

# Joint PHD Program

Supervisor handbook



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# Important dates\*

## Round 1, 2020

<b>6 Jan</b>	Call for projects opens
<b>7 Feb</b>	Call for projects closes
<b>12 Feb</b>	Academy Management Committee (AMC) approves projects for advertisement
<b>24 Feb</b>	Applications open
<b>15 Apr</b>	Applications close
<b>5-22 May</b>	Supervisors shortlist applications
<b>28 May</b>	Academy Joint Admissions Sub-committee (AJAS) shortlist applicants for interview
<b>9-19 Jun</b>	Interviews
<b>22 Jun</b>	Academy Program Advisory Committee (APAC) reviews shortlisted students
<b>3 Jul</b>	Offers sent to students
<b>10 Jul</b>	Deadline to accept offers
<b>July</b>	Cohort commences

## Round 2, 2020

<b>14 July</b>	Call for projects opens
<b>14 Aug</b>	Call for projects closes
<b>26 Aug</b>	Academy Management Committee (AMC) approves projects for advertisement
<b>14 Sep</b>	Applications open
<b>18 Oct</b>	Applications close
<b>20 Oct - 30 Oct</b>	Supervisors shortlist applications
<b>4 Nov</b>	Academy Joint Admissions Sub-committee (AJAS) shortlist applicants for interview
<b>23-27 Nov</b>	Interviews
<b>30 Nov</b>	Academy Program Advisory Committee (APAC) reviews shortlisted students
<b>14 Dec</b>	Offers sent to students
<b>18 Dec</b>	Deadline to accept offers
<b>Jan</b>	Cohort commences at UQ
<b>8 Feb</b>	Cohort commences at IITD

\*Dates are subject to change, and are available [here](#)

# UQ-IITD Academy of Research

**UQ and IITD share a vision for success to contribute to the world through research excellence. To create research impact and build a long term, sustainable and mutually beneficial partnership, UQ and IITD partnered to establish The UQ-IITD Academy of Research (UQIDAR) in 2018.**

## Overview

This flagship research partnership is a joint venture with the key focus on a transnational joint PhD program. UQIDAR aims to attract the best global talent including elite students, academics, researchers and scientists to work on goal-directed, cross-disciplinary grand challenges that are of interest to Australia, India and the global community and that also align with UQ and IITD research strengths. The expectation is that, over time, prominent research institutes in and around New Delhi would be invited to join UQIDAR as Associate Partners in order to expand the research into a broad-based, multi-disciplinary collaboration spanning Medicine, Biology, Biotechnology, Agriculture, STEM, Humanities, and Economics disciplines.

The collaboration will also enable the establishment of a mobility or fellowship scheme to enable academics and postdoctoral fellows to spend time at each institute, expanding and deepening research collaborations and offering career development opportunities for early career researchers.

The Academy will yield significant benefits to both UQ and IITD including:

- Enhanced research links, enriching the research endeavour of both institutions and enabling interdisciplinary research that tackles global issues at grander scale;
- Opportunities to access international research and industry funding;
- Increase industry engagement to support international internships and placements for students at both institutions;
- Increase the number of PhD graduates and contribution to national research outputs;
- Increase enrolments from the best and brightest students through attractive program offerings and expanded mobility opportunities;
- Provide opportunities for UQ and IITD to attract elite students from countries such as Bangladesh, Sri Lanka and Nepal into the program; and
- Heightened profile for both institutions nationally as well as globally.

## Joint PhD program

UQIDAR will enable students to enrol in a joint PhD with supervision from both institutions. Upon successful completion of the program, students will be jointly awarded a PhD degree from both UQ and IITD. The UQIDAR will allow for scale and sustainability. Current modelling aims for a steady state of approximately 300 PhD candidates by the tenth year of operation. Furthermore, by the end of the tenth year, it is expected that the Academy will have graduated more than 360 candidates. These alumni will be across a broad range of disciplines and will, we expect, be well-placed in industry R&D labs and in academic institutions.

## Student value proposition

Students of UQIDAR will:

- Gain a global joint qualification from two institutions (UQ and IITD) in four years;
- Receive a generous scholarship, including a living stipend and UQ tuition fee scholarship for four years, and a travel grant;
- Benefit from global expertise via dual supervision between UQ and IITD as well as possible industry input;
- Have the opportunity to spend some of PhD at UQ and at IITD; and
- On completion, have access to broad industry networks.

## Industry linkages

The UQIDAR collaboration will also involve strong industry linkages whereby from year two, industry will partner to support PhD students and projects. At a steady state, it is expected that one third of the joint PhD students will be supported by industry funding and through direct industry engagement determined by their research projects. Industry engagement is expected to be mainly from (but not limited to) Australian and Indian industry.

## Student types

There are two types of students: i-students and q-students.

### i-students

Indian nationals and international applicants (with citizenship other than Australia), will be considered for admission as i-students. i-students will spend their first year of study at IITD before completing one year (or more) at UQ. They would then complete the remainder of their studies at IITD.

### q-students

Australian domestic students will be considered for admission as q-students. q-students will spend their first year of study at UQ before completing one year (or more) at IITD. They would then complete the remainder of their studies at UQ.

## Student eligibility

To meet UQIDARs admissions requirements for a PhD, applicants must meet minimum entry requirements:

- **Minimum qualifications for i-students**
- **Minimum qualifications for q-students**
- **English language proficiency requirements**

## Candidature

It is expected that candidature will be up to a maximum of four years in all disciplines. Students will be enrolled simultaneously at UQ and IITD for the duration of the program and will be considered a student at both institutions, supported by a supervisory team comprised of researchers from UQ and IITD. Students may be required to carry out some coursework, as approved by their supervisory team and the Academy. All students will participate in the program as full-time on campus students.

Milestone requirements, to be met at annual intervals, will be used to ensure the candidate's progress in the PhD program, and will be conducted by the institution where the student is located, with an approved panel. All candidature management workflows will occur through the UQ Student Portal, which will be available for these joint PhD students, UQ supervisors and IITD supervisors of these candidates.

At the end of the first year, all students are expected to have completed all their coursework requirements and have a project proposal (including a literature review, a gap in existing research identified, a problem statement and an initial project plan) that they are able to defend.

## Project creation

Under the Academy, research projects and collaboration terms are decided and approved prior to students applying. The focus on the project ensures:

- Faculty collaboration and expertise assured before student
- Student attachment to project

- Student selection (best fit for project)
- Multidisciplinary approaches where possible
- Outcomes orientation
- Focus on problems that need to be solved opposed to problems that can be solved.

In addition, projects will align with one or more of the interdisciplinary themes of the UQIDAR partnership: healthy aging, feeding the world, resilient environments, technology for tomorrow, and transforming societies.

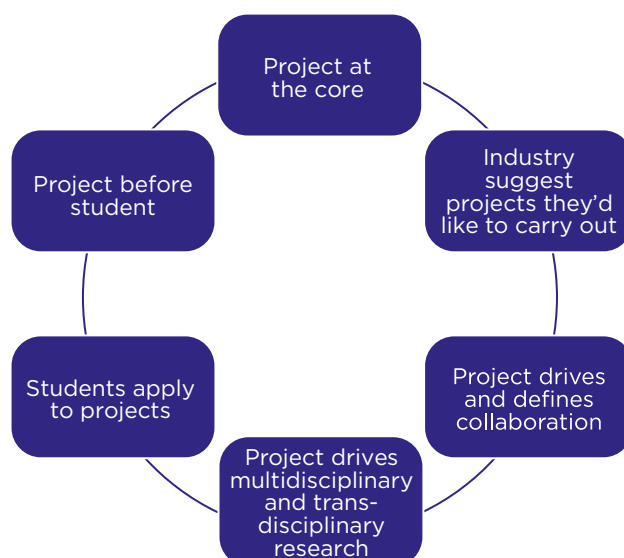
## Composition of research team

Under the Academy, each project will require joint principal advisors, with a minimum of one principal advisor from each institution. Where appropriate, a third supervisor can be nominated from industry. Additional associate advisors from IITD and UQ can form a part of the supervision team

## Intellectual property

The IP model for UQIDAR is outlined in the collaboration agreement and stipulates that all IP generated in joint collaboration projects between UQ and IITD will be vested in the respective institutions and that a UQIDAR Joint IP Protocol will be developed in due course. Students are not a party to the collaboration agreement between the two institutions. Students will, therefore, need to assign their IP to either IITD or UQ entity through an IP Deed of assignment. The JV entity then has the ability to transact more easily with industry via a tripartite contract with industry and with student IP available.

Figure 1 Projects as a vehicle for wider engagement



# Scholarships and funding obligations

**UQIDAR is a centrally funded program both at UQ and IITD, however advisory teams are expected to contribute to costs as outlined below.**

## Scholarships for i-students

Eligible UQIDAR i-students will receive a scholarship, which comprises a full tuition fee scholarship at UQ and living allowance whilst in Australia, a travel grant and a single policy for overseas student health cover (15 months) during this time. i-students will be eligible for monthly stipend while in India. When considering your ability to participate in the program, please consider the following funding obligations of supervision teams, students and the Academy:

- Project running costs will be borne by supervisory teams in each institution.
- The Academy will offer a scholarship to cover the costs associated with UQ tuition fees, annual stipend for the year in Australia (\$28,092\*AUD), relocation grant (\$5,200\*AUD) and Overseas Student Health Cover (single cover).
- The student will be responsible for the cost of IITD tuition fees for years in India (Rs 31,950\*) and the UQ Student Services and Amenities fee (\$300AUD\*) for their year in Australia.
- i-students are to be supported in years 1 (Rs 31000 per month) and years 3,4 (Rs 35000 pm) through one of the following mechanisms:
  1. Project funds of the IITD-supervisor
  2. Self-supported through an external fellowship (CSIR/UGC etc).
  3. IITD funds if IITD supervisor has vacant institute PhD slots.
- The Academy will provide a top-up of Rs 10,000 to all i-students.
- Scholarships are awarded for a maximum of 4 years.

## Scholarships for q-students

Eligible UQIDAR q-students will receive a scholarship, which comprises a living allowance and tuition fee scholarship for the duration of the program (whilst in Australia and India), and a travel grant. When considering your ability to participate in the program, please consider the following funding obligations of supervision teams, students and the Academy:

- Project running costs will be borne by supervisory teams in each institution.
- The Academy will cover the costs associated with UQ tuition fees, annual stipend (\$28,092,596\*AUD), and travel grant (\$2,500\*AUD) and UQ travel insurance for 12 months.
- The student will be responsible for the cost of IITD tuition fees for their year in India (Rs 31,950\*) and the UQ Student Services and Amenities fee (\$300AUD\*) for years in Australia.
- Scholarships are awarded for a maximum of 4 years.

## Funding for supervisors

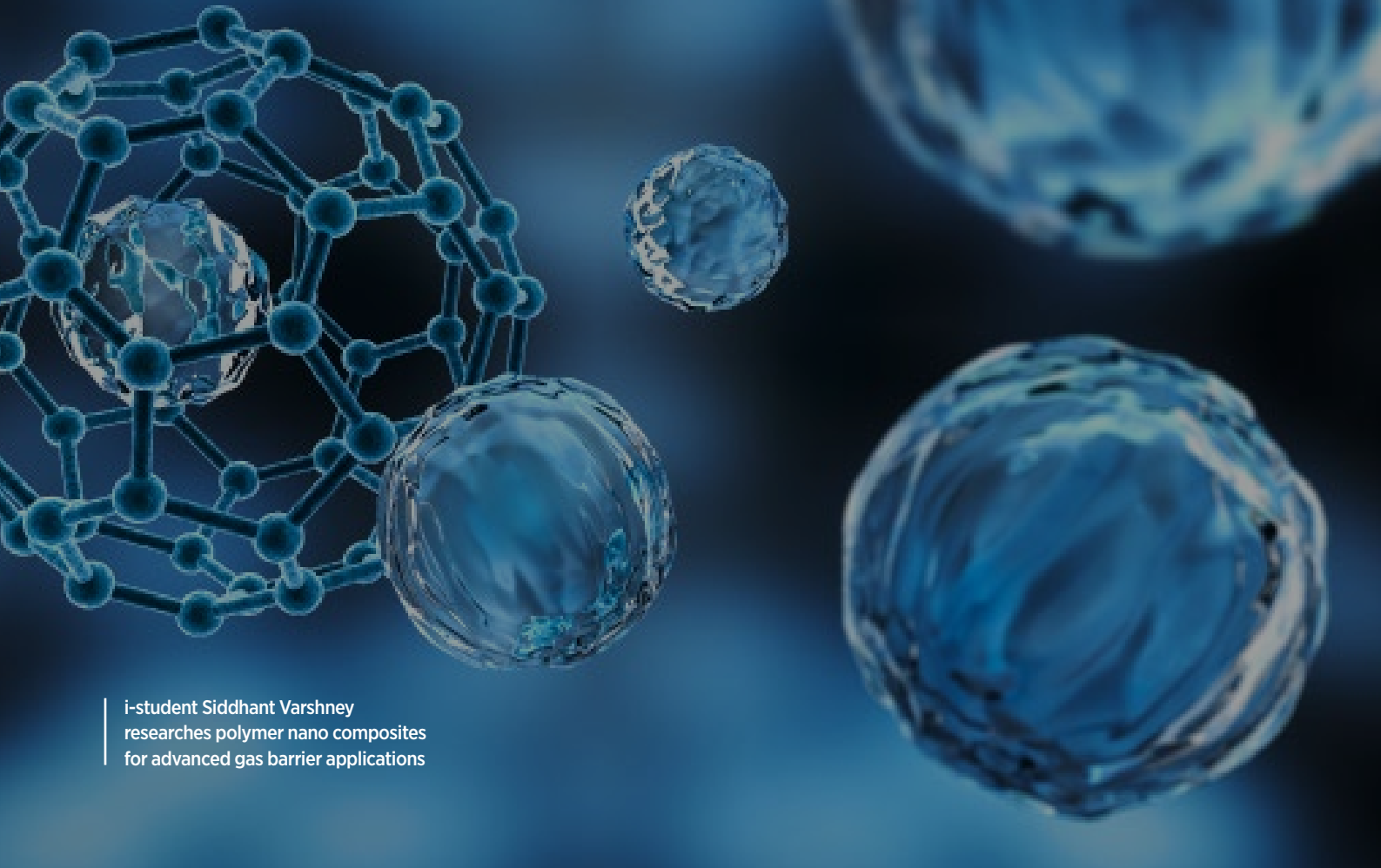
UQIDAR provides supervisors with funding to support the candidate's project/collaboration. This fund can support costs relating to the project including travel and conference participation. The value of the award is approximately:

- Supervisor Fund @ UQ: \$2,500AUD p/a
- Project Development Award @ IITD: \$1875AUD p/a

UQ will transfer the Supervisor Fund to UQ advisors annually, who will be required to complete a UQIDAR Acquittal Form at the end of each academic year.

IITD supervisors can access the Project Development Award by writing to the Professor in Charge of the Academy at IITD who will consider and approve requests.

*\*Please note: figures given are approximate, are indexed annually, and based on 2020 figures.*



i-student Siddhant Varshney  
researches polymer nano composites  
for advanced gas barrier applications

# Propose a project

**UQIDAR calls for research projects in February and July each year. Your Head of Department, Head of School, or Institute Director will receive this request and distribute it to staff in your area.**

1

## Check your eligibility

UQ staff are eligible to supervise PhD candidates through UQIDAR providing they meet UQ's policy **4.60.01 Eligibility and Role of Higher Degree by Research Advisors**.

2

## Identify collaborators

Please visit the **IITD website** and **UQ Researchers** to identify potential collaborators that would be best suited for the proposed project. We encourage you to touch base with any potential collaborators as faculty members at both UQ and IITD have been made aware of the joint PhD program. If you are unable to find a suitable collaborator, please [contact us](#) and we will be able to assist with connecting you with your potential match either UQ or IITD and we would be happy to facilitate initial discussions with potential collaborators. After that, please hold Skype/Zoom meetings with your potential IITD collaborator(s) to discuss possible project ideas.

3

## Submit UQIDAR proposal template

Please submit collaboration project proposals using the **UQIDAR project proposal template**. This proposal will flag your interest in participation in the joint-PhD program and will also be used to attract students. There are no restrictions on the number of proposals or the number of students per project, however if a project is large enough to admit 2-3 students, we recommend it is to split it into 2-3 projects that are distinct as this may result in a better pool of applicants to choose from. To attract high achieving students, projects will need to be goal-directed and address cross-disciplinary grand challenges of interest to Australia, India and the global community. Please note we are unable to accept late proposals.

4

## UQ Head of Operational Unit (or delegate) approves projects

The UQIDAR will contact your UQ Head of Operational Unit (or delegate) to seek endorsement of your project.

5

## Academy Management Committee approve projects

Projects will then be collated and submitted to the Academy Management Committee (AMC) who review projects and accept them on the basis of the supervisory team, capacity to supervise, the likely impact of the project, funding arrangements of projects including the ability of the group to support the candidate's project, and how well the project has been articulated.

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## Applications open

Approved project proposals are advertised on the **UQIDAR website**.

When applications go live, please check the website to ensure your project proposal is displaying correctly and promote your project via your networks.

Prospective students submit applications for their top two preferences via **Student Hub**.

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## Supervisor shortlisting and interviews

Applications and supporting material will be collated by UQIDAR and sent to supervisors for shortlisting.

### Step 1: Download applicant data

UQIDAR will send you a link to a Microsoft OneDrive folder that will contain an excel file summarising applicant data, and folder with all supporting materials. To ensure data security, supporting documents should be deleted after the application process.

### Step 2: Shortlist applicants

Review applications to shortlist according to your projects requirements and ensure i-students have any necessary fellowship funding (if required by your project). Please consider applications from applicants who have nominated your project as a first and second preference project.

### Step 3: Both supervisors interview applicants

Both supervisors must interview shortlisted applicants prior to nominating them to the Academy Joint Admissions Subcommittee (AJAS). You will be provided with an interview matrix to rate interviewees. If an applicant scores below a three they should not be shortlisted. Competitive students would normally exceed minimum eligibility requirements as listed on the UQIDAR website.

### Step 4: Complete 2 reference checks for each applicant you wish to nominate

One supervisor must complete at least two reference checks for shortlisted applicants prior to nominating them to the AJAS. Reference checks can take place via phone/zoom or email.

**Please complete this reference report** as a part of this process. You will be asked to submit a copy of the reference report template as evidence as a part of the nomination process. (See step 5)

### Step 5: Nominate your top two shortlisted applicants

**Please complete this nomination form** to nominate your top two applicants to the AJAS

Please note, while the committee will strongly consider advisory team rankings, the committee may elect to make an offer to a first or second ranked applicant based on their performance in the exam and interview.

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## Academy shortlisting, exam and interviews

The Academy Joint Admissions Sub-committee (AJAS), comprised of senior UQ and IITD staff, will shortlist applicants for interview. This ranking will be arrived at on the basis of transcripts, SOPs, scores in competitive exams, the student's research plan and their skype/zoom interview with the supervisors. Shortlisted applicants will then be asked to

1. Submit a formal application in **UQ's online application portal**.
2. Undergo a written test and a joint interview with the AJAS. For i-students, this will be conducted in person at IITD. Video-conferencing technology will be used for international i-student applicants and q-students.

The AJAS then recommends a shortlist of applicants to the Academy Program Advisory Committee (APAC). The APAC approve applicants to be made an offer. Advisory teams will be notified of the outcome of interviews and exams prior to offers being made.

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## Admission

Commencement in the PhD program is fixed to two specific periods:

- January/February intake: 8 February at IITD, and 1 January at UQ (Research Quarter 1); or
- July intake: 18 July at IITD and 1 July at UQ (Research Quarter 3).



# Information for current supervisors

## Expectations

Supervisors will be expected to meet regularly with students via Skype/zoom meetings and have joint meetings with their UQ-IITD counterpart.

## Prior to “year away”

Ensure the project plan provides for the second year at the ‘away’ institution. This must be kept updated with Academy staff and paperwork must be commenced at least six months prior to the travel date, including applications for a visa. Students will then also receive pre-arrival information and a welcome and induction will be arranged, including supervisors.







## Events

To ensure strong collaboration between institutions, UQ and IITD delegations will visit the partner institution every year. IITD will visit UQ in March each year, with a view to meet with current and potential collaborators, deliver presentations on their individual research areas as well as research priorities for their department and tour UQ facilities. A UQ-IITD research symposium will be held when the UQ delegation visits IITD in September each year. The event will provide an opportunity to identify research synergies, develop project proposals for the joint PhD program, and meet with prospective and current students. UQ and IITD warmly welcome Strategic Industry, Associate and Affiliate partners to present and engage in the joint research symposium. If you are interested in participating, contact us.

## Feedback

UQIDAR will distribute a survey to supervisors and students each academic year to seek feedback and facilitate continuous improvement. You are also encouraged to provide feedback during the year by contacting us.

## Helpful links

-  [UQIDAR website](#)
-  [Project Proposal submission form](#)
-  [Student online application form](#)
-  [Nomination form \(shortlisted applicant\)](#)
-  [UQ Graduate School - procedures for current advisors \(UQ login required\)](#)
-  [PhD guidelines](#)

i-student Vallari Chourasia researches how to convert the fibrous residue from sugarcane farming into aromatics and high-value platform chemicals



# Contact us

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