

**Collaboration agreement on a double PhD degree**

**Hosted by Faculty of Business and Social Sciences, SDU**

**The parties involved**

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| **1. University of Southern Denmark, Faculty of Business and Social Sciences**  |
| Department: |       |
| Supervisor: |       |
| Head of Department: |       |

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| **2. Partner institution** |
| Name of University: |       |
| 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 co-supervisor employed at the Faculty of Business and Social Sciences: |       |
| A brief description of the role, obligations and responsibilities of the principal supervisor employed at the host university: |       |

 **The study visit at the foreign partner institution**

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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:  |       |
| Content (e.g. research, course activity, teaching, writing of articles) |       |

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| **9. Conditions for the stay at the foreign partner institution**  |
| 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 foreign partner institution 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 foreign partner institution 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 foreign partner institution.
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**Conclusion of the PhD study programme**

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| **10. 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 collaborating 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.  |

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| **11. The time and conditions of the public defence**(The PhD defence is public and takes place at the University of Southern Denmark. It is strongly recommended that the PhD degrees from both universities are awarded on the basis of one joint PhD defence. |
| Is it agreed upon that both institutions award the PhD degree based on a mutual PhD defence?Yes      No       |

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| **12. 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.  |
| **What is the procedure for awarding the PhD degree at the foreign partner institution?** |
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| **13. 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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| **14. 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)* |       |
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| Signatures |
|  | **Date** | **Name** | **Signature** |
| **Supervisor, Faculty of Business and Social Sciences** |  |  |  |
| **Head of Department, Faculty of Business and Social Sciences** |  |  |  |
| **PhD Student** |  |  |  |
| **Supervisor, Host University** |  |  |  |
| **Head of Department, Host University** |  |  |  |

**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 foreign partner institution:

Date:

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Signature

Dean

Stamp