



## Dual PhD Agreement

### Details:

#### Date of Addendum

**MOU** This Addendum is made under Memorandum of Understanding (**MOU**) between University of ABC and Indian Institute of Technology Kharagpur originally signed in (Date, Year) and expiring Date, Year).

**Institutions** **University of ABC**, <insert text here><insert address here>, referred to as **ABC**  
AND  
**Indian Institute of Technology Kharagpur**, Kharagpur, India - 721302, referred to as **IITKGP**.

**Term** Commencement Date: upon signature of both institutions  
End date: upon expiry or termination of the MOU

**Candidate** Means a Doctoral Degree student enrolled with the Home or Host Institution

**Host institution** Means the institution receiving a Candidate

**Home institution** Means the institution with whom the Candidate is first enrolled for the doctoral degree program

**Institution** Means either the Host or Home institution

**Dual PhD** Means a doctoral degree pursued concurrently at the Home and Host institutions and upon successful completion, awarded concurrently by both Institutions acknowledging the joint nature of the work

**Program** Means Dual PhD Program

**Abbreviations** **ISA** Means Individual Student Agreement (Dual PhD)

### 1. Background

- 1.1 Doctor of Philosophy (PhD) students benefit from research undertaken abroad given the opportunity to obtain different perspectives, skills and knowledge in their field of research.
- 1.2 Recognising this, both institutions wish to strengthen their academic relations, and have agreed to support a Dual PhD program, by offering students at least 1 year of research abroad.
- 1.3 This Addendum is entered into under the MOU and forms part of the MOU. The institutions have agreed on the following terms and conditions for a Dual PhD Program.
- 1.4 The institutions agree that they are responsible for the academic standards, quality of research and awards issued by their own institutions. From time to time, the institutions shall satisfy themselves with the academic standards and quality of research undertaken at the other institution.

### 2. Admission to a Program

- 2.1 The program will be open to any eligible applicant enrolled in the degree of Doctor of Philosophy of the Home institution. Participation will be dependent upon the availability of appropriate supervision, resources and facilities at both institutions.
- 2.2 Each institution will request that students wishing to participate in the Program complete an application form. Each institution will assess its applicants for the Program. Each institution reserves the right to make final judgements on the suitability of each Candidate nominated for entry into the Program.
- 2.3 Unless otherwise agreed, all Candidates must satisfy the standard entry and admission requirements/criteria of both institutions.
- 2.4 By submitting an application to the other institution, each institution warrants that it has the student's consent and authority to provide confidential documents and personal information concerning the student to the proposed host institution, and to receive confidential documents

and personal information from the host institution for the purposes of the Program.

- 2.5 With admission to the program both institutions agree on an **Individual Student Agreement (Dual PhD)** (refer to template in Appendix 1).

### 3. Candidature

- 3.1 The Candidate will be admitted to the program within the first 12 months of his or her enrolment at the Home institution.
- 3.2 On the date of approval of the **Individual Student Agreement (Dual PhD)**, the Candidate will be deemed to be a Dual PhD Candidate.
- 3.3 The Candidate will undertake his or her joint candidature in accordance with the terms of this agreement and his or her **Individual Student Agreement (Dual PhD)**.
- 3.4 The Candidate will be subject to the fee arrangements of the home institution. Tuition and other fees payable at the host institution, if any, will be specified in the ISA.
- 3.5 The Candidate will be subject to the coursework requirements of the home institution.
- 3.6 Candidates will be given the same rights and privileges as other students of the host institution. The host institution will make available to all Candidates enrolled in the Program the full range of services provided to its enrolled PhD Candidates in accordance with University Policies and Procedures.

### 4. Allocation of time between institutions

- 4.1 The Candidate is required to spend a total of not less than 12 months of equivalent full-time candidature at each of the Home institution and the Host institution during his/her Candidature.
- 4.2 The Candidate will allocate his or her time between the Home institution and the Host institution in the shares specified in the **Individual Student Agreement (Dual PhD)**.

### 5. Application of Rules and Regulations

- 5.1 The Candidate is required to comply with the statutes, regulations, policies, procedures and guidelines of the Home institution and the Host institution.
- 5.2 The progress of the Candidate shall be monitored by annual milestones or annual progress reports in accordance with the progression policies, procedures and guidelines of the Home institution and, when relevant, the Host institution.
- 5.3 Where it is not possible to comply with both the rules and regulations of the home institution and the host institution, the rules and regulations of the home institution will prevail to the extent of any inconsistency. This provision also includes leave of absence, study away, change of supervisor, parental leave, required progress

reviews and extensions, lapse or withdrawal from candidature. In each case the responsible office from the other institution must be notified.

- 5.4 Grievance and appeal, termination and research or academic misconduct procedures of the home institution are to be followed if required. In the event of an accusation of general (non-academic) misconduct at the Host institution, the procedures of that workplace would apply. In each of these circumstances the responsible office from the other institution must be notified of the events underway.

### 6. Supervisors

- 6.1 The Candidate shall have at least one supervisor at each institution. The supervisors are responsible for the progress of the doctoral degree work.
- 6.2 Supervisors are expected to ensure that they maintain regular contact and communication with the Candidate and their counterparts at the partner institution, and that the mechanisms for doing so are agreed upon by all institutions.
- 6.3 Additional associate supervisors from either institution may be appointed as appropriate.
- 6.4 The supervisors are to be specified in the individual student **Individual Student Agreement (Dual PhD)**.
- 6.5 The supervisors are required to comply with the policies and procedures of their own institution relating to the supervision responsibilities and replacement, training and accreditation, and load.
- 6.6 In the event that a supervisor is unable to continue in his/her role, the relevant institution will make timely alternative arrangements for the Candidate's supervision, where possible.

### 7. Doctoral Committees

- 7.1 Upon enrolment in the Home institution, the Candidate's doctoral committee will be constituted as per rules of the Home institution.
- 7.2 Upon approval of the ISA, the Host institution will constitute a doctoral committee for the Candidate as per its own rules. Additionally, supervisor(s) from the home institution will be inducted in the host institution's doctoral committee.
- 7.3 Upon approval of the ISA, the Home institution shall induct the supervisor(s) from the Host institution into the Candidate's doctoral committee.

### 8. Scholarships, Revenues and Expenses

- 8.1 Each Candidate may be competitively considered for any relevant institutional scholarship by the Home institution.

- 8.2 Candidates may apply to the host institution for other funding, such as travel scholarships. Scholarships and grants will be funded and administered by the awarding institution.
- 8.3 Confirmation of the availability of adequate financial support for the student during candidature is required prior to enrolment in the program including scholarship or other living expenses support, availability of and conditions of funding for travel and conference participation etc. These arrangements are specified in the individual student **Individual student Agreement (Dual PhD)**.
- 8.4 Thesis examination costs, including translation of examination reports, will be covered as per the policy of the home institution.
- 8.5 Unless otherwise specified in the ISA, the Candidate will be responsible for his/her appropriate health care cover while the he/she is located with the Host institution.
- 8.6 Unless otherwise specified in the ISA, the Candidate will be responsible for his/her travel to and from the Host institution.
- 8.7 Unless otherwise specified in the ISA, the Candidate will be responsible for the following:
- Tuition fees
  - all transportation
  - room and board expenses
  - accident insurance
  - social security and any other insurance required by relevant national legislation in the two countries
  - incidental fees and charges, if applicable
  - textbooks, clothing and personal expenses
  - all other debts and incidental expenses incurred during the program.
- 8.8 Institutions agree to pay their own costs and disbursements in respect of the Program.
- 7.9 There will be no reallocation of, or compensation for, costs incurred, whether direct or indirect, between the institutions. Institutions agree to support all costs of the Program when the Candidate is located at their institution.

### 9. Intellectual Property, Authorship and Ethics

- 9.1 Subject to clause 9.2, Candidates enrolled in this program agree to assign the intellectual property created in the course of the research projects conducted under the PhD to their home institution. The host institutions will jointly share any such IP as tenants in common in equal shares, unless otherwise agreed.
- 9.2 The Candidate retains copyright of his/her thesis and of articles for academic publication authored solely by the Candidate.

- 9.3 Intellectual property and copyright policies and procedures of the home institution shall form the basis of the arrangements in place for each student and should be clearly articulated in the **Individual Student Agreement (Dual PhD)**
- 9.4 Authorship and publication matters should follow the protocols of the Home institution, although the student will be required to indicate their affiliation with both institutions on any published work.
- 9.5 If required, ethics approvals should follow the Home institution policies and procedures, and confirmation should be sought via the responsible officer of the acceptance of this protocol by the host institution.
- 9.6 The responsibility for data storage lies with the Home institution unless other arrangements are made and specified in the **Individual student Agreement (Dual PhD)**.

### 10. Responsibilities of both institutions

- 10.1 Each institution shall provide students with housing information and related assistance. Each institution will provide orientation for incoming students and perform its responsibilities with reasonable skill and care and in accordance with all applicable laws, rules and regulations.

### 11. Student Discipline

- 11.1 Each institution will promptly inform the other Institution should a complaint be made.

### 12. Submission and Examination of Thesis and Award of Degree

- 12.1 There shall be one examination process, including an oral examination, conducted according to the policies and procedures of the home institution, which may need to be augmented to satisfy the principal requirements of the Host institution.
- 12.2 The thesis shall be examined by independent examiner(s) bearing no conflict of interest with either institution or with the candidate.
- 12.3 The thesis will be written in English.
- 12.4 The preliminary pages of both institutions must be included in the thesis with those of the home institution placed before those of the host institution. The copy of the thesis submitted to the host institution should have the host's preliminary pages before those of the home institution.
- 12.5 Examination reports must be provided in English.
- 12.6 The student will provide the Host institution with an agreed number of copies of the final thesis in the format required by that university.

- 12.7 Subject to relevant academic policies, procedures and approvals, on the basis of a favourable report from the assessment panel, the Candidate will be awarded a single degree jointly by both institutions.
- 12.8 The student will resubmit the revised thesis, if necessary, on the basis of examiners comments in consultation with both the supervisors and with the combined approval of the Deans at both institutions.
- 12.9 In case of grossly conflicting recommendation by the two external examiners, the Deans of the two Institutions will discuss on the future course of action which may include sending it to a third jointly appointed external examiner.
- 12.10 Regardless of whether a single (bearing both seals) or two separate diploma (bearing one seal on each) are issued, the text of the diploma(s) must bear the name of both institutions and must clearly specify that the activities and research leading to the degree was conducted jointly as a Dual PhD Program between the Indian Institute of Technology Kharagpur and University of ABC.

### 13. Termination of Candidature

Each **Individual Student Agreement (Dual PhD)** terminates on the earlier of:

- 13.1 the withdrawal, suspension or termination of the Candidate from the doctoral degree at either the home institution or the host institution; or
- 13.2 the conferral of the Award of the Dual Degree of Doctor of Philosophy by ABC and IITKGP; or
- 13.3 as otherwise agreed to in writing between the Home institution and the Host institution.
- 13.4 Upon termination of the Program, a Candidate may, subject to the agreement of the relevant institution, retain candidature at that institution and must relinquish their candidature at the other institution.

### 14. Responsible Officers

- 14.1 For the purposes of coordinating and administering the Program:
- (a) UNIVERSITY OF ABC nominates as its **Responsible Officer**: <insert name><insert designation><insert contact details>
- (b) IITKGP nominates as its **Responsible Officer**: <insert name><insert designation><insert contact details>

- 14.2 Each institution may change its Responsible Officer by written notice to the other institution. Each institution shall provide (and keep updated) the other institution with details of their Responsible Officer's work address, telephone, facsimile and electronic mail address.

- 14.3 The Responsible Officers shall ensure students receive information confirming that they are:

- (a) Bound to comply with local laws and regulations (including visa conditions);
- (b) Subject to the policies, rules and regulations of the host institution including, but not limited to those related to attendance, discipline, complaints and appeals;
- (c) Responsible for obtaining their own insurance protections for the activities directly or indirectly related to the Dual PhD Program, noting that the home and host institution may only provide a limited measure of protection or insurance whilst studying abroad;
- (d) To undertake research in their chosen field of study; and
- (e) Liable to pay all travel and living costs, recreation, travel and transport, insurance, immigration or visa costs, text books and charges for laboratory fees, field trip costs and other non-compulsory student services fees.

- 14.4 The Responsible Officers may work with other internal administrative officers or working institutions to document and manage the activities contemplated by this Addendum.

### 15. Duration of this Addendum

- 15.1 Either institution may terminate this Addendum on 60 days prior written notice should the quality of research training not be acceptable by relevant legislative standards.
- 15.2 This Addendum will be effective upon the Commencement Date and shall expire on the first to occur of:
- (a) the end date in the Details;
- (b) termination as permitted by the MOU; and
- (c) the date of expiry or termination of the MOU.

**SIGNED FOR AND ON BEHALF OF:**

**UNIVERSITY OF ABC**

**IITKGP**

---

President/ Vice-Chancellor / Director/Dean  
[INSERT NAME]  
Title:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

President/ Vice-Chancellor / Director/ Dean  
[INSERT NAME]  
Title:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witnessed by:  
[INSERT NAME]  
Title:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witnessed by  
[INSERT NAME]  
Title:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

DRAFT

**APPENDIX 1**

**INDIVIDUAL STUDENT AGREEMENT**

**Dual PhD Degree**

between

**UNIVERSITY OF ABC**

and

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**1. Contact details**

Administrative contact (University of ABC):

Administrative contact (Indian Institute of Technology Kharagpur):

**2. Program**

The program allows candidates to undertake a Doctor of Philosophy PhD program jointly provided by two institutions, referred to as the home and host institutions. Candidates participating in the program will be accepted into candidature at both institutions. The majority of the candidature will be spent at the home institution.

**3. Candidate details**

Candidate name:	
Candidate email address:	
Home institution:	
Host institution:	
Thesis title:	
Field of research:	

**4. Advisor details**

Principal advisor (home institution):	
Associate advisor(s) (home institution):	
Principal advisor (host institution):	
Associate advisor(s) (host institution):	

**5. Allocation of time between institutions**

The PhD project should be planned for the full time equivalent duration of \_\_\_\_ months to a maximum of \_\_\_\_ months. The expected periods to be spent at each institution by the Candidate are as follows. These are proposed dates and can be changed by written agreement.

Year	Approximate dates located at home institution	Approximate dates located at host institution
1		
2		
3		
4		
Etc		

**6. Academic milestones**

The following equivalence will be established between the different milestones of the home and the host institutions:

*For the Candidate's whose Home institution is IITKGP:*

Milestone at IITKGP	Equivalent milestone at ABC
Enrollment	
Comprehensive Exam	
PhD registration	
Enhancement of scholarship	
Thesis synopsis presentation	
Thesis submission	
Thesis defence	

*For the Candidate's whose Home institution is ABC:*

Milestone at ABC	Equivalent milestone at IITKGP

**7. Funding arrangements**

Please list all sources of scholarship/ funds to support the candidate:

	Provided by home institution
Name of scholarship/ fund	
Amount of scholarship/ fund	
Duration of scholarship/ fund	
Items supported by scholarship/ fund (add more rows as necessary)	

	Provided by host institution
Name of scholarship/ fund	
Amount of scholarship/ fund	
Duration of scholarship/ fund	
Items supported by scholarship/ fund (add more rows as necessary)	

	Provided by Candidate*
Source of fund	
Amount of fund	
Duration of fund	
Items supported by fund (add more rows as necessary)	

\*Signed undertaking and supporting documents necessary for listing of funds provided by Candidate

**SIGNED BY CANDIDATE:**

[INSERT NAME]

Roll Number/ ID:

Date: \_\_\_/\_\_\_/\_\_\_

**SIGNED FOR AND ON BEHALF OF:**

**UNIVERSITY OF ABC**

**IITKGP**

Dean/Chairman

Dean/Chairman

Dual PhD Addendum

---

[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

---

Supervisor  
[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

Supervisor  
[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

---

Supervisor  
[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

Supervisor  
[INSERT NAME]

Date: \_\_\_/\_\_\_/\_\_\_

DRAFT