

Joint Doctorate Supervision Agreement (Individual convention)

between

Vrije Universiteit Amsterdam (VU)

De Boelelaan 1105
1081 HV Amsterdam
The Netherlands

represented by its rector magnificus, Prof. dr. Jeroen Geurts

and

[name partner university and short name]

[address partner institution]

represented by its **[title and name of formal representative]**
hereinafter, 'the partners'

considering,

- **[relevant legal and institutional regulations of partner university]**
- The Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en wetenschappelijk Onderzoek, WHW*), in particular article 7.18;
- Doctorate Regulations of Vrije Universiteit Amsterdam (2021), in particular articles 33 and 34;

The partners agree to the following:

1. *Supervision*

The doctoral research work is jointly supervised by

Prof. [name] (VU)
Position: [specify]
Faculty: [specify]
Prof. [name] (partner)
Position: [specify]
Faculty: [specify]

within the context of a formal collaboration between both professors. The partner institutions aim at a substantial - however not necessarily equal - contribution to the supervision of the doctoral candidate. The supervisors confer regularly with regard to the progress of the doctoral candidate's research.

2. *The doctoral candidate*

The doctoral candidate's personal information:

Name and initials: [specify]
Date of birth: [specify]
Place of birth: [specify]
Nationality: [specify]

3. *Home institution*

The home institution of the doctoral candidate is [specify]. The home institution is responsible for overall administration. If applicable, the doctoral candidate also needs to follow up the administrative procedures at the partner institution. The home institution will verify that relevant procedures of [specify other institution] have been followed as well.

4. *Admission*

The doctoral candidate is registered at both institutions according to their respective rules and regulations. [Name doctoral candidate] is doing his/her doctoral research work at [Name partner] since [date], and at VU since [date]. A copy of this Agreement will be delivered to both partner institutions with the request for admission.

5. *Length*

The length of time of the doctorate is 4/5 academic years. Extensions may be requested, provided that the supervisors agree, according to the regulations of the University that assumes the administrative responsibility for the candidate.

6. *Training and Supervision Plan*

- a) The content of the training and supervision plan shall be agreed upon by mutual consent of the doctoral candidate and the supervisors.

- b) The home institution is responsible for the overall follow-up of the training and supervision plan and commits to report regularly about the progress of the doctoral candidate to the partner institution.
- c) The doctoral candidate shall spend research periods of [specify] at both partner institutions, of which at least 6 months (not necessarily uninterrupted) are spent at the hosting University.
- d) The Doctoral candidate shall devote at least 30 student credits (840 hours) to training. The partner institutions may grant an exemption covering all or parts of the training programme.
- e) Expected end date of the doctoral programme is [month, year].

7. *The doctoral dissertation*

The subject of the doctoral dissertation is [specify]. The doctoral thesis will be written in English. It can be written in another language upon permission of the two Universities.

8. *Doctorate Committee*

With regard to the assessment of the quality of the dissertation, the partners endeavour to compose a joint doctorate committee that satisfies the regulations of both Universities. VU regulations require that, upon approval of the doctoral dissertation by the supervisors, a Doctorate Committee shall be composed that is responsible for assessing the quality of the doctoral candidate's dissertation. This Doctorate Committee shall be composed of at least five members; at least two members of the Doctorate Committee shall be affiliated with a university other than the partner institutions. The supervisors may not be appointed as members of the Doctorate Committee.

9. *Public defence*

Option 1: The public defence will take place at VU under the rules and regulations of VU.

Option 2: The public defence will take place at [partner] under the rules and regulations of [partner].

The doctoral thesis will be discussed in English.

At VU, the Dean of the Faculty, in consultation with the supervisor, shall ensure that at least five members of the Doctorate Committee shall be present at the defence, of whom at least three are members of the original Doctorate Committee that assessed the quality of the dissertation. Other professors at the University are also entitled to attend the meeting.

10. *Thesis front page*

The front page of the thesis will be set up according to the rules and regulations of the institution where the defence takes place. The front page will mention both degree awarding institutions. *[Or optional, if required by the partner institution: The thesis will bear two front pages, one for each of the partner institutions, set up according to the rules and regulations of both partner institutions. The home institution has the first front page.]*

11. *Diploma*

Upon successful defence of the dissertation, the doctoral candidate receives a diploma of the institution where the defence has taken place. On the Diploma reference is made to the cooperation between the partner institutions and the joint nature of the degree. A Statement shall be added to the diploma on which reference is made to the cooperation between the partner institutions and the joint nature of the degree. *[Or optional, if required by the partner institution: After the public defence, within three Months, the partner institution issues a diploma on which reference is made of the cooperation between the partner institutions and the joint nature of the degree.]*

12. *Degree*

In agreement with the legislation of the Netherlands and in agreement with the legislation of [specify country partner institution], upon successful defence of the dissertation, the partner institutions will confer the following degrees upon the doctoral candidate:

- VU confers the degree of 'Doctor of Philosophy'
- [Partner institution] confers the degree of [specify].

13. *Financial arrangements*

Contributions to the expenses of the doctoral candidate that are related to the doctoral programme and/or to the doctoral defence are agreed upon by mutual written consent of all parties. A budget including travel expenses, printing costs and other costs is added to this agreement as an appendix. Each partner will cover its own financial costs pertaining to the defence, unless otherwise stipulated in the written consent.

14. *Insurance*

The doctoral candidate shall comply with the obligation to take the necessary steps to be sufficiently covered by international health insurance and other necessary or mandatory insurance.

15. *Intellectual Property*

The intellectual property rights of the thesis and the publication, the use and protection of the research results shall be safeguarded in accordance with the current regulations of the countries involved in this Agreement.

16. *Dispute resolution*

Any disputes arising under or in connection to this agreement are resolved by amicable discussion between the parties.

17. *Enforcement and period of validity of the agreement*

This Agreement shall be effective from the signature date and shall continue implicitly year after year until the request of termination by either party, giving no less than twelve months' notice to the other party. The termination of this Agreement will not entail the forfeiture of the joint supervision for those doctoral candidates who will have started their individual convention before the date of termination.

18. *Signatures [optional article to be included if the agreement contains digital signatures]*

This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original, and all of which together will constitute one and the same agreement. Parties acknowledge that an original signature or a copy thereof transmitted by facsimile or by PDF will constitute an original signature for purposes of this Agreement.

Signed,

Place, date

Amsterdam, date

[Name partner]

[Title of the formal representative]

[Name representative]

Vrije Universiteit Amsterdam

rector magnificus

Prof. dr. J.J.G. Geurts

Witnessed,

Place, date

Amsterdam, date

Faculty of [specify Faculty]

The Supervisor

Prof. [name]

Faculty of [specify Faculty]

The Supervisor

Prof. [name]

Faculty of [specify Faculty]

(if applicable) Supervisor 2

[title, name]

Faculty of [specify Faculty]

(if applicable) Supervisor 2

[title, name]

Faculty of [specify Faculty] and Faculty of [specify Faculty]

The PhD candidate

[name]