason, including unsatisfactory progress, the provisions of IGDTUW will apply. JCU will be notified by IGDTUW of the intention to cancel the candidature. In any event, the DRC will advise the Cotutelle Student on an appropriate course of action to take, which would be in the best interest of the student.
- 5.3 If it is not possible for the Cotutelle Student to satisfy the requirements and complete the CPP, her candidature shall be cancelled.

#### **6. RESEARCH PLAN & PROGRESS EVALUATION**

- 6.1 The Cotutelle Student will be required to follow the regulations of both IGDTUW and JCU. Their progress evaluation at IGDTUW would be as per IGDTUW Regulations applicable at the time of admission. The progress shall also be assessed by the Supervisors from JCU in online mode. The format for progress report to be submitted to JCU is given in Annexure-1. The progress of Cotutelle student at IGDTUW (whilst she is at JCU) shall have to be evaluated online.

- 6.2 Pre-PhD Seminar and Synopsis submission: The Cotutelle Student may refer to Regulation R.14 of the IGDTUW Regulations. However, for JCU the format to be submitted is given in Annexure-1.
- 6.3 The language of the thesis will be English and the viva voce examination will be in English.
- 6.4 The thesis/dissertation shall be presented during the same time-period to each institution, separately, abiding by the rules and regulations of each Institution. The Supervisor(s) of the Cotutelle Student at both the Institutions will participate in both the defences, either physically or by synchronous electronic technology.
- 6.5 To successfully complete the CPP, the Cotutelle Student must satisfy the examiners of the thesis including the examiner(s) for the viva voce that the thesis/dissertation is appropriate for the joint award of the degree at each Institution. If any revisions are required (major or minor) these will be approved in accordance with the policies and procedures of both Institutions.

## 7. EXAMINATION

- 7.1 The thesis will be examined by both Universities according to their procedures. Thesis will be submitted to IGDTUW as per the PhD Regulations and guidelines for PhD thesis submission. The thesis at JCU shall be in their format given in Annexure-1.
- 7.2 The degree will be awarded from JCU upon the Student satisfying JCU's requirements for the degree. The number of publications required by JCU is four out of which atleast two publications should be in SCI/SCIE/SSCI indexed Journals. The corresponding PhD degree shall be awarded by IGDTUW upon the Student satisfying the requirements as per IGDTUW Regulations.

## 8. AWARD OF DEGREE

**Two separate degree certificates will be awarded** by the respective Institutions in line with their respective protocols/styles. Both the degrees will include certification stating that the award was made as a consequence of a conjoint arrangement between JCU and IGDTUW. Recommendation on the award of the Cotutelle doctoral degree to a student would be made by the Dean of the Graduate Research School (JCU) to Dean, Research & Consultancy, IGDTUW or vice-versa before the degree can be awarded by either Institutions.

## 9. STUDENT OBLIGATIONS

- 9.1 The Cotutelle Students will be subjected to the statutes, rules, regulations, policies, codes and procedures of JCU, in addition to those of IGDTUW, while located in IGDTUW.
- 9.2 Not with standing Clause 5, an Institution may suspend or cancel Student's enrolment for failure to comply with the statutes, rules, regulations, policies, codes and procedures of that Institution or the lawful instructions of officers of that Institution, or for failure to comply with that Institution's conditions of admission, enrolment or examination in the CPP.

**10. AMENDMENTS**

These guidelines may be amended and supplemented in writing at anytime by the mutual consent of the parties in writing.

**11. PRIVACY POLICY:**

Each institution must ensure that Confidential Information belonging to the other Institution is kept confidential and is not used or disclosed to any person or for any purpose. Students, Advisors/Supervisors and both Institutions will comply with the relevant intellectual property policies of each Institution with respect to a Student's Cotutelle doctoral degree.

**ANNEXURE-1****ADMISSION PROCESS AT JCU:**

1. Application process shall be open throughout the year.
2. The Cotutelle Students shall be required to apply for the JCU Ph.D program after the admission at IGDTUW. The JCU application form is available at:  
[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0005/225995/APP-FORM-01-Updated-02.07.2021.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0005/225995/APP-FORM-01-Updated-02.07.2021.pdf).
3. JCU will not accept students beyond one year of their admission in IGDTUW.
4. Student will be admitted to the Cotutelle doctoral degree only when they meet the admission and enrolment requirements for doctoral degree at JCU given at  
[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0005/245192/CHECKLIST-FOR-SUBMISSION-OF-AN-APPLICATION.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0005/245192/CHECKLIST-FOR-SUBMISSION-OF-AN-APPLICATION.pdf).
5. Student must demonstrate to JCU English proficiency of JCU Band 2:  
<https://www.jcu.edu.au/international-students/apply/academic-and-english-language-entry-requirements/english-language-requirements>.

**FINANCIAL ASSISTANTSHIP AND TRAVEL GRANTS:**

1. For the period of their stay at JCU, Cotutelle Students may apply for scholarship to cover their stay at JCU and travel expenses. The details are available at:  
<https://www.jcu.edu.au/graduate-research-school/hdr-candidates/postgraduate-research-scholarships>

**PROGRESS EVALUATION AND EXAMINATION:**

1. During Cotutelle Student's research period at IGDTUW, the format for progress report to be submitted to JCU is:  
[https://www.jcu.edu.au/\\_data/assets/word\\_doc/0008/159920/PRO-FORM-01.docx](https://www.jcu.edu.au/_data/assets/word_doc/0008/159920/PRO-FORM-01.docx)
2. Pre-PhD Seminar and Synopsis submission: The format to be submitted to JCU is given in the link:  
[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0007/822823/PCE-FORM-01-updated-06.07.2021.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0007/822823/PCE-FORM-01-updated-06.07.2021.pdf)
3. The thesis at JCU shall be in their format as given in the link:  
Thesis Submission and Release Form  
[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0006/822876/SUB-FORM-01.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0006/822876/SUB-FORM-01.pdf)
4. Thesis completion presentation (JCU)  
[https://www.jcu.edu.au/\\_data/assets/powerpoint\\_doc/0014/1131701/HDR-Pre-Completion-Evaluation-Template.pptx](https://www.jcu.edu.au/_data/assets/powerpoint_doc/0014/1131701/HDR-Pre-Completion-Evaluation-Template.pptx)