

Individual Convention for Joint Doctoral Supervision under the Framework Agreement

Between

Vrije Universiteit Amsterdam (VU)

De Boelelaan 1105

1081 HV Amsterdam

The Netherlands

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

and

[name, address of partner university and short name]

represented by its **[title and name of formal representative]**

hereinafter, 'the partner institutions'

Concerning the research work carried out by **[name doctoral candidate]**,
duly referred to as 'the doctoral candidate',

taking into account,

the Framework Agreement for the joint supervision of Doctoral theses between
between VU and **[name partner]**, signed **[specify date]**.

The partner institutions 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. Possible extensions may be requested, provided that the supervisors agree, according to the regulations of the University that assumes the administrative responsibility for the student.

6. *The 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 dissertation is written in English. It can be written in another language upon permission of the two Universities.

8. *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.

9. *Diploma*

Upon successful defence of the dissertation at VU, the doctoral candidate receives a diploma on which reference is made of the cooperation between the partner institutions and the joint nature of the degree; upon successful defence of the dissertation at [name partner], the doctoral candidate receives a diploma on which reference is made to the cooperation with VU and the joint nature of the degree.

10. *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.

11. *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.

12. *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]

Vrije Universiteit Amsterdam

[Title of the formal representative]

rector magnificus

[Name representative]

Prof. dr. J.J.G. Geurts

Witnessed,

[Place], date

Amsterdam, date

[Faculty/Department]

[Faculty/Department]

The Supervisor

The Supervisor

Prof. [name]

Prof. [name]

[Faculty/Department]

[Faculty/Department]

(if applicable) Supervisor 2

(if applicable) Supervisor 2

[title, name]

[title, name]

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

The PhD candidate

[name]