

## Guideline for the establishment of a Double Degree PhD Program in collaboration with foreign partner university

At the Faculty of Science, UCPH (SCIENCE), a Principal Agreement on a Double Degree PhD Program must be established between SCIENCE and the partner university/universities before any individual Double Degree PhD Student Agreements can be initiated.

### 1. For the Principal Agreement on a Double Degree PhD Program to be established, the following conditions must be met:

- The academic level of the foreign PhD education must, at a minimum, correspond to that of the Danish PhD education.
- The Double Degree PhD Program is established with a duration equivalent to 180 ECTS and is available for full-time study only. (60 ECTS corresponds to one year of full-time studies).
- Enrolled PhD students must divide their candidature between SCIENCE and the partner university with a combined duration of at least 12 months to be completed at each institution.
- Reciprocity between the institutions must be ensured, with the principal enrolment balanced across both SCIENCE and the partner university.

When engaging in dialogue with foreign partner universities about the establishment of a Double Degree PhD Program, please use this template, which addresses the requirements: “*Principal Agreement on a Double Degree PhD Program*”.

The PhD School recommends involving the PhD School in a quality check of the draft agreement before it is sent for signature.

Following the establishment of a Principal Agreement on a Double Degree PhD Program, a Double Degree PhD Student Agreement must be signed by all relevant parties for each PhD student to be enrolled as a double degree PhD student at SCIENCE. Please use this template, which addresses the requirements: *Double Degree PhD Student Agreement*.

Again, the PhD School recommends involving the PhD School in a quality check of the draft agreement before it is sent for signature.

### 2. For the Double Degree PhD Student Agreement to be approved and signed the following conditions must be met:

- a) The supervisor appointed by SCIENCE and the co-supervisor appointed by the partner university, or vice versa, must be qualified at least at the level of associate professor or senior researcher.
- b) The PhD candidate must be qualified for admission to a Danish PhD programme.
- c) The PhD candidate must first be accepted for enrolment at either SCIENCE or at a foreign partner university.
- d) Following acceptance for enrolment, the Double Degree PhD Student Agreement (signed by all relevant parties) must be submitted to the PhD School of SCIENCE before the candidate can be officially enrolled as a double degree PhD student. (Please send to the PhD school for validation before collecting signatures.)

- e) Submission to the PhD School of SCIENCE of the Double Degree PhD Student Agreement (signed by all parties) must be no later than 6 months after the candidate's acceptance for enrolment at either SCIENCE or the foreign partner university.

### **Admission and enrolment as a double degree PhD student**

Individual PhD students must be admitted either to SCIENCE or to the partner university. The university where the PhD student is admitted is referred to as the “home institution,” while the other university is designated as the “host institution” for the PhD student. Therefore, if the partner university is the place of admission for the PhD student, SCIENCE will act as the host institution and vice versa.

The admission and enrolment of participating PhD students will be subject to compliance with the admission and enrolment criteria of both universities.

The PhD candidate will be enrolled at both SCIENCE and the partner university as a double degree PhD student.

The planned enrolment date at SCIENCE cannot exceed 12 months from the beginning of the PhD programme at the foreign partner university.<sup>1</sup>

The PhD candidate must complete study visits of a combined duration of at least 12 months at both institutions.

When the partner university acts as the home institution, the candidate must be paid a monthly salary (DKK 12,794/EUR 1700) that enables the PhD candidate to obtain a residence permit for the purpose of the study visit at SCIENCE.<sup>2</sup>

### **Mandatory courses at the Faculty of SCIENCE**

To be awarded the PhD degree from SCIENCE, candidates with SCIENCE as the host university must gain knowledge in teaching and/or knowledge dissemination, as well as pass PhD courses totalling 27 to 30 ECTS, including the following mandatory courses:

- *Responsible Conduct of Research 1*
- *Responsible Conduct of Research 2*

For students with SCIENCE as the home university, the same rules apply as for ordinary PhD students at SCIENCE. Please observe the SCIENCE Faculty rules for a full overview of mandatory requirements.

### **Submission of the thesis**

An electronic version of the PhD thesis must be forwarded to the PhD School of SCIENCE at the time of submission of the PhD thesis at either SCIENCE or the partner university. At SCIENCE, the thesis must be submitted digitally via PhD-planner.

Following submission of the thesis, it will be screened for plagiarism at SCIENCE. The thesis cannot be forwarded for assessment before the screening for plagiarism has been completed, the SCIENCE supervisor has submitted their final report, and the assessment committee has been approved at SCIENCE.

The PhD thesis must include summaries in English and Danish.

The supervisor/co-supervisor from the Faculty of Science must hand in a final report, via PhD - planner, on the PhD study to the PhD School of SCIENCE at the time of submission of the PhD thesis at either SCIENCE or the partner university.

### **Assessment Committee**

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<sup>1</sup> Enrolment in the PhD School of SCIENCE one year after commencing the PhD program at the partner university enables the PhD duration to extend to four years when necessary.

<sup>2</sup> Exemptions from this amount may occur in response to external funding opportunities. Exemptions requires prior approval by the PhD School of SCIENCE. Deviations in the amount may impact a PhD candidate's ability to obtain visa. Responsibility for such impact rests entirely on the PhD candidate.

The assessment committee must comprise at least four members, of which two must be external to both SCIENCE/UCPH and the partner university. One member of the assessment committee must be an associate professor or professor from SCIENCE, who is qualified within the specific topic.

The supervisor(s)/co-supervisor(s) from SCIENCE and the partner university are not allowed to be members of the assessment committee.

If it is the partner university who organises the defense, the PhD School of SCIENCE must be informed of the composition of the assessment committee upon its appointment.

### **Public Defense**

The PhD double degree program must be completed by a public defense.

It can be completed as the result of two defenses or as the result of one mutual public defense. The SCIENCE recommends a mutual public defense.

If the condition regarding a mutual public defense cannot be met by the partner university, two separate defenses must be arranged for: one at the partner university in accordance with the rules and regulations of the partner university, and a second public defense at SCIENCE in accordance with the rules and regulations of SCIENCE.

### **Award of the PhD degree in the case of a mutual public defence**

The PhD degree from SCIENCE will be awarded by the Academic Council of the faculty on the basis of one (mutual) public PhD defense held at either the partner university or UCPH or on the basis of two separate defenses. In either case, the PhD candidate must have acquired qualifications comparable with those acquired under a Danish PhD program.

### **The diploma from UCPH**

Following successful defence of the PhD thesis, the diploma from SCIENCE will include the following information:

- Name and date of birth of the graduate
- Time and place of the defence
- Title of the thesis
- Name of the academic area
- Information about UCPH: University and department
- Information about the partner institution: University and department
- Name of supervisor/co-supervisor at SCIENCE and partner university
- The diploma will be signed by the Dean at SCIENCE and the Rector at University of Copenhagen.
- UCPH, Faculty of Science award: The PhD Degree

### **Financial conditions and Intellectual Property Rights (IPR)**

*The financial conditions must be described and agreed upon in the Double Degree PhD Student Agreement and must include:*

- *Tuition fee (DKK 80.000) to Faculty of Science (supervision, access to office and IT-facilities, PhD course fees).<sup>3</sup>*

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<sup>3</sup> Exemptions from this amount may occur in response to external funding opportunities. Exemptions requires prior approval by the PhD School, Faculty of Science.

- *Travel and living costs of the candidate, if any (accommodation, salary).*
- *Reimbursement, if any, of travel expenses for the SCIENCE supervisor/co-supervisor during supervision visits at the partner university and for participation in the PhD defence.*
- *Fee and reimbursement of travel expenses, if any, for SCIENCE faculty member for participation in the assessment committee and in the PhD defence.*

If relevant, an agreement on IPR must be signed prior to the entry into force of the Double Degree PhD Student Agreement.

If relevant, a separate agreement on processing of personal data must be signed prior to the entry into force of the Double Degree PhD Student Agreement. A separate agreement on processing of personal data is required when the PhD research conducted by the PhD student involve any transfer and/or transmission of data subjected to the European General Data Protection Regulation (GDPR) and any national implementing laws, regulations, and secondary legislation; any other laws and regulations relating to the processing of personal data and privacy.

If relevant, an NDA/CDA agreement must be signed prior to the entry into force of the collaboration agreement.

The PhD programme, including articles and manuscripts, must be in accordance with the Vancouver Agreement.