

# Guidelines for collaboration agreements regarding joint PhD programs for PhD students

According to the Danish Ministerial Order on PhD education, 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.

The collaboration agreement must agree on PhD training, including the assessment, defense, awarding of degrees etc. It is important that the agreement is mutually obliging and regards the entire PhD program.

## Before entering into a collaboration agreement:

The student and the main supervisor must fill out the agreement form and submit it to The Graduate School of Health Sciences: [phd@health.sdu.dk](mailto:phd@health.sdu.dk) where The Head of the Graduate school has the right to accept or reject the proposal.

1. The agreement form consists among other things of an assessment of:
  - the PhD student's academic qualifications
  - the foreign PhD program which must be comparable to a Danish PhD program
  - the PhD project and an explanation of why a collaboration will be productive
2. The Head of the Department at the Faculty of Health Sciences where the supervisor from SDU is employed must agree on:
  - financing of the PhD project
  - possible intellectual property rights

## Conditions

1. The candidate must be enrolled as a PhD student at a foreign university, which will be the home university. The home university is responsible for the PhD student, the PhD program and the PhD project, and the PhD student must follow rules and regulations governing PhD education at the home university
2. The academic level of the foreign PhD education must as a minimum correspond to that of the Danish PhD education
3. The candidate must be qualified for admission into a PhD program at the Faculty of Health Sciences, SDU
4. The candidate must have a main supervisor at the home university and a co-supervisor at SDU (who is employed as associate professor or at professor level)
5. The supervisors must support the application for enrolment as a double or joint degree student and have the responsibility to ensure that the universities enter into a collaboration agreement
6. The PhD program at the foreign university must be comparable to a Danish PhD program. During a Danish PhD program, the PhD student is required to:
  - carry out independent research work under supervision (the PhD project)
  - complete PhD courses or similar study elements totaling 30 ECTS points, including the mandatory courses at SDU; "Responsible conduct of research" and "Introduction to the PhD program at health sciences, SDU".

- participate in active research environments (this requirement is naturally fulfilled as a double degree student)
  - gain experience with knowledge dissemination (for example teaching or supervision)
  - complete a PhD thesis based on the PhD project
8. There must be regular evaluations of the student's progress
  9. The student must complete a study visit at SDU
  10. The PhD thesis must comply with the individual guidelines on publishing activities for obtaining a PhD degree

### Financing and intellectual property rights:

The candidate must be able to finance his/her living expenses and be able to obtain a residence permit if needed.

The financial conditions must be described in the collaboration agreement and they must include:

- Tuition fees (supervision, access to office and IT-facilities, course fees)  
At least one year's tuition fee must be paid to SDU
- Travel and living costs of the student, if any (accommodation, salary)
- Reimbursement, if any, of travel expenses for the co-supervisor during supervision visits at the collaborating university and for participation in the PhD defence
- Fees and reimbursement of travel expenses, if any, for assessment committee members for participation in the assessment committee and in the PhD defence

If relevant, intellectual property rights must be agreed on in the collaboration agreement.

### Assessment

1. The thesis is handed in at the home university
2. The thesis must be written in English and have a summary in English and Danish
3. Submission of the thesis should include a statement from the supervisor from SDU, confirming the completion of the PhD program, including the completion of the individual elements of the PhD program
4. The assessment committee consists of three or more members. One member should be employed at the Faculty of Health Sciences, SDU. All members must be at associate professor or professor level within the relevant field
5. The supervisors are not allowed to be members of the assessment committee but assist the assessment committee without voting rights
6. Within 6 weeks of the submission of the thesis the assessment committee must make a preliminary assessment. If the preliminary assessment is positive, then the defense can take place

### Defence

11. The defence must be a public lecture in English
12. After the defence the assessment committee makes its final assessment
13. 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 diploma is either a joint PhD diploma (the diploma from the home university is co-signed by SDU) or a double PhD diploma (a second diploma is issued by SDU)