Monash – Warwick Joint Doctoral Degree

Student Handbook
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Preamble

Welcome to the Monash-Warwick Joint PhD
The Monash – Warwick Joint PhD is a unique joint doctoral degree recruiting elite students into a fully integrated global programme that enables you to conduct your research in two world-leading universities with access to expertise and resources across the European and Asia-Pacific region.

The Joint PhD is being conducted within the context of the broader Monash – Warwick Alliance and both supports and benefits from the wide and deep range of research and teaching collaborations taking place between the two institutions.

Governance and key contacts
The Joint PhD is overseen by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

Individual students of the joint programme should contact the local graduate school where they are currently based for any matters in relation to the programme.

At Monash please contact:

Monash University Institute of Graduate Research
Building 3D (Clayton Campus)
Monash University, Victoria 3800
Australia

Telephone +61 3 9905 3009
Fax +61 3 9905 5042
Email: migr@monash.edu
Website: www.monash.edu.au/migr/

At Warwick please contact:

Warwick Graduate School
University House
University of Warwick
Coventry
CV4 8 UW
UK

Telephone: +44 (0)24 7657 5533
Fax: +44 (0)24 7652 4170
Email: graduateschool@warwick.ac.uk
Website: http://www2.warwick.ac.uk/go/graduateschool
Enrolment
Your enrolment in the Joint PhD places you in a unique position – you will be fully enrolled for the entirety of your PhD at both Monash and Warwick. The advantages of such an arrangement are clear – you have access to both university libraries, two sets of online resources, online learning environments, skills programmes and more. Whilst you may naturally gravitate towards using the resources of the institution at which you were first registered, we would encourage you to explore both universities’ resources as frequently as possible.

You will be expected to enrol at both institutions for the duration of your program. You will normally be expected to spend your first year at the institution at which you applied (your ‘home’ or primary institution), but regardless of your physical location you will be expected to work with your supervisory team at both institutions on a frequent basis.

You will be required to re-enrol at both institutions. You may also need to physically register at the second institution you visit to receive a library card and other facilities access. Details of this will be communicated to you by that institution’s academic department.

The Joint PhD will be an intellectually challenging programme degree enrolling the best and brightest students. For this reason, you will not normally be permitted to register/enrol in any other university-level courses at any institution. Exceptional cases will be jointly considered by the Chairs or nominees/deputies of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick).

Fees and Funding
Prior to enrolling in the programme you will be informed whether or not you have been successful in receiving a scholarship to support your registration on the Joint PhD. You may be in receipt of a scholarship from either Warwick University or Monash University or you may be in receipt of an Alliance Scholarship. A number of other students may be funded on the programme by other home funding, research council funding or self-funding. Regardless of your funding, all students on the course will be treated equally and be expected to undertake the same milestones and receive the same academic and administrative support.

Those students who are self-funding may be able to apply for mobility grants and project support funds to support their registration on this programme. However, this is not guaranteed and you are reminded that you are responsible for your own budgeting on this programme. Failure to pay fees (if appropriate) or failure to fully engage with the travel requirements of the Joint PhD may result in a reduced capacity to effectively undertake the research required to be awarded a PhD qualification.

Both universities have dedicated offices which can support you with budgeting throughout your programme.

Coursework and research skills training
Research skills development is an important part of the Joint PhD and taking the opportunity to audit your skills is an important first step to understanding how you need to develop during your registration. Within the first few weeks of your registration you will be expected to work with your supervisors to understand what training and development opportunities you should undertake. Much of your development will be undertaken alongside your supervisors, other academic staff and
other students on a day-to-day basis but more specific skills development may be undertaken by attending courses or work shadowing.

You’ll have access to both universities’ bespoke research students training programmes. At Warwick, the Research Student Skills Programme (http://www2.warwick.ac.uk/services/scs/pgr/rssp/) and, at Monash (http://intranet.monash.edu.au/migr/seminars/index.html) provide you with programmes of research student training seminars and workshops to aid your development.

At Warwick, the Warwick Portfolio will allow you to record and reflect upon your development as a researcher within a secure, on-line environment. The portfolio is linked to blogs so that, from day one, you can start to record your progress as a researcher.

**Probationary course of study**

As a PhD student you will be subject to a number of progress reviews and your initial probationary status will be reviewed at no later than twelve months after your registration/enrolment first begins. Whilst this is an important point of your registration it is also an opportunity to share your progress to date with academics who are experts in your field and to utilise their knowledge and skills to help shape the future direction of your research.

Should your progress in your first confirmation meeting not be judged to be at an appropriate level to progress, you will be permitted a second opportunity to pass your probation. Failure to progress at the second attempt will result in the termination of your status as a Joint PhD student. Consideration of whether your registration may be transferred to a lower qualification, commonly an MPhil or MRes registration will be made by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies. Should your enrolment/registration be terminated at this point, you will be afforded the opportunity to appeal against this decision in line with Monash University’s Candidature Progress Management Policy and Procedures).

**Progress monitoring/milestones**

Sometime during the second year of your enrolment, and usually after confirmation, you will be expected to travel to the other institution. As part of your induction and as part of integrating into the new institution, you will be expected to prepare a presentation for staff within the department, guidance for which will be supplied by your joint supervisors.

The second formal review undertaken will occur between 20 – 24 months after your first registration in the programme and you will be expected to present to a progress panel your research and progress to date. You should prepare to be asked questions about your research to date and, as with the first review, take advantage of the expertise and insights offered by the panel to help shape your progress for the remainder of the registration.

The third and final formal review will be undertaken at approximately 30 months into your registration. This should be used as an opportunity to present your findings to your progress panel and to discuss how best to present these within your final thesis.
Accommodation
You’ll be expected to spend dedicated periods of time at both institutions throughout your enrolment/registration. Both universities are committed to supporting you in finding accommodation while you are physically located in either country. Both universities have dedicated offices and a wide range of on- and off-campus accommodation available for students although we are unable to commit to providing on-campus accommodation.

Warwick Accommodation (http://www2.warwick.ac.uk/go/accommodation) provides accommodation and can supply details of costs of different types of accommodation and facilities available at Warwick. Monash Residential Services supports students in finding accommodation (http://www.mrs.monash.edu.au/) at Monash.

You must sort out accommodation in advance of any travel to the other institution and any accommodation fees will need to be paid for using your existing funds.

Annual reports/ questionnaires
All candidates will be expected to complete a report form on an annual basis. This will provide both the student and supervisor with an opportunity to submit feedback about progression to date, training utilised and to raise any concerns.

Supervision
Your supervisory team will be composed of at least one supervisor from each institution and will work as a unified team. While you may be physically located nearer to one supervisor at any given time, you will be expected to engage with all of your supervisors on a regularly basis, requiring flexibility on behalf of all participants. These supervisions are of necessity not all face-to-face: indeed it is highly likely that a supervisory team meeting may take place via e-mail, phone calls or teleconferencing platforms such as the two universities’ CISCO suites or via Skype.

Within your first few weeks of registering on your programme you will be expected to work with your supervisors to establish the frequency and expectations of supervisions, noting that at least one supervision meeting/interaction should be occurring every fortnight. You will be expected to record the outcomes and actions arising from your supervisions and these may feed into formal progress reviews as outlined earlier in this Handbook.

Should you have any concerns regarding your supervision you should discuss this with your supervisors in the first instance at the earliest possible opportunity. Raising issues informally in the first instance is the best way to try and resolve a problem but should you not feel able to do so, or if informal resolution has not been successful then you should speak to your Director of Graduate Studies (DGS) at Warwick, or the Director of the Monash University Institute of Graduate Research. In exceptional circumstances, changes to supervisory teams may be made with the agreement of both institutions.

Duration of course of study
Your maximum course length is set at four years; however you are encouraged to aim for submission by the end of the third year. If however, you do utilise the fourth year of your
registration/enrolment then you should not be undertaking any fieldwork or research during this period; this is the period in which you should be writing your thesis.

Should you undertake any period of temporary withdrawal or intermission of studies during your registration, then your registration/enrolment period will, in effect, be ‘frozen’ and you will be compensated with this period of time added to your registration period. In such an event you need to formally request the period of temporary withdrawal or intermission of studies through the institution at which you are currently located. At Warwick you would need to complete a temporary withdrawal form which is available online from Warwick Graduate School at: http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary

At Monash you should complete a ‘Leave from Candidature/Scholarship Form’ available online at http://intranet.monash.edu.au/migr/forms/candidates/intermit.pdf

**Conditions of course of study**

**Periods at respective campuses**

Whilst the programme is built to enable flexibility in locations of study, there is a stipulation that you will spend at least one year at either institution. Whilst many students will spend their remaining registration at either Warwick or Monash there is no stipulation regarding the third year and requests to study at both institutions for periods of time, or indeed a third location will be considered as appropriate to your study.

Study periods can be undertaken at either institution in large blocks e.g. one year, or smaller, more frequent visits, although students need to take careful account of the costs of any additional travel. Visits between universities should only be undertaken in agreement with your supervisory team.

Those students who wish to study or undertake research at a third site may only do so once the appropriate health and safety undertakings have been made by both student and supervisors, and will be approved on a case by case basis. It would normally be expected that a Site Supervisor is appointed to oversee research undertaken at a third site, and exceptions to this stipulation may only be granted by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

**Level of enrolment**

As standard, all students will be enrolled with a full-time status. This is in order to enable you to best progress on a challenging programme but is also to fulfil requirements for funding and visas. Exceptional requests for part-time study will be considered according to established procedures at each university, but this is not permissible when the student is studying at the institution for which they require an international student visa.

A student enrolled on a full-time basis must commit not less than 4 days each week between Monday to Friday inclusive and during normal business hours on each of those days, to the pursuit of their research. Students and supervisors should discuss expectations regarding hours devoted to the PhD project at the start of the student’s enrolment.

**Annual Leave / Intermission / Leave of absence**
**Annual leave**

You are entitled to a maximum of 20 days per annum. Periods of annual leave are arranged by direct negotiation with your supervisors. It is not necessary for annual leave to be formally approved by the Graduate School (at Warwick) and Monash University Institute for Graduate Research (MIGR).

If you are considering taking annual leave for personal or medical reasons e.g. bereavement or forthcoming operation, you should consider whether it might be more appropriate to take a temporary withdrawal/suspension of studies or leave of absence. Extensions to study periods will not be granted to compensate for annual leave taken.

**Other leave of absence entitlements**

Other leave entitlements will be dictated by your funding arrangements as different funding bodies stipulate different amounts of time. If you have been funded using Alliance funding then you should consult with the relevant office at the university at which you will be located during the period of leave to be requested. With the exceptions stipulated within funding contracts, leave will be unpaid.

When requesting leave you should consider the impact upon your progress and study. While everyone is entitled to a break from work, supervisors cannot guarantee that leave will be approved. For instance, taking leave would not be appropriate, unless in exceptional circumstances, when it is near to a formal progress review or critical juncture of research.

You may apply for leave of absence or temporary withdrawal from your course of study for up to 12 months. Leave of absence in the first or last six months of the course, or during an extension of the course, will not normally be approved. Please note that international students on an Australian Student Visa can only be granted leave of absence on compassionate or compelling grounds. (See https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD13.aspx)

The maximum period of leave of absence that will be approved at any one time is 12 months. In exceptional circumstances you may apply for intermission beyond an accumulated total of 12 months.

Any period of approved leave will be reflected in a variation to the end date of your course of study.

In addition, you may be granted maternity, paternity or adoption leave of up to 12 months after each birth or adoption if you are the primary carer of the child.

Please note the following:

- You should not continue research on, or writing of, the thesis during any period of approved leave/intermission.
- You are required to notify the Graduate School (at Warwick) and Monash University Institute for Graduate Research (MIGR) immediately on resumption of studies. On re-enrolment you will be directed to the appropriate services at the University depending on your circumstances, and may be asked to provide evidence that you are fit to return. Failure to provide satisfactory evidence that you are fit to return to study may result in you being
unable to return to the course. If you fail to resume your course of study following a period of approved leave you will be deemed to have allowed your course of study to lapse and will be permanently withdrawn.

**Employment**
You are permitted to undertake work as per the stipulations of your funding. Alliance-funded students are not permitted to work between Monday to Friday each week unless an exception is made by your supervisors to accommodate a small amount of teaching.

You should also consult the terms of your visa that may restrict your ability to work above and beyond a certain number of hours per week. You should not allow any employment commitments to affect your progress on your thesis and if you feel, at any stage, that this is the case then you should review your commitments with your supervisor.

**Ethics approval**
Gaining ethics approval for your research is an important part of being a researcher and something that is required by every researcher, regardless of their status. This is to protect you and your research, and to fulfil obligations to external bodies and governments. Your supervisors will be able to guide you as to how to seek ethics approval.

The Joint PhD operates on a basis of mutual recognition of each other’s ethics approval processes. However, students who have been granted human ethics approval through the University of Warwick are required to register their project with the Monash University Human Research Ethics Committee using the form available at http://intranet.monash.edu.au/researchadmin/human/other-hrecs.html

Monash University recognises animal ethics approval from other institutes in some circumstances. If live animal work is not to be conducted on Monash University premises, then a Fieldwork Notification Form (available from: http://intranet.monash.edu.au/researchadmin/animal/approval/fieldwork.html) will need to be completed. Live animal work conducted on Monash premises will need to be discussed with the Monash Animal Ethics Office, contactable via email animal.ethics@monash.edu.

No university member of staff or student should be compelled or compel others to undertake or participate in research that conflicts with their individual ethical principles.

You have an obligation to inform the University of any issues arising from your research which may damage the University’s interests and/or reputation.

Further details regarding the institutional approaches to ethics approval are detailed below:

**Monash**
Any research project conducted at Monash University involving human subjects, animals or biohazards must be approved by the appropriate ethics committee, either the Monash University Human Research Ethics Committee (MUHREC) the Monash University Animal Welfare Committee (MUAWC) or the Monash University Biosafety Committee. You should note that research involving questionnaires, interviews and surveys are subject to human ethics clearance, even where these are
deemed to be non-intrusive, non-personal, anonymous or random. Information concerning ethics clearances can be obtained from the appropriate ethics officer.

Warwick
Prior to, during and following the completion of research activities, you are expected to consider the ethical implications of your research and any of its consequences for the participants involved with your supervisors. Research must be undertaken in accordance with commonly agreed standards of good practice such as those defined in the Declaration of Helsinki and any other guidance or ethical principles of appropriate professional bodies relevant to specific areas of research. You are expected to consider their research from the perspective of the participant.

Changes to course of study / variations to enrolment
All requests for changes to your course of study are subject to completion of the relevant form at the university at which you are currently based. These will be considered by the JPC on a case-by-case basis. You should note that any changes from the course you are currently registered on may affect your ability to continue to access funding. As detailed earlier in this document, changes to part-time status will only be granted in exceptional circumstances and are subject to consideration of the funding and visa implications.

Extension of course of study
An extension of course of study will normally only be considered where research has been delayed by circumstances beyond your control, for example equipment breakdown, change in research direction, or change in supervision. Extensions will not be granted for issues related to employment as it is your responsibility to balance these commitments in line with the statements on employment contained within this document.

Extensions of up to six months may be approved in the first instance. Candidates of the joint programme are expected to complete within four years. Applications to extend beyond this period must be considered by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

All applications for an extension should be accompanied by a detailed document setting out reasons for the delay and an action plan for timely completion of the thesis. Approval of this document by your supervisors must be submitted with the application for extension.

Studying away from Warwick and Monash
In all cases other than where you are on annual leave, written permission must be obtained to pursue research elsewhere outside Australia or the UK for any period of time.

Requests for study away from either Warwick or Monash campuses in the first six months of commencing the course will not normally be approved. However, it is acknowledged that in some cases fieldwork which is an integral and essential part of the overall doctoral programme may need to be undertaken during the early months of the course of study.

Where you propose to study away from Warwick/Monash for two months or more, the local graduate school must be notified of the special arrangements that have been made with respect to supervision. A supporting statement from your supervisors and the head of the department that you are enrolled within will be needed before any approval can be considered.
A maximum period of 12 months study away may be approved. For absences longer than six months, six-monthly reports should be submitted to the local graduate school office in addition to more regular reports to the supervision team.

In all cases, notwithstanding any period of study away, students must spend a minimum of 12 months at each university.

You are responsible for seeking advice regarding the constraints that your visa may place on you in undertaking study away from either Monash or Warwick.

If you are proposing to depart from Australia you must consult the Department of Immigration and Border Protection. Candidates are advised to consult regularly the Australian Department of Foreign Affairs and Trade (DFAT) travel advice and the UK Foreign and Commonwealth Office (FCO). DFAT and the FCO issue travel advisories for Australian and British travellers. Candidates are required to read the latest travel advisories for the country where they will be travelling and attach a copy of the advisories to their application for study away.

All candidates travelling on approved study away are required to register for travel insurance. Registration can be done on-line at Monash. At Warwick, the Insurance Office should be informed of any travelling undertaken abroad and further details of this can be obtained via http://www2.warwick.ac.uk/services/finance/insurance.

**Non completion by due date and/or lapse of course of study**

If you do not submit a thesis by the maximum approved end date, your registration/enrolment will lapse. The Joint Programme Committee may allow you to submit the thesis for examination any time within three calendar years of the lapse of your course of study. In order for the thesis to be accepted for examination, clear evidence of continued contact between the student and supervisors over the period of lapsed course of study and a certification by the main supervisor that the work meets the necessary submission requirements must be provided.

**Withdrawal**

Candidates who do not wish to continue with their research programme are asked to complete a form notifying both universities of their intention to withdraw.

An application for readmission to the Chair of the Graduate Research Committee (Monash) and Chair of the Graduate Board of Studies (Warwick) or their nominees/deputies will only be considered where the application is received within four years of the date of your withdrawal and only where suitable facilities and effective supervision are available to support you and your course of study. You will need to demonstrate that you are now in a position to undertake research towards a successful thesis completion.

Both universities request certification by a registered medical practitioner that you are now in a position to resume course of study. This is standard practice for any student who has withdrawn on medical grounds.

If you withdraw from the joint programme to transfer to a single degree at either institution, any funding from an Alliance scholarship will cease together with any enhanced funding.
Termination of course of study
International students on Australia student visas at Monash are subject to provisions under the Education for Overseas Services Act 2000. Within Monash, you are subject to the Monash University (Academic Board) Regulations in relation to any academic progress issues, including termination of course of study.

Students will have the right to appeal a decision to terminate registration/enrolment under the Monash University (Academic Board) Regulations and the University of Warwick’s Regulation 36.

Please note the following provision at Monash:

The Dean of the relevant faculty in which you are enrolled at Monash, a progress review panel or a progress appeal panel may adopt the finding of the partner institution as their own decision.

Before adopting a finding of a partner institution, the Dean, progress review panel or progress appeal panel must be satisfied that: (a) the rules of natural justice were observed in the making of the decision by the partner institution; and (b) the process followed by the partner institution was in compliance with any relevant legislative requirement imposed on the University.

If the course of study is terminated, or not confirmed, you will be excluded from the joint programme.

Grievance, appeals and complaints procedures
Where a student submits a grievance or complaint against Warwick, the grievance and complaint procedures of Warwick shall apply – Student Academic Complaints Procedure

Conversely where a grievance or complaint is made against Monash, the University’s Academic and Administrative Complaints Procedures shall apply.

If a complaint is lodged against the programme generally, the procedure at the home (that is, primary) university responsible for the admission of the student should be followed initially. The Chairs of the Graduate Research Committee (Warwick) and Graduate Board of Studies (Warwick) or their nominees/deputies will be consulted in such cases to determine under which jurisdiction the matter will be heard in the first instance.

Should a student wish to appeal a particular decision resulting from a complaint or a grievance, they should do so under the procedures of the university where the grievance or complaint was lodged.

Once an appeal or complaint has been concluded, and regardless of the outcome, the student will have the right to apply to have their case adjudicated by the relevant ombudsman. In the UK, the relevant ombudsman is the Office of the Independent Adjudicator. At Monash a student may appeal to the University Student Ombudsman or the State (Victorian) Ombudsman.

Research misconduct
The general principle is that the rules of the institution where the alleged research misconduct took place shall normally apply (i.e. would depend on the campus at which student was located at time of
alleged offence). If the research misconduct is alleged to have taken place across the two institutions or elsewhere, the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies will determine under which jurisdiction the matter will be heard.

The relevant Monash regulations are the Monash University (Council) Regulations.

The relevant Warwick Statute is the Code of Practice for Investigation of Research Misconduct.

General misconduct

Programme
The term "general misconduct" covers any behaviour which damages or endangers people or property or which interferes with or intimidates other people. The rules of the institution where the alleged general misconduct took place shall normally apply (that is would depend on the campus at which the student was located at time of alleged offence.)

Monash

Monash regulations for managing allegations of general misconduct are detailed in Part 7 of the Monash University (Council) Regulations. Warwick

Warwick regulations for managing allegations of general misconduct are detailed in Regulation 23: Disciplinary Regulations. Individual regulations and procedures pertain to more specific misconduct such as that related to research (noted above) and that related to plagiarism (Regulation 11: Procedure to be Adopted in the Event of Suspected Cheating in a University Test).

Intellectual property (IP)
Successful applicants to the Joint PhD programme will be required to assign their intellectual property to both universities as a condition of enrolment in the programme.

Visas

All students registered on the Joint PhD are expected to spend at least one-third of their registration at each institution and in order to fulfil this obligation it is likely that you will need to apply for at least one visa during your registration.

You will not be permitted to enrol at the institution you are travelling to without the necessary immigration permissions and you may be asked to withdraw from the programme should you attempt to enrol without these permissions.

FOR STUDENTS COMMENCING THEIR STUDY AT WARWICK:

UK visas (required for non UK/European Economic Area (EEA) citizens):

The United Kingdom’s Visas and Immigration Office (UKVI) issues visas for students to study in the UK, either as a Student Visitor (for periods of study in the UK of up to 6 months) or under Tier 4 of the Points Based System (for periods of study in the UK beyond 6 months). If you require a visa to study in the UK, you will need to ensure that you are eligible for the appropriate immigration permission before commencing study for the Joint PhD. If you apply for admission at Warwick, the
University’s Immigration Service (www.warwick.ac.uk/go/immigration) are here to support you with the visa application process.

As part of the University of Warwick’s obligations to the UKVI, the University must ensure that you are effectively engaging with your studies and that you are not breaking any terms or conditions of your visa, e.g. working for a higher number of hours than permitted. If you hold a Tier 4 visa any contravention of the terms and conditions of your visa will result in your visa being discontinued. Should you undertake a period of withdrawal from your course, Warwick will be obliged to report this to the UKVI and curtail your time in the UK. In such cases, further advice and support can be sought from our Immigration Team (immigrationservice@warwick.ac.uk).

Applicants to courses of study in the United Kingdom may need to apply for an Academic Technology Approval Scheme (ATAS) certificate. The ATAS scheme is designed to ensure that those applying for postgraduate study in certain sensitive subjects do not acquire knowledge that could potentially be used to create weapons of mass destruction, and is a prerequisite to applying for a student visa to visit the UK in subject areas including: the Biological/Physical Sciences, Medicine, Engineering, Mathematics, Computer Sciences and Technologies. If you are applying directly to the University of Warwick your offer e-mail will advise on whether you will require ATAS clearance, and outline the procedure you will need to follow. Further guidance about the ATAS scheme is available from our website: http://www2.warwick.ac.uk/services/international/immigration/student/atas/.

Finally, if you arrive at Warwick outside the main October enrolment period, it is your responsibility to ensure that you have your immigration permission checked and scanned to Warwick’s Student Records (SITS) system. This requirement applies to any non UK/EEA student, irrespective of the type of immigration permission held (Tier 4 or otherwise).

If you collect your student card from Student Reception at Warwick (for students enrolling outside the main October enrolment period), your visa details will usually be checked and scanned at the same time. If this does not happen, you will need to visit the Immigration Service in the International Office at University House to have your visa scanned.

**Australian visas** (for your subsequent period of study at Monash)

See below.

**FOR STUDENTS COMMENCING THEIR STUDY AT MONASH:**

**Australian visas**

The Australian Department of Immigration and Border Protection (DIBP) is responsible for issuing visas for entry to Australia. Students who are planning to study a CRICOS registered course (e.g. the Monash-Warwick Joint PhD) are required to obtain a student visa.

You should refer to the relevant FAQ on the Department of Immigration and Border Protection (DIBP) website for information about the application process.

**Assessing your student visa application**
Students who apply for a Student visa are assessed against either:

- one of the Assessment Levels for each visa subclass
- or, for eligible students, against Streamlined Visa Processing (SVP) requirements

If you are eligible for Streamlined Visa Processing then you will be assessed as if you are an Assessment Level 1 (AL1) student. If you are not eligible for SVP, your student visa assessment level will be determined by your passport country and course(s) of study.

The visa subclass you will be assessed against is determined by your main course of study, which for research students is the 574 Postgraduate Research subclass.

Streamlined Visa Processing (SVP)

SVP arrangements apply to visa applicants applying for a student visa

- to study in an eligible higher education course
- with a university participating in SVP arrangements

From March 2012, DIBP assesses student visa applicants with a Confirmation of Enrolment (CoE) from Monash according to Assessment Level 1 (low migration risk) criteria regardless of their country of origin. As Monash University is participating in the SVP arrangements, your eligibility for SVP processing will depend on your course of study.

Eligible courses

You are eligible for the Streamlined Visa Process (SVP) if you are enrolled in a research degree.

SVP visa application process

To be eligible for the Streamlined Visa Process, you must not apply for a student visa until Monash University issues you with a CoE. A CoE is normally issued after student acceptance (by returning to Monash University the International Student Course Agreement and paying the required course deposit).

To comply with Australian law your application will be assessed to check that you are genuinely seeking temporary entry to Australia to study. Monash University will sometimes require further documentation from a student prior to CoE issue. If Monash University forms the opinion that you are not a Genuine Temporary Entrant it may refuse to assess your application, withdraw an offer of a place or cancel your confirmation of enrolment.

Visa application criteria

Students must satisfy all relevant AL1 DIBP visa criteria including:

- English-language proficiency
- Financial capacity
• Genuine temporary entrant requirement
• Health and character criteria
• Arrangements for Overseas Student Health cover (OSHC)

Please note: visa processes are subject to change from time to time. The latest information is available from the Department of Immigration and Border Protection website. For applicants applying for a visa from outside Australia, please contact an Australian Government office.

UK visas (for your subsequent period of study at Warwick)

Non-UK/EEA-citizens

If you start the joint PhD programme at Monash University, you will need to apply for a Tier 4 visa at least three months prior to your travel to the UK for your period of study at the University of Warwick. Depending on local UK immigration services to the country you are living in at the time of application, you may need to apply for a Tier 4 visa from within your home country. You should check with the local British Embassy in advance to find out whether they will accept a Tier 4 visa application for your nationality. To obtain the documentation necessary for your visa application, you will need to contact our Postgraduate Admissions Team (PG.Visa@warwick.ac.uk). Once you have received your visa to travel to the UK, the visa will be active for the remainder of your course.

As part of the University of Warwick’s obligations to the UKVI, the University must ensure that you are effectively engaging with your studies and that you are not breaking any terms or conditions of your visa, e.g. working for a higher number of hours than permitted. Any contravention of the terms and conditions of your visa will result in your visa being discontinued. Should you undertake a period of withdrawal from your course, Warwick will be obliged to report this to the UKVI and curtail your time in the UK. In such cases, further advice and support can be sought from our Immigration Team (immigrationservice@warwick.ac.uk).

Applicants to courses of study in the United Kingdom may also need to apply for an Academic Technology Approval Scheme (ATAS) certificate. The ATAS scheme is designed to ensure that those applying for postgraduate study in certain sensitive subjects do not acquire knowledge that could potentially be used to create weapons of mass destruction, and is a prerequisite to applying for a student visa to visit the UK in subject areas including: the Biological/Physical Sciences, Medicine, Engineering, Mathematics, Computer Sciences and Technologies. You will be advised on whether you need ATAS clearance at the point at which you contact Warwick’s Postgraduate Visa Team (PG.Visa@warwick.ac.uk) to request the documentation necessary for your UK visa application. It can take up to twenty working days to acquire an ATAS certificate, so you are advised to contact us to begin the process of applying for your student visa as early as possible. Further guidance about the ATAS scheme is available from our website: http://www2.warwick.ac.uk/services/international/immigration/student/atas/.

Examination arrangements

All students enrolled in the joint-award programme will adhere to the following examination process.

Thesis Examination
1. The format of the thesis will follow guidelines to the satisfaction of both institutions. The thesis shall normally be no longer than 80,000 words in length and will normally be written in English, unless otherwise agreed by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

2. Where permission is granted to write the thesis in a language other than English, an abstract of 1500 words in English should be submitted with the thesis for inclusion in the Library copy. Such requests would only be considered where the intrinsic nature of the research requires expression in the foreign language. Examples of this are where a linguistic analysis of the foreign language is being undertaken or where translation into English could not be undertaken without the loss of the nuances of the original language.

3. The word limit shall be exclusive of appendices, footnotes, tables and bibliography. The total length of all appendices may not exceed 5,000 words in length unless permission to exceed this length is given by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

4. The thesis should be submitted for examination accompanied by a “Statement by the Supervisors” indicating a positive evaluation that the thesis is ready for examination.

5. Four soft bound copies of the thesis, plus two copies saved as a single file in pdf format on CD Rom, are to be submitted for examination to either the Warwick Graduate School Office or the Monash University Institute of Graduate Research depending upon which university is the home (or primary) university of the candidate.

6. Two independent examiners will be appointed and approved by the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies according to the following requirements:
   a. the examiners will be external to both institutions and will normally have experience in both the Australian and UK styles of examination.
   b. one of the external examiners will normally be from a UK institution and able to attend the thesis defence.

7. An examination advisor will be appointed whose responsibility will be to make the necessary arrangements with the examiners and the student over the time and place of the thesis defence.

8. The institution at which the thesis is submitted will be responsible for coordinating the distribution of the thesis to the examiners.

9. It is a requirement that examiners remain independent of each other during the thesis examination process prior to the thesis defence taking place.

10. Each examiner will be required to forward an independent written report, without consultation, following the guidelines on Thesis Examination, to the institution at which the thesis was submitted before the oral examination takes place.

11. The written assessment of the thesis will include a recommendation that the thesis be passed, passed with minor corrections, be resubmitted in a revised format, or be failed. Examiners may recommend the award of a lower degree.

**Oral Defence**

1. Upon conclusion of the examination of the thesis component, the candidate will undergo an oral defence of the thesis.

2. The oral defence of the thesis shall be in English.

3. The oral defence committee will consist of the thesis examiners and the examination advisor.
4. The examination advisor will make the necessary arrangements with the examiners and the student over the time and place of the oral defence.

5. The oral defence should normally be attended by both examiners. Where required, and subject to the consent of all participants, the oral defence may be held via video conference.

6. The supervisors may attend the oral defence subject to the agreement of the student under examination, but do not play a role in the viva.

7. The examination advisor will chair and maintain a summary record of the oral defence and be available to advise the examiners on procedures and the recommendations available to them.

8. A final joint report of the examiners should normally be completed on the day of the oral defence.

9. The examiners can recommend that:
   a. the degree be awarded,
   b. the degree be awarded subject to minor corrections being made to the thesis (within a maximum period of three months),
   c. the thesis be resubmitted in a revised form (within a maximum period of twelve months),
   d. a lesser degree be awarded, or
   e. no degree be awarded

10. Should the recommendation be that a lesser degree be awarded then candidates could choose to re-submit the thesis for a master’s degree at either institution.

11. Should the examiners be unable to agree on a joint recommendation on the thesis an external adjudicator will be appointed. The recommendation of the adjudicator will normally prevail.

Appointment of examiners
Departments (or Schools or the Faculty where applicable at Monash) will nominate examiners to the office of the institution that will handle the dispatch of the thesis. Approval of the nominated examiners is vested with the Chairs of the Graduate Research Committee (Monash) and Board of Graduate Studies (Warwick) or their nominees/deputies.

Final version of the thesis
One hard bound copy and an electronic copy of the final version of the thesis (following any corrections required by the examiners) is to be submitted for retention by the library of each of the institutions.
Theses will be published in an open access repository. A case for embargo can be made in exceptional circumstances.

Award of degree
Students may only graduate from one institution and will be asked to choose which institution at which they wish to graduate.

A joint testamur/certificate, as approved by both institutions, will be issued by that institution.

The testamur will indicate that the degree was undertaken via a joint-award arrangement, making reference to the partner institution e.g.:
‘this award was pursued under a joint doctoral programme between Monash University and the University of Warwick’.