

Monash-SEU Joint PhD Guideline

Monash University

Combining world-leading teaching, research, facilities and experience, Monash University (“Monash”) ranks 55th globally in the QS World University Rankings 2021 and 75th in the Times Higher Education World University Rankings 2020. It is a founding member of the Group of 8, comprised of Australia’s leading universities.

Monash is one of the most internationally-focused universities in Australia (ranking 21st in the World’s Most International Universities in 2017 as released by Times Higher Education), with campuses and teaching locations across Australia, Malaysia, China, India, and Italy. It provides its students with wide-ranging opportunities for international exchange and study tours, in partnership with more than 100 universities across 30 countries. With extensive research collaborations and alliances across the United Kingdom, North America, Europe and Africa, Monash’s graduates possess a unique combination of leadership, entrepreneurial skills, and a global perspective.

To learn more about Monash, please refer to the website: <https://www.monash.edu/>.

Monash Suzhou

Monash is the first Australian university approved by the Chinese Ministry of Education to jointly open a graduate school in China in partnership with Southeast University (SEU), China. On this basis, it establishes Monash Suzhou in Suzhou Industrial Park, which is now composed of SEU-Monash Joint Graduate School (JGS) and Joint Research Institute (JRI), Monash-Suzhou Research Institute (MSRI) and Monash Engineering and Technology Company. To date, the JGS has developed 9 double masters programs including Industrial Design, Interpreting and Translation Studies, International Business, Transportation Systems, Civil Engineering, Industrial Chemical Engineering, Information Technology Systems, Artificial Intelligence and Health Data. The JRI and MSRI have established six centres including Future cities, Energy and Environment, Advanced Materials and Manufacturing, Advanced Computation in Science and Engineering, Life (Medical/Bio) Science and Global Business.

For details, please refer to the website: <https://www.monash.edu/suzhou/>.

Southeast University

Southeast University (SEU) is one of the national key universities in China, listed among the universities of Project 211 and Program 985, and now the first-rate universities. It is a comprehensive and research-oriented university, boasting 33 and 49 disciplines, respectively authorized by the Ministry of Education, China, to confer PhD and master degrees. Among its >30,000 enrolments, about half of them are higher degree research students. SEU is highly regarded not only in China but also worldwide, particularly in science and engineering. It has cooperation with more than 150 universities and research institutes, including the strategic partnership with Monash University.

For details, please refer to the website: <https://www.seu.edu.cn/english/22456/list.htm>

Monash-SEU Joint PhD Program

The Monash-SEU Joint PhD Program facilitates collaborative research between Monash and SEU researchers, with students benefiting from undertaking a research project that draws upon the unique research strengths of both universities.

1. Key Information for Students

1.1 Admission to Doctoral Enrolment

All applicants must meet Monash’s minimum Academic Qualifications and English Language Proficiency for PhD admission, as outlined on the following webpages: <https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-two/2-1>; and <https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-two/2-2>

To apply, please submit an application to your proposed Home Institution. Your Home Institution will assist you in completing all relevant documents, including the *Joint Doctor of Philosophy (PhD) Southeast University and Monash University Form* and *Joint PhD Student Schedule*. These documents will be forwarded to the Host Institution for consideration.

An application for the Monash-SEU Joint PhD Program requires approval from both Monash and Southeast Universities.

1.2 Conditions of Enrolment

Conditions of enrolment at Monash are available at: <https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-three>

The period of study is given below:

Mode	Time at Home Institution*	Time at Host Institution**	Maximum Course Duration***
Full-time PhD	3 years	1 year (at least)	4 years

*The Home Institution is the university at which the student spends the greater amount of time.

**The Host Institution is the university at which the student spends the lesser amount of time.

***The completion of a PhD study will depend on research achievement, not the enrolment time.

1.3 Progress Management, Thesis and Examination Requirements

Progress management requirements are outlined below:

Confirmation	Progress Review	Final Review
To be completed at 12 months equivalent full time after the commencement	To be completed at 24 months equivalent full time after the commencement	To be completed at 36 months equivalent full time after the commencement

The student's thesis is to be written in English, with examiners to submit a written assessment of the thesis in English. More details on thesis requirements and examination are available at: <https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-seven/7-1>.

1.4 Scholarship, Tuition and Other Fees

Where SEU is the Home Institution, students should contact SEU for scholarship opportunities, including tuition fees information. A living allowance (or top-up) scholarship may be available to eligible students while undertaking their period of time at Monash Australia.

Where Monash is the Home Institution, students should refer to <https://www.monash.edu/graduate-research/study/scholarships> for scholarship opportunities, including tuition fees information.

2. Key Information for Supervisors

A student should have at least one Monash supervisor and one SEU supervisor.

Supervisors are required to follow the relevant rules and regulations at Monash and SEU, including roles and responsibilities as outlined in Monash's Graduate Research Supervision Policy and procedures: https://www.monash.edu/__data/assets/pdf_file/0009/1583226/Graduate-Research-Supervision-Policy.pdf and <https://www.monash.edu/graduate-research/faqs-and-resources>

3. Special Conditions

- Admission into this program must be approved by both universities. The student must be enrolled at Monash and SEU from the commencement of their candidature unless otherwise approved by both Monash and SEU, maintaining enrolment at both universities.
- Upon completion of the Joint PhD program, a Doctor of Philosophy (or its equivalent) will be awarded by both parties. The testamur (certificate) will acknowledge the SEU-Monash partnership.

4. Additional Information

In addition to the information mentioned above, students and supervisors are required to comply with relevant PhD requirements at Monash and SEU. For Monash information, refer to the Monash University Handbook for Doctoral Degrees at: <https://www.monash.edu/graduate-research/faqs-and-resources/content>.

The nominated contact points for the SEU-Monash Joint PhD Program are:

SEU Postgraduate Admissions Office	Monash Graduate Research Office	Monash Suzhou Office
Tel: +86 25 8379 2583 Email: yzb@seu.edu.cn Address: Room 203, Level 2, Yifu Architecture Hall, No. 2, Sipailou Campus, Southeast University, Nanjing, Jiangsu Province, China, Postcode: 210096	Tel: +61 3 9905 1538 Email: mgro-apply@monash.edu Address: Monash Graduate Research Office, Building D, 26 Sports Walk, Monash University Clayton VIC 3800, Australia	Tel: +86 512 6299 7902 Email: suzhou@monash.edu Address: Level 4, Building 8, 377 Linquan St, Dushu Lake Higher Education District, Suzhou, Jiangsu, China

Joint Doctor of Philosophy (PhD) Southeast University and Monash University

This form is to be completed by the Joint PhD applicant, in conjunction with the SEU Graduate Office, and returned to the Monash Graduate Research Office (mgro-apply@monash.edu) together with the required supporting documents.

Applicant Details

Full name:

Postal address:

Email address:

Monash department and faculty:

Proposed commencement date (dd/mm/yyyy):

Supporting Documents

Please ensure the following documents have been attached:

- Research proposal
- Citizenship document (e.g. birth certificate, passport)
- Official academic transcripts (including English translations)
- English proficiency test results
- Evidence of publications and relevant work experience
- Letter from SEU providing enrolment information for currently enrolled students (letter template provided on next page) OR copy of SEU offer letter, if not yet enrolled
- Completed Student Schedule (fully signed by SEU)

Confirmation of Meeting Admission Requirements

On behalf of SEU Graduate Office, I confirm that the applicant indicated above:

- meets the admission requirement for the Joint PhD program;
- has provided their consent to SEU to share this form (and supporting documents) with Monash; and
- is aware of the [Monash University's student privacy collection statement](#) and authorises the university to release personal information as per the statement.

Name:

Position:

Signature:

Date (dd/mm/yyyy):

[Date]

Attention: Monash Graduate Research Office - Admissions Team

This letter confirms enrolment details for the following applicant:

Applicant Details

Full Name

SEU Course Enrolment Details

Course type	PhD	Course duration (years)
Date commenced at SEU		Expected end date at SEU
Coursework component %		Research component %
Current milestone arrangement		
Candidature confirmed or annual review completed?	Y / N	Date completed or planned
Progress review completed?	Y / N	Date completed or planned
Final review completed?	Y / N	Date completed or planned
Period of full-time	Date from:	to:
Period of part-time	Date from:	to:
Duration of absence/leave, etc. (if applicable)		

Withdrawal date

(if applicable, evidence of withdrawal is required)

Current research title

Comments/Notes

Signed by Southeast University Graduate Office

Signature:

Name:

Position:

Example of the Student Schedule to be used in
Joint Award Agreements

JOINT AWARD PHD STUDENT SCHEDULE

This document is the responsibility of and is to be completed by the main supervisor from Home Institution in conjunction with the main supervisor from the Host Institution.

PLEASE NOTE ALL SECTIONS IN THIS SCHEDULE ARE MANDATORY. FAILURE TO COMPLETE ALL SECTIONS MAY RESULT IN A DELAYED ADMISSION PROCESS.

Student Full Name

Host Institution

Home Institution

Faculty (Home Institution)

Department/Academic Unit (Home Institution)

Proposed Thesis Title

Course Information The relevant course information (such as course duration, commencement date, program requirements) will be outlined in the offer of admission.

Progress Management Arrangements In order to support and facilitate a student's progress towards thesis submission, the student must maintain regular contact with both institutions and all supervisors. Each institution's progress management requirements must be complied with.

The progress management assessments are normally scheduled for 12, 24 and/or 36 months post enrolment and can be achieved by completing the Home Institution requirements. If due whilst located at the Host Institution, evidence of equivalence having being achieved must be provided to the Home Institution by the student.

Examination Requirements Examination requirements of both institutions must be met, noting the thesis must be written and defended in English.

The Home Institution will administer the thesis examination.

Where applicable, oral examination must be conducted in accordance with the rules specified by the relevant institution.

Upon successful completion, the student must also adhere to the thesis archival requirements of both Institutions to facilitate completion of the joint degree.

Student's Anticipated Dates at Joint Award Partner The student is required to spend 12 months at the Host Institution. Dates below are the anticipated travel dates that have been decided in consultation with and agreed by the student.

Note: travel and associated costs will be beared by the student, unless agreed otherwise in writing.

From:

To:

HOME INSTITUTION

Please clearly specify the resources that the **Home Institution will provide** to support the student's research project. (For example, computers, laboratory, research platform, access to software, data sets, databases and/or scholarship support.)

Main Supervisor

Name:

Head of the Academic Unit

Name:

Dean of Faculty

Name:

Signature:

Date:

Signature:

Date:

Signature:

Date:

HOST INSTITUTION

Please clearly specify the resources that the **Host Institution will provide** to support the student's research project. (For example, computers, laboratory, research platform, access to software, data sets, databases and/or scholarship support.)

Main Supervisor

Name:

Head of the Academic Unit (or nominee)

Name:

Dean of Faculty (or nominee)

Name:

Signature:

Date:

Signature:

Date:

Signature:

Date:

STUDENT APPLICANT ACKNOWLEDGEMENT

I have read and understood this student schedule.

Student Name:

Signature:

Date: