

**Collaboration agreement on a double PhD degree**

**Hosted by a foreign partner institution**

**The parties involved**

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| **1. Host university** | |
| Name of university: |  |
| Department: |  |
| Supervisor: |  |
| Head of Department: |  |

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| **2. Faculty of Business & Social Sciences, SDU** | |
| Department: |  |
| Supervisor: |  |
| Head of Department: |  |

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| **3. The PhD student** | |
| Name: |  |
| MSc degree: |  |

**Justification for entering the double degree agreement**

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| **4. Please outline the main reasons for entering the double degree agreement in the present project** |
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**The PhD programme**

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| **5. The PhD programme** | |
| Please enclose a brief description of the PhD programme. | |
| **6. Time frame** | |
| Starting date of the PhD programme: |  |
| The PhD thesis is expected to be handed in on: |  |
| The public PhD defence (mandatory) is expected to take place on: |  |

**Agreement on supervision and ongoing assessment activities**

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| **7. Agreement on supervision** | |
| A brief description of the role, obligations and responsibilities of the principal supervisor employed at the host university: |  |
| A brief description of the role, obligations and responsibilities of the co-supervisor employed at the Faculty of Business and Social Sciences: |  |
| How will the progress of the PhD programme be monitored: |  |

**The study visit at Faculty of Business and Social Sciences**

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| **8. The conditions of the study visit (Duration at least 6 months)**  (The visit may include research, course activity, writing of articles, teaching and dissemination activities) | |
| When is the visit expected to take place: |  |

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| **9. Conditions for the stay at Faculty of Business and Social Sciences** |
| The parties may have entered into a memorandum of understanding regulating conditions about salary, travel cost, insurance, housing etc., if not, the following shall be agreed upon:   1. The PhD Student must be guaranteed a salary that enables the PhD student to be granted a residence permit while studying in Denmark. The salary can be paid by the host university and/or by the Faculty of Business and Social Sciences to make sure that the salary is sufficient for the Phd student to obtain a residence permit during the study in Denmark. 2. The Faculty of Business and Social Sciences shall provide a suitable work place, including access to libraries and technical facilities. It is, however, expected that the PhD student brings his/her own laptop. 3. The Faculty of Business and Social Sciences will provide assistance to find appropriate accommodation for the PhD student. Health insurance coverage and immigration formalities must be arranged by the host university or research personnel in the PhD student’s country of origin prior to the arrival at the Faculty of Business and Social Sciences. |

**Conclusion of the PhD study programme**

The double degree programme can be concluded as the result of two defences – one at the host university in accordance with the rules and regulations of the host university and another defence at the Faculty of Business and Social Sciences in accordance with the rules and regulations of the Faculty of Business and Social Sciences.

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| **10. Conclusion of the PhD study programme** (if yes – mark X) | |
| Two defences – one at each institution: |  |
| One mutual public defence: |  |

**Mandatory conditions for a joint public defence**

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| **11. The assessment committee** |
| A Faculty of Business and Social Sciences member – however not the co-supervisor – with qualifications relevant to the programme, must be a member of the assessment committee. Due to Danish legislation the supervisors from the collaboration university and Faculty of Business and Social Sciences are not allowed to be members of the assessment committee. Please note that the PhD school of Business and Social Sciences must be informed of the composition of the assessment committee as soon as possible after its establishment.  Please provide a brief description of the constitution of the assessment committee: |

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| **12. The PhD thesis and the Business of Social Sciences supervisor’s final report on the PhD study** |
| When the PhD thesis is handed in, the PhD school of Business and Social Sciences must receive an electronic version of the PhD thesis as soon as possible.  At the same time, the supervisor from the Faculty of Business and Social Sciences must hand in a final report on the PhD study to the PhD school of Business and Social Sciences. |

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| **13. The time and conditions of the public defence** |
| Please provide a brief description of the set-up of the public PhD defence that concludes the PhD programme: |

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| **14. the award of the PhD degree – final recommendation from the assessment committee** |
| Following the public defence, the assessment committee must forward a recommendation as to whether or not the author should be awarded the PhD degree to the PhD school of Business and Social Sciences.  The recommendation must be written and reasoned and signed by all members of the assessment committee. Subsequently the PhD degree will be awarded by the Academic Council of Business and Social Sciences. |

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| **15. The double PhD degree diploma** |
| The diploma will include the following information:   * Name and date of birth of the graduate * Time and place of the defence * Title of the PhD thesis * Name of the academic area * Information about the host institution: University and department * Name of the Business and Social Sciences department   The diploma will be signed by the Dean at the Faculty of Business and Social Sciences. |

**Financial matters and IPR**

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| **16. The financial conditions for co-supervision, study visit and assessment of the thesis** | |
| Agreed fee, if any for co-supervision:  *(Supervision, access to office and IT facilities, course fees)* |  |
| Budget for the study visit in Denmark:  (*Travel, accommodation, salary)* |  |
| Budget for co-supervision, if any:  (*Travel and accommodation costs during supervision visits)* |  |
| Agreed fee, if any, for the participation of a Business of Social Sciences faculty member in the assessment committee and PhD defence |  |
| Agreement on Confidential information  (*If it’s relevant please enclose an agreement (NDA/CDA) prior to the entry into force of the collaboration agreement)* |  |
| Agreement on IPR, if any:  *(If it’s relevant – please enclose an agreement on IPR prior to the entry into force of the collaboration agreement)* |  |

**Enclosures**

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| **17. Please enclose the following documents** (if enclosed – mark X) | | | | |
| Copy of the rules and regulations for the PhD programme at the host university | | | |  |
| If the agreement is part of a formal collaboration agreement between the universities/Faculties, please enclose a copy of existing collaboration agreement (Memorandum of Understanding) | | | |  |
| CV | | | |  |
| Certified copies of your Master’s degree certificate | | | |  |
| Project description | | | |  |
| A plan for finance | | | |  |
| **Signatures** | | | | |
|  | **Date** | **Name** | **Signature** | |
| **Supervisor, Faculty of Business and Social Sciences** |  |  |  | |
| **Head of Department, Faculty of Business and Social Sciences** |  |  |  | |
| **Supervisor, Host University** |  |  |  | |
| **Head of Department, Host University** |  |  |  | |
| **PhD Student** |  |  |  | |

**After approval by the PhD Committee**

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|  | **Date** | **Name** | **Signature** |
| **The Head of the PhD School, the Faculty of Business and Social Sciences** |  |  |  |

For:

Faculty of Business and Social Sciences,

University of Southern Denmark

Date:

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Signature

Dean

Stamp

For:

Name of Host University:

Date:

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Signature

Dean

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