

Guidelines for a collaboration agreement regarding double or joint PhD programs for PhD students enrolled or planned to be enrolled at SDU

According to the Danish Ministerial Order on PhD education (2013), PhD students can be awarded a double or joint PhD degree, if the PhD student has completed a period of study at a foreign university as part of a mutually obliging collaboration agreement. The degree can be awarded if the Danish university assesses that the PhD student has acquired qualifications comparable with those acquired under a Danish PhD program.

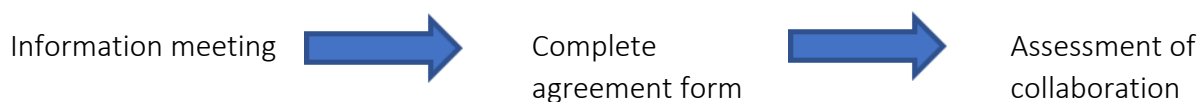
An individual collaboration agreement is necessary as it, according to the Danish Ministerial Order on PhD education (2013), is a requirement for allowing PhD student's to be enrolled at two universities with the same project.

The collaboration agreement must agree on PhD training, including the assessment, defence, awarding of degrees etc. It is important that the agreement is mutually obliging and regards the entire PhD program. This point will be elaborated later.

It is not a requirement that the PhD student is enrolled at SDU as we begin designing the collaboration agreement, but the PhD project must be approved as well as the student's professional qualifications. Are you already enrolled at SDU as a PhD student, you must apply for a double or joint degree no later than 6 months after start of the PhD program.

The 3 step process

If you want to apply for a double or joint degree, you need to contact the Graduate School (phd@health.sdu.dk) and then follow the "3 step process", which is described below:



Information meeting:

Shortly after you have contacted the Graduate School, the main supervisor and the student are invited to an information meeting, where the Head of the Graduate School and an administrative officer from the Graduate School will be present to inform the PhD student and main supervisor about the process. The process of double or joint degrees are often time consuming and complex, why a certain level of engagement from both the student and the main supervisor is necessary.

It is important that the main supervisor can argue *why* a collaboration between SDU and the foreign university will be productive – both in relation to the student/students and SDU as institution.

Complete agreement form:

After the information meeting the main supervisor and the student are asked to complete the agreement form, which can be found on SDU's website: https://www.sdu.dk/en/forskning/phd/phdskolensundhedsvidenskab/for_future_students/types_of_programmes/double_joint_degree

In the agreement form the main supervisor and the student need to explain the foundation for a productive collaboration between SDU and the foreign university and specify the structure of the course of the PhD.

Based on the agreement form the Head of the Graduate School will decide whether the Graduate School will move forward with the collaboration agreement.

Assessment of collaboration:

If the Head of the Graduate School assess that a collaboration agreement should be initiated, a Research education officer from the Graduate School will contact the foreign university and send an agreement draft and guidelines. After this, a long process of negotiations between SDU, SDU's Legal Department and the foreign university begins. Once everybody can agree on the content in the agreement, the necessary signatures can be collected. The process takes approximately 12 months.

As the agreement is being processed, the PhD student can be enrolled at SDU, but must wait for enrollment at the foreign university until the collaboration agreement is approved and signed.

The content of a collaboration agreement

- Is it a double or joint degree (double degrees are often easier to manage)?
- Requirements for enrollment – this depends on both universities' approval of the candidates professional qualifications. See SDU requirements here: https://www.sdu.dk/en/forskning/phd/phdskolensundhedsvidenskab/for_future_students/how_to_apply#criteriaforenrollment
- Structure of the PhD course, including periods of residence at both universities. As a PhD student at SDU you must follow and complete the PhD program: https://www.sdu.dk/en/forskning/phd/phdskolensundhedsvidenskab/phd_students/phd_programme
- The financing
- Number of supervisors and distribution of their contribution. The supervisors must support the application for enrolment as a double or joint degree. The main supervisor (who is employed as associate professor or at professor level) must be employed at SDU, health.
- The PhD thesis must be written in English with a summary in Danish and English.
- Composition of the assessment committee. The Graduate School at SDU recommends one assessment committee with representatives from both universities.
- Assessment of the PhD thesis, including possibility for revision.
- The defence
- Diplomas - The degree from SDU is awarded by the Academic Council at SDU – it is ultimately their decision to award or to not award the degree.

The Head of Department (where the main supervisor is employed) and the foreign university must agree on the projects financing and intellectual property rights. SDU's Legal Department also needs to approve the intellectual property rights to make sure SDU's rights are respected.