

Guidelines

for drawing up agreements
for joint Doctoral Supervision

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Introduction

Inter-institutional cooperation has several strategic purposes, offering advantages for the collaborative partners. Joint doctoral supervision combines the strong points of two institutions in a unique programme. What starts with contact between academic staff, may lead to signing a general scientific cooperation contract with a partner institution and culminate in awarding a doctoral diploma.

Before we can get to that point, we have to make sure that all important bases such as quality assurance, funding and legal and regulatory frameworks are covered.

With these guidelines we aim to support the creation of successful and sustainable forms of joint doctorate cooperation.

This document describes the various types of joint doctorate cooperation with partner institutions for Higher Education (HEI), and specifies which type requires the Board for Doctorates' formal approval. Subsequently, for cooperation agreements requiring this approval, the application procedure is described. Finally, links to the TU Delft model agreements are provided.

Guiding principles

- √ Please read the TU Delft [2018 Doctoral Regulations and Implementation Decree](#), share both documents with the partner institution and compare them with the partner institution's regulations.
- √ Use the TU Delft model contracts.
- √ It is preferable to have a general cooperation agreement with the partner institution before starting any procedure towards a joint doctoral agreement. If no such agreement exists, you should draw up an agreement at faculty or institutional level. An agreement at institutional level is required for cooperation types that require the Board for Doctorate's approval / signing (i.e. types 2, 3 and 4). Please use the Model contract #1: [Agreement for Academic and Scientific Cooperation](#).
- √ For any type of doctoral research agreement, we advise you to involve your contract manager and to inform your Faculty Graduate School from the start. They can facilitate the process or refer you to the right people.
- √ In case of a Dual Diploma agreement, consult your dean first, since his/her support is required. We also recommend that you solicit the advice of the Joint Education Assessment Committee before starting discussions on agreements with the partner institution. Read the [Implementation Decree](#) section B, Joint Doctorate.
- √ If the doctoral defence takes place at the partner institute, TU Delft cannot claim the Dutch Government premium, the so-called 'Promotiepremie'.
- √ TU Delft does not support the concept of multiple public defence ceremonies. A doctoral dissertation is defended only once. Therefore, having a 'second' defence ceremony in Delft is not permitted.
- √ Take the duration of the joint doctorate programme into consideration. In Delft, the duration of the Doctoral Programme is four years, whereas foreign programmes often have a duration of three years. This discrepancy sometimes results in a lack of funding.

A. Types of joint doctorate cooperation

Because the degree and intensity of cooperation may differ, the Board for Doctorates differentiates between three types of cooperation¹:

1. joint supervision, resulting in a single diploma from one of the institutions, which **requires no approval** from the Board for Doctorates;
2. joint supervision, resulting in a dual diploma, where the Board for Doctorates' approval is required;
 - a. Standard dual diploma
 - b. Customised dual diploma
3. European Joint Doctorate programmes (which should be treated as a variation on sub 2., the dual diploma cooperation, and therefore requires the Board's approval).

1. Joint supervision with single diploma

The most preferred type of joint doctoral cooperation is the joint supervision by scientific staff members from both partner institutions for Higher Education (HEI), a dissertation evaluation at one of the partner HEIs, and just one diploma from that same HEI. The Board for Doctorates' approval is not required for this type of cooperation.

Attributes:

- Each doctoral candidate obtains one, 'standard' diploma from only one of the partner institutions. The Doctoral Regulations from only one of the partners applies. Hence, the home institution¹ coordinates the dissertation evaluation process and the doctoral defence ceremony and issues its own doctoral degree and diploma according to its Doctoral Regulations.
- It is advisable to draw up a general cooperation agreement with the partner institution at faculty level (if none exists). This agreement can be signed by the Dean of the faculty, who has to inform the Executive Board.
- It is recommended that the supervisors sign an agreement with regard to the research activities, daily supervision, insurance, housing, exchange, etc. This arrangement does not require any involvement of the Board for Doctorates nor the Graduate School.
- The candidate(s) are registered at the home institution and may spend time at the partner institutions (hostⁱⁱ) to receive doctoral training/ education and/or to engage in research activities. This requires an agreement between the supervisors (and their departments).
- When several candidates participate in such an arrangement over several years, the doctoral candidates are (usually) divided equally among the partners. Therefore, 50% of defence ceremonies take place at TU Delft as the home institution and 50% at the partner institution (with TU Delft as host).
- The diploma does not mention the joint research but a supplement (provided by the home institution) may include a reference to the joint nature of the Doctoral Programme and supervision.

¹ A joint diploma cooperation with one or multiple partners resulting in one diploma, although mentioned in the Higher Education and Research Act (WHW), is not supported by TU Delft and the Board for Doctorates.

- The dissertation may contain a reference to the joint research and partner institution.

2. Joint supervision with dual diploma

This is a joint doctoral supervision with one partner institution. Each partner institution awards the candidate with its own dual Doctoral Diploma. TU Delft prefers to limit such arrangements to HEIs that have been identified as preferred partners by several faculties. The Board for Doctorates will gain advice from the Joint Education Assessment Committee (JEAC) which will investigate the importance for TU Delft and the feasibility of the cooperation. An agreement of this nature must be approved and signed by the Board for Doctorates (see Art. 3 of the Doctoral Regulations).

Attributes:

- There is only one partner institution;
- A long-standing collaboration exists with the partner institution (e.g. type 1 joint supervision exists for several years and has resulted in several, successful graduations);
- There is only one dissertation evaluation and defence.
- In principle, all defence ceremonies take place at TU Delft. If there are any modifications with regard to the location of the defence, the explicit approval of the Board for Doctorates is required.
- Each partner presents the new Doctor with its own dual diploma;
- Each dual diploma and supplement contains a text that explicitly refers to the joint supervision of the doctoral candidate;
- The candidate performs research at both partner institutions, with the aim of spending equal amounts of time at each partner institution. In any event, the candidate spends a minimum of 12 months at TU Delft.

We differentiate between two sub types:

2a Standard dual diploma

The two complementary model contracts (#2 and #3, see below) provided by TU Delft are signed as is, i.e. no changes are made to the model. This means that the Doctoral Programme is fully in line with the TU Delft Doctoral Regulations, Implementation Decree, procedures and workflow at the Graduate School. The contract #2 will be signed by the Board for Doctorates.

2b Customised dual diploma

If changes to the model contract are required because TU Delft's regulations conflict with the other institution's regulations, the Board for Doctorates needs to approve the proposed changes.

If the doctoral defence ceremony does not take place at the TU Delft, explicit approval by the Board for Doctorates is required (Implementation Decree section B.3.d.). Please bear in mind that setting up this kind of agreement is time-consuming. What's more, enabling and maintaining a Doctoral Programme according to customised agreements requires additional efforts from all parties involved. The TU Delft supervisor(s) should be heavily

committed to complying with the requirements to secure the quality of the doctoral research and to following the joint supervision agreement. The workload associated with customised dual diploma contracts implies it is only suitable for large numbers of doctoral candidates. The required scope of this cooperation is as follows: a duration of at least 10 years, during which at least 10 doctoral candidates defend their dissertation at TU Delft.

Please bear in mind that jointly supervised doctoral candidates who started their Doctoral Programme before the appropriate Agreement for Joint Supervision and dual diploma (see below under B) was signed, are not eligible for a dual diploma.

You will find guidelines on initiating type 2 cooperation agreements under B.

3. European Joint Doctorate programmes

Over the past few years we have received a number of questions concerning the **Marie Skłodowska-Curie EJD** (which can result in both joint and dual diplomas). This particular programme's scale is relatively small and short, whereas the workload associated with setting up the agreements, and implementing and maintaining the programme is vast. That is why the Board for Doctorates is unfavourably disposed towards these agreements (with multiple partners).

However, it may be possible to participate in this type of programme by means of bilateral agreements geared towards dual diplomas (as described under 2a). So, instead of signing one agreement with all consortium partners, TU Delft could make separate agreements with partner institutions of choice.

If you consider agreements with one or some of the consortium institutions, please bear in mind that before the EJD application can be sent to the European Commission, the Board for Doctorates should have come to a decision regarding the Joint Doctoral Supervision agreement(s), following the advice of the Joint Education Assessment Committee. If approved, the Letter of Support for the EJD will be signed by the Rector Magnificus. This process will take a minimum of 2 months and up to 4 months.

If you wish to apply for one or more separate agreements regarding the Marie Skłodowska-Curie EJD, you should proceed as described under B.

B. Dual Diploma application procedure

This procedure applies to agreements for cooperation types 2.a and 2.b. The lead time for this process may be up to one year. Please study the relevant regulations: [2018 Doctoral Regulations \(Article 3\) and Implementation Decree \(section B\)](#).

B.1 Prerequisite

A general “Agreement for Academic and Scientific Cooperation” at **institutional** level is required for both types 2a and 2b. Such an agreement between both partner institutions, **signed by both its Executive Boards** is a prerequisite.

If no such agreement has been made, please use the TU Delft Model #1: [Agreement for Academic and Scientific Cooperation](#). The signing by the Executive Board acknowledges the importance TU Delft attaches to the cooperation. The Executive Board will include strategic consideration and will collect the support from at least three faculties (commitment letters from the deans) before signing such an agreement. For more information on this procedure, send an e-mail to K.E.Knopper@tudelft.nl at the Strategic Development Department.

B.2 Request preliminary advice

Submit a proposal (max. 5000 characters) to Graduateschool@tudelft.nl to the attention of the Joint Education Assessment Committee, containing the following elements:

- a scan of the existing Agreement for Academic and Scientific Cooperation with the partner institution;
- a letter of support from the Dean;
- Information regarding the partner institution:
 - its quality and standing;
 - description of our shared history;
 - estimated strategic added value of this partnership for TU Delft.
- A short summary of the scientific content of the Doctoral Programme detailing each partner’s unique contribution.
- If you are requesting a customised dual diploma agreement (type 2b.) please include a description of the agreement’s specific attributes, including:
 - where the defence ceremonies will take place;
 - the duration of the collaboration: how many years; how many doctoral candidates per year;
 - the time spent by the candidates at each partner institution.
 - If applicable: name the articles of model agreement #2 that require amendment. Provide a short description of each required change. You may do so by submitting model agreement #2 with track changes and comments.

It is highly recommended that you contact the JEAC with a draft proposal early in the process via Graduateschool@tudelft.nl.

B.3 Proceeding with the agreement

If, upon receipt of the positive advice from the Joint Education Assessment Committee, you decide to proceed with your pursuit of a dual diploma agreement, you need to use the [Model #2: Agreement for Joint Supervision and Dual Diploma](#). Fill in names, etc. where necessary and discuss its contents with the partner institution. If the model agreement needs to be customised in order to comply with the partner's Doctoral Regulations and/or their procedures, ask your local contract manager (who may consult the Legal Services department and the TU Graduate School Office) for assistance.

B.4 Submitting the agreement to the Board for Doctorates

Proposals for dual diploma agreements must be submitted to the Board for Doctorates by the Dean of the faculty. The mail address is: graduateschool@tudelft.nl at the attention of the Board for Doctorates.

The final proposal includes:

- the agreement according to (adjusted) model #2;
- an extended description of the Doctoral Programme;
- the Doctoral Regulations of the partner institution in English.

Once again, the Board for Doctorates will seek advice from the Joint Education Assessment Committee (JEAC). The Committee assesses the feasibility of the joint doctorate, regarding e.g. quality assurance, the Doctoral Regulations of the partner institution and practical preconditions. The Board for Doctorates takes a decision and informs the Dean.

If the cooperation agreement (#2) is approved by the Board for Doctorates the agreement will be signed by the Chairman of the Board for Doctorates, (the Rector Magnificus) and forwarded to the applicant. The applicant sends the agreement to the partner institution, where it must be signed by a person of similar standing.

Please submit a scan of the signed agreement to Graduateschool@tudelft.nl attn. Board for Doctorates.

B.5 Starting the collaboration, appointing the doctoral candidates

At the start of each Doctoral Programme, another, personalized agreement (Model #3: [Addendum Agreement for Joint Doctoral Supervision and Education](#)) is made between the doctoral candidate and the supervisors. This document is derived from and refers to the "Model Agreement for Joint Supervision and Dual Diploma", therefore, it can only be drawn up if there is such a valid agreement.

The Addendum Agreement for Joint Doctoral Supervision and Education agreement names the doctoral candidate, the intended supervisors, exchange plans and duration of the Doctoral Programme. Furthermore, the agreement contains a rough outline of the Doctoral Education Plan and a reference to any financial agreements concerning tuition and bench fees and/or remuneration.

Work on the model contract starts as soon as a would-be doctoral candidate has come to an agreement with the intended supervisors (i.e. promotor) from both partner institutions. Within the first month of the Doctoral Programme the candidate's registration at TU Delft is initiated. A scan of the signed agreement is submitted to the Faculty Graduate School to which the candidate belongs as soon as possible and within three months of the start of the Doctoral Programme.

C. Links to model agreements

Model #1: [Agreement for Academic and Scientific Cooperation](#)

Model #2: [Agreement for Joint Doctoral Supervision and Dual Diploma](#)

Model #3: [Addendum agreement for Joint Doctoral Supervision and Education](#)

You can find these documents on the TU Delft intranet site under: Employee Portal, Graduate School, under [Regulations and Defence](#).

¹ Home institution: the partner institution that awards the doctoral degree.

² Host institution: the partner institution that hosts the doctoral candidate for a period of time.