DOUBLE DOCTORAL DEGREES

Criteria and processes for the establishment of programme framework and cosupervision agreements

Abstract
Double doctoral degrees are awarded by two higher education institutions and include a doctoral research work and thesis common to both degrees and separate or shared study requirements. The study requirements may be identical, or may share a number of common elements, or have different components. This document describes the process for establishing the necessary agreements, as well as the elements that must be considered when setting up a double doctoral degree programme. It also provides information concerning the University of Oulu that is essential for discussions with partner institutions when drawing up the Agreements.

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Double Doctoral Degrees

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Summary

Double doctoral degrees are granted in accordance with agreements established between institutions located in different countries and which are legally empowered to award the relevant doctoral degrees.

The obligation to conform to the law and regulations of the participating institutions means that many clauses in the agreements may need to be negotiated at the institutional level. In all cases, the admission requirements, the degree structure(s) and requirements, as well as the processes for the examination of the thesis, must be accepted by each institution participating in the double degree programme. The field(s) of research covered by the degree programme, the research and educational aims of the programme and the need for the inter-institutional cooperation must also be clearly defined.

For all successfully completed Double Doctoral Degrees undertaken with the University of Oulu, each partner Institution will issue its own degree certificate/diploma attesting to the award of the doctoral degree. Each degree certificate/diploma will mention that the degree was awarded as a double doctoral degree with the other institution.

This document describes the process for establishing the necessary Agreements, as well as the elements that must be considered when setting up a double doctoral degree programme. It also provides information concerning the University of Oulu that is essential for discussions with partner institutions when drawing up the Agreements.
Process description for the Double Doctoral Degree Agreements

Process outline

Preliminary information

1. Supervisor (with student, if relevant) wishing to set up a double doctoral degree agreement contacts the graduate school Coordinator of the faculty cluster, hereafter referred to as “Coordinator”. The service address is uniogs@oulu.fi.

2. Coordinator explains process and requirements to supervisor in a one-on-one (+ student, if known) meeting.

Negotiations: If the initial conditions/requirements appear to be met:

3. Coordinator provides template agreement and description of the University of Oulu requirements.

4. Supervisor provides contact data for person responsible for establishing international doctoral degree agreements in partner Institution.

5. Coordinator contacts the person responsible for establishing international doctoral degree agreements in partner Institution and discusses the basic conditions of the agreement with respect to the regulatory and legal framework.

6. The terms and contents of the agreement are negotiated with the partner Institution (this involves: the supervisors in both Universities, Coordinator, and Coordinator’s counterpart in the partner Institution).

7. Coordinator seeks the approval of the draft document by the Dean of UniOGS and other units whenever necessary (e.g. Human Resources).

8. Coordinator uploads the “final” draft agreement to Dynasty for Education agreement approval process which includes checks by the Academic Affairs, the Human Resources, and university Legal services.

9. After checks the required modifications are made.

10. Coordinator informs supervisors and partner institution of decision and, if necessary, renegotiates/edits agreement accordingly.

11. Approval steps 8 - 9 (and 7 if necessary) are repeated until the agreement meets everybody’s satisfaction.

12. The agreement proceeds to signature stage. Collecting the signatures is done by the academic affairs Education Agreement secretary.

Signatures and distribution

13. Academic Affairs coordinates the signature process with the partner Institution.

14. Academic Affairs uploads the signed agreement to Dynasty.

15. Academic Affairs distributes the Original Signed Copies for Oulu to Kirjaamo.

16. Kirjaamo uploads the “registered final copy” to Dynasty and sends copies to UniOGS dean, Faculty, supervisor and student.

17. Coordinator ensures that the information is recorded in the student’s Oodi register.

18. The student “starts”.


Responsibilities during the process of drawing up the draft agreement

Principal Supervisor (Oulu)

1. Determine the need and scope for the inter-institution cooperation leading to the double degree.

2. Supervises the young researcher (one Principal Supervisor in the Home Institution & one Main Supervisor in the Host Institution).

3. Identify the “Coordinator” responsible for the negotiations agreements in the partner Institution and provide contact details to the Coordinator in Oulu. Contacts are made to uniogs@oulu.fi service desk address.

4. Discuss with the senior supervisor in the partner Institution and propose a single reasonable set of conditions that satisfy the formal criteria for the degrees in both Universities. These form the basis of the negotiations for establishing the terms of the agreement:
   - Doctoral research project
   - Mobility
   - Thesis requirements
   - Academic requirements (courses and other “non-research” activities, including obligatory activities)
   - Schedule (duration)
   - Funding issues (salary & research costs): who pays what, and when?

5. Communicate regularly with the Academic Affairs’ Graduate School Coordinator of the Faculty Cluster, responsible for the double doctoral degree negotiations in Oulu.

Graduate School Coordinator, Academic Affairs

1. Provides help and guidance to the supervisors setting up the agreements.

2. Communicates with Legal Services, Project Services and the Human Resources Unit of Oulu University.

3. Negotiates with the partner Universities on behalf of the University of Oulu:
   - The Agreement itself
   - Admission and Examination procedures
   - Degree requirements.

4. Coordination of internal and external processes related to setting up the agreements.

Secretary responsible for Education Agreements, Academic Affairs

5. Coordination of the approval and signing of the Agreements by all players in the partner Universities.

6. Coordination of the archiving and distribution of the (original and scanned) copies of the Agreement to all relevant persons and services at Oulu University.

Contact data of Graduate School Coordinator

Name: Name of the Faculty Cluster Coordinator can be found from http://www.oulu.fi/uniogs/node/5729

Service email: uniogs@oulu.fi
Guidelines for setting up Double Doctoral Degrees

General considerations: definitions and conditions for initiating the process

Double doctoral degrees are usually initiated either by a student wishing to gain an international, cross-disciplinary, or cross-sectoral higher education, or by senior researchers from different disciplines or research sectors wishing to develop a common research project/programme through the training of one or more young researchers. One aim is also internationalisation in doctoral education.

Before establishing a double doctoral degree agreement, it is important that both the student and the senior researchers who will be ensuring the supervision of the student carefully consider the motivating factors for undertaking the training: are the potential benefits worth the efforts and responsibilities involved?

Two different doctoral degrees with common elements are awarded by two higher education institutions which are legally empowered to award the relevant doctoral degrees. Double degrees include a doctoral research work common to both degrees and separate study requirements, which define the two degrees. The study requirements of each degree may be identical, or may share a number of common elements, or have different components. Depending on the level of complementarity of the two degrees, the total duration of the doctoral training is equivalent to 4 years on part of the University of Oulu. Students undertaking a double degree programme are expected to work full-time on their doctoral training.

Each double doctoral degree is negotiated and accepted separately for each student, and is defined in a Double Doctoral Degree Co-supervision Agreement. The latter is prepared by the senior scientists and the designated “Coordinator” in each of the partner institutions. Once approved by all parties, each Agreement is co-signed by the legal representatives of the institution(s) participating in the student’s doctoral training, the supervisors and the student.

If the senior researchers of the institutions awarding the degrees intend to recruit several doctoral candidates to carry out double degrees in the same fields, a Double Doctoral Degree Programme Framework Agreement, defining the elements that will apply to all candidates, may be drawn up. Framework agreements, which aim to simplify the process of drawing up the subordinate Co-supervision agreements, are negotiated and approved by the participating institutions and the senior scientists responsible for the Double Degree Programme.

The Co-supervision Agreement and, when relevant, the Programme Framework Agreement will, together, include details concerning the field and topic of research, the need for the inter-institutional cooperation, the degrees to be awarded by each institution, the duration of the training, the requirements for admission to the double degree training, the double degree structure, the requirements for obtaining the degrees (including mobility), the supervision and funding arrangements, the examination procedures; in particular, the elements of the doctoral training that are common to both degrees, and contribute to them, must be clearly defined.

Double doctoral degree requirements are, in principle, the same as those for the individual degrees in the relevant subject areas, and these must be met in all cases. However, certain elements common to both degrees can be used in both degrees, thereby reducing further the workload required to complete the two degrees: these common elements must be clearly defined in the Double Degree Co-supervision Agreement.

Due to their more demanding nature, it is in the candidate’s best interest that entry into a double degree agreement takes place at the start of the doctoral training, or at the latest during the first year following the granting of doctoral study rights by the Home Institution 1. The entry into a double doctoral degree must be planned so that the training defined in the Co-supervision Agreement can start before the end of the first year of doctoral studies.

When the engagement of the candidate in part-time work unrelated to doctoral training can be clearly demonstrated for the period following the granting of the doctoral study rights, the establishment of the Co-supervision Agreement may be started later, but no more than 18 months after the doctoral study rights were granted. After the Co-supervision Agreement has been signed, such doctoral candidates are also expected to work full time at their doctoral training.

Senior scientists of the University of Oulu who are responsible for the doctoral training of doctoral candidates wishing to undertake double doctoral degrees with Universities outside of Finland must contact the University of Oulu Academic Affairs Graduate School Coordinator of the Faculty Cluster (uniogs@oulu.fi) as soon as the decision to initiate the establishment of an agreement has been made.

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1 The “Home Institution” is defined as the University in which the doctoral candidate is first granted doctoral study rights. If study rights have not yet been granted, this is the University in which the applicant is expected to spend the most time for the doctoral research. The other institution participating in the award of the double doctoral degree is defined as the “Host Institution”.

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Field of research and the need for the inter-institutional cooperation

The two disciplines (which can also be same in both degree awarding institutions), or “Doctoral Degree Programmes/Majors”, covered by the double degree, the research and educational aims of the training, and the research-based need for the inter-institutional cooperation, must be clearly, but concisely, defined. The need for the inter-institutional cooperation is reflected in a mandatory period of research-focused mobility in the Host Institution, during which the doctoral candidate will carry out research work contributing to the doctoral thesis.

In the case of a Programme Framework Agreement, the senior researchers at partner institutions should highlight the unique expertise and added value brought to the research programme by each institution.

In the case of Co-supervision Agreements, this section will highlight the need for each institution, and their unique research-based contributions, with respect to the successful outcome of the research undertaken by the doctoral candidate for whom the agreement is being made.

Admission requirements to the double doctoral degree programme

Before the Co-supervision Agreement has been signed by all parties, a doctoral candidate may only have doctoral study rights in one institution: by definition, this is the Home Institution (see footnote 1). The doctoral candidate may only apply for doctoral study rights in the Host Institution (see footnote 1), according to the procedure defined in the Programme Framework or Co-supervision Agreement, when the Co-supervision Agreement has been signed.

The requirements for admission to the double doctoral degree programme must be clearly defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, the requirements for admission are defined in the Co-supervision Agreement. The admission requirements for double degrees must meet the minimum requirements for admission to doctoral training at each institution participating in the student’s training.

Therefore, as a general rule, for each requirement, it is the higher minimum standard/level set by the partner institutions that will be imposed.

If a doctoral candidate subsequently chooses to opt out of the training for a double degree before completing it, he/she should thus be allowed to continue his/her doctoral training for a “normal” (single) doctoral degree in the same “Major” following the degree requirements of the Home Institution, without having to reapply for admission.

In order to receive the doctoral degrees, the candidate must have doctoral study rights and be enrolled as present in both institutions at the time the degrees are issued.

Admission procedures

The procedures for admission to each institution are defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, the procedures for admission are defined in the Co-supervision Agreement.

Admission to the University of Oulu Graduate School

For candidates whose Home Institution is the University of Oulu.

The granting of doctoral study rights is done according to the procedures established by the University of Oulu Graduate School and the Academic Affairs Admissions service. If the candidate also meets the requirements defined for admission to the partner institution, he/she may be considered eligible for entry into a Double Doctoral Degree agreement with that institution.

After admission, all doctoral students admitted to UniOGS must register as “present” at the University of Oulu each year in order to exercise their study rights (see: http://www.oulu.fi/english/registration).

If the doctoral candidate already has a Doctoral Training Plan (see below: Study Requirements) that was accepted prior to the enrolment in the double degree programme, a revised plan, approved by the student’s follow-up group, must be submitted for acceptance by the relevant Doctoral Training Committee of the University of Oulu Graduate School within two months following the signing of the Co-supervision Agreement.

For candidates whose Home Institution is not the University of Oulu.

The student applies for doctoral study rights according to the procedures of the Home Institution.

Either before, or upon arrival in Oulu to carry out his/her research, the candidate for whom a Co-supervision Agreement has been signed, must apply to the University of Oulu Graduate School for doctoral study rights. After a formal verification that the candidate meets the minimum requirements for admission to doctoral training at the University of Oulu, the application procedure for doctoral study rights at the University of Oulu will be simplified
in that the study rights will be granted directly by the Dean of the University of Oulu Graduate School on the grounds that the student, having made significant progress in the doctoral training prior to the enrollment in Oulu, is considered to be a transfer student. Guidance for this procedure is provided by the Coordinators of the University of Oulu Graduate School [uniogs@oulu.fi]. The Coordinators will inform the relevant Doctoral Training Committee when a new double degree student from outside of the University of Oulu has been granted doctoral study rights by the Dean of the University of Oulu Graduate School.

If the visit occurs while the Co-supervision Agreement is still under negotiation, and if the candidate wishes to follow courses at the University of Oulu during the visit, he/she must apply for non-degree study rights from the relevant Faculty of the University of Oulu, and enroll as present at the University. The non-degree study rights give access to doctoral level courses offered both by the Faculty awarding the study rights, and by the Graduate School: when relevant, such courses may be transferred to the doctoral degree when the doctoral study rights have been granted.

**Admission to the Partner Institution**

*For candidates whose Home Institution is the Partner Institution.*

The granting of doctoral study rights is done according to the procedures established by the partner institution. If the candidate also meets the requirements defined for admission to the University of Oulu Graduate School, he/she may be considered eligible for entry into a Double Doctoral Degree agreement with that institution.

*For candidates whose Home Institution is the University of Oulu.*

The partner institution should describe the procedures to be followed by the doctoral candidate whose Home Institution is the University of Oulu in order to obtain the doctoral study rights and enroll at the Host Institution after the Co-supervision has been signed and, if relevant, any special arrangements that may be made for cases that the Co-supervision Agreement is still under negotiation at the time a research visit occurs.

**Tuition fees**

The Programme Framework Agreement will indicate whether tuition fees are to be paid, or whether they are waived, at each institution. If there is no Programme Framework Agreement, this will be indicated in the Co-supervision Agreement.

Doctoral candidates training for a doctoral degree from the University of Oulu are not required to pay tuition fees in Oulu. A partner institution with a normal practice of imposing tuition fees for doctoral training may impose, or waive, those fees for the period that the double degree candidate is enrolled at that institution.

**Supervision and follow-up**

The supervisors are identified in the Co-supervision Agreement.

All changes to the formal supervisory team identified in the Co-supervision Agreement that occur during the doctoral training must be approved by both partner institutions using the process defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, this will be defined in the Co-supervision Agreement.

The doctoral training is supervised by at least two supervisors, including at least one from each institution awarding the degrees. The Principal Supervisor is located in the student’s Home Institution. One supervisor at the Host Institution will be appointed as the Main Host Supervisor.

Senior scientists of the University of Oulu in the role of either Principal Supervisor, or Main Host Supervisor, must be professors, or be of docent (adjunct/associate professor) level. Senior scientists of the partner institution in the role of either Principal Supervisor, or Main Host Supervisor, should, in addition to being holders of a doctoral degree, fulfill the regular requirements for these duties as defined by their own institution.

The Principal Supervisor is responsible for guiding the student throughout the doctoral training. The Main Host Supervisor is responsible for the on-site supervision of the doctoral candidate during the periods of mobility at the Host Institution.

The respective roles and responsibilities of the Principal Supervisor and Main Host Supervisor are defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, they must be defined in the Co-supervision Agreement.

Other supervisors, if needed, must have the qualifications to supervise doctoral training defined by their own institution, but must at least be holders of a doctoral degree. The roles and required qualifications for supervisors of doctoral candidates at the University of Oulu can be found here.
The student must have a doctoral training follow-up group (thesis advisory committee) that functions according to the principles and procedures in place at his/her Home Institution. The Follow-up group should include at least one member from each institution awarding the degrees.

The rules governing the composition and roles of the follow-up group should be clearly defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, they will be defined in the Co-supervision Agreement. The rules and roles for follow-up groups at the University of Oulu can be found here.

Degree structure and requirements

The double doctoral degree includes:

a. **Research work** for the doctoral thesis requiring active contributions by both partner universities that bring essential added value to the student’s thesis project, and a mobility period in the Host Institution of at least 6 months and no longer than half the total duration of the doctoral studies;

b. **The publication and public defence of the doctoral thesis**. The content of the thesis must meet the formal requirements of both institutions. In particular, it must demonstrate that the doctoral candidate can independently and critically apply scientific research methods and generate new scientific knowledge to the field;

c. **Studies and/or other research-related activities** sufficient to meet the requirements of both Universities for the degree that each will award. The goals of the studies are to deepen the student’s knowledge of his/her own field, and to develop general knowledge and the skills necessary for a successful career. The study requirements, which define the two degrees, may share a number of common field-specific elements, or have different field-specific components.

Duration of the doctoral training

The maximum duration, and when relevant the minimum duration of the training in order to be eligible for a double doctoral degree must be clearly defined, both in the Programme Framework Agreement and in the Co-supervision Agreement.

At the University of Oulu the doctoral training plan must be designed so that the degree can be achieved in maximum four academic years. Should the degree be delayed for reasons not caused by the doctoral student/candidate, the student should not be held responsible and must be allowed to finish the programme and awarded the degree if all requirements are fulfilled.

The maximum duration of the studies for double doctoral degrees is therefore usually determined by the national law, or strict internal regulations, under which the partner institution operates.

Thesis requirements

**Content**

The requirements for the scientific content of the doctoral thesis must be clearly defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, they will be defined in the Co-supervision Agreement.

A single doctoral thesis contributes, in its entirety, to the doctoral degrees awarded by both partner institutions. Therefore, the minimum requirements for the scientific content of doctoral theses applicable to all students enrolled in a double doctoral degree programme must be defined in such a way that they meet the minimum thesis requirements defined by the University of Oulu Graduate School and those of the partner Institution.

The topic of the doctoral thesis will be defined in the Co-supervision Agreement.

The research to be included in the thesis contributing to the double doctoral degree will be described in the candidate’s Doctoral Training Plan (see below: Study Requirements), which will be submitted within two months following the signing of the Co-supervision Agreement, or before the end of the first year following the award of the doctoral study rights at the Home Institution, whichever comes last.

**Mobility**

All candidates enrolled in a double doctoral degree are expected to undertake and complete an original research work that requires a significant and essential scientific contribution from both institutions awarding the degrees. For this reason, the doctoral candidate must spend a time equivalent to at least six full months in the Host Institution doing research work to be included in the doctoral thesis.

The minimum and maximum durations of the mobility periods of the doctoral candidate at the Host Institution are defined in the Co-supervision Agreement.
The total duration of the mobility for carrying out the doctoral research at the Host Institution may vary depending on the demands of the research, and/or may be divided into periods of shorter duration.

Examination of the thesis

The key procedures and rules governing the examination of the single doctoral thesis contributing to both doctoral degrees must be clearly defined in the Programme Framework Agreement. If there is no Programme Framework Agreement, they will be defined in the Co-supervision Agreement.

In almost all universities, the examination of the doctoral thesis is the most highly regulated step of their normal doctoral training processes, being subject to frequently strict national laws and internal, institution-specific regulations. The obligation to respect and conform to the laws and regulations under which each partner institution must operate will significantly impact on how the examination of the thesis will proceed in the case of a double doctoral degree.

As a direct result of this, the definition of the thesis examination procedures to be followed by doctoral candidates enrolled in a double degree programme is usually the most complex and time-consuming part of drawing up the relevant agreements; at the University of Oulu, this “negotiation” is carried out by the University of Oulu Graduate School Coordinator.

The position of the University of Oulu is that the examination and, when required, the pre-examination of the thesis should follow the procedures of the student’s Home Institution, in so far as they do not contravene the formal regulations and laws to which both partner institutions are bound, and that one public defense, held in the student’s Home Institution, is sufficient.

In the majority of cases, it is possible to establish a single examination process which satisfies the formal requirements of both institutions: this frequently necessitates some compromise with respect to established, but loosely regulated practices and traditions.

If a “single examination” solution cannot be found, it may be necessary to impose two separate, or partially separate, examinations.

A detailed description of the general examination procedures employed at the University of Oulu can be found here.

In order to ensure the authenticity and originality of the written thesis text, the University of Oulu strongly encourages the use of plagiarism-detection programmes (e.g. Urkund).

Language and format of the doctoral thesis (and associated costs)

The language used for writing the doctoral thesis is English, unless the nature of the research, or the research itself, benefits from the use of another language; in this case, the use of the alternative language must be approved by both institutions and take into account the constraints of the thesis examination procedures.

In addition to the official abstract in English, each partner institution may also require the candidate to write an abstract of the thesis in its own national language.

The partner institutions may, if dictated by their internal regulations or national law, require a translation of the thesis, or part of it, into another language. Under these conditions, the official version of the thesis shall be the English one.

The cost of the translation into the second language, as well as any additional printing costs incurred as a result of the translation, will be borne by the institution requiring the translation.

If the doctoral thesis includes scientific publications that comprise part of thesis itself (i.e. article-based theses), those articles must be peer-reviewed and published, in international scientific journals or books.

As a general rule, the format of the thesis will conform to the conventions of the Home Institution. In this case, the printing/publishing costs are borne by the Home Institution. However, the Host Institution may require that an edition of the thesis be printed according to a specific format dictated by its internal regulations. Under these conditions, the scientific section of the two print editions must be identical with respect to presentation and content, and each institution will cover the printing costs of the thesis produced according to its own format.

Study requirements

In addition to the doctoral research and thesis, the doctoral candidate must complete a number of academic studies and/or other research-related activities (referred to here as “study requirements”) sufficient to meet the requirements of both degrees included in the double doctoral degree programme; the goals of these study requirements are to deepen the candidate’s knowledge of his/her own field of research, and to develop the general knowledge and skills necessary for a successful career.

The study structure, as well as the combined minimum study requirements that must be met by all candidates enrolled in the double doctoral degree programme, must be defined in the Programme Framework Agreement. If there is no
Programme Framework Agreement, they will be defined in the Co-supervision Agreement. If the study requirements vary between candidates, all study requirements must be clearly defined in the candidates’ Co-supervision Agreement.

The minimum total number of ECTS study credits required to obtain the double doctoral degree must be clearly defined in the Double Doctoral Degree Agreement. This corresponds to the number of credits required by the partner with the highest total study credit requirement and includes the statement that both parties fully and automatically recognize courses and related ECTS credits developed for the Doctoral degree as well as examinations passed at the partner institution.

Indeed, it is common, but not obligatory, that both institutions recognize some, or all study attainments completed at, and accepted by, the other institution. While all obligatory study requirements of both degrees must be met, some study requirements, including obligatory activities, may be common to, and can be shared by, both degrees. This allows to reduce the total number of credits and study workload required. Studies and other activities that can be shared in this way should be clearly identified in the Programme Framework Agreement and/or in the Co-supervision Agreement.

The means by which the students must, or can (or cannot) acquire the study credits should also be described (e.g. field-specific, general education and transferable skills courses, presentations at seminars and conferences, teaching activity etc.). The study requirements for individual doctoral degrees in the different (single) Doctoral Degree Programmes at the University of Oulu can be found here. Recommendations for study credit awards for different activities can be found here.

Obligatory requirements

Obligatory field-specific study requirements for the double degree must be clearly defined and/or identified.

A full Doctoral Training Plan is to be approved/accepted according to the procedures and schedules in place at the student’s Home Institution during the first year following the start of the doctoral studies, or within two months after the Co-supervision Agreement has been signed, whichever comes last. It contains the study, research, and career plans and mobility phases over the whole study period, and is updated annually as the training progresses. A copy of the accepted Doctoral Training Plan, together with the formal decision to accept the plan, must be sent to the Host Institution within two weeks of its acceptance. In the case of Oulu, the plans should be sent electronically to the University of Oulu Graduate School (uniogs@oulu.fi). For candidates whose Home Institution is the University of Oulu, instructions for writing the Doctoral Training Plan, and the evaluation process, can be found here.

During the first year of training, the doctoral candidate must present (and discuss) his/her research plan orally in a Research Plan Seminar given to senior scientists and other doctoral candidates familiar with the field.

In order to receive a doctoral degree from the University of Oulu, all candidates must attend a Research Ethics course which includes both general and field-related topics. This course may be attended either in Finland, or in the country of the partner institution, preferably during the first year of the doctoral training.

Each doctoral candidate holds an annual meeting with his/her Follow-up Group (Thesis Advisory Committee) at which he/she reports on the progress of the research and studies, and discusses any updates and necessary revisions to the Doctoral Training Plan.

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2 The European Credit Transfer and Accumulation System (ECTS) is used to describe the workload of doctoral candidates. In Finland, one credit corresponds to about 27 hours of work (including contact teaching and personal work) by the average (doctoral) student in the field.
Granting of the degrees

The procedure for the granting of the doctoral degrees by the Home and Host Institutions will be described in the Programme Framework Agreement. If there is no Programme Framework Agreement, it will be described in the Co-Supervision Agreement.

The doctoral degrees will be awarded when all doctoral thesis and other academic requirements have been met. When all requirements for the doctoral degrees have been fulfilled, the Home Institution will send to the Host Institution a copy of the formal decision granting the doctoral degree of the Home Institution, including a full copy of the doctoral student’s Transcript of the Records.

Upon receipt of the decision and Transcript of the Records from the Home Institution, and after verification that the requirements have been met, the Host Institution will send a copy of the formal decision granting its doctoral degree to the Home Institution.

The Home Institution and the Host Institution will each issue a degree certificate/diploma attesting to the award of the doctoral degree earned in their institution.

Both degree certificates/diplomas will mention that the doctoral degree was awarded as a double doctoral degree with the other institution.

Funding

The plan for the funding of both the research work and the salary of the doctoral candidate during the doctoral training must be clearly defined in the Co-supervision Agreement.

The funding plan should clearly identify the sources of funding, or at least the legal entity responsible for providing the funding. Particular attention must be given to the period(s) of mobility for carrying out the doctoral research work away from the candidate’s Home Institution, which may lead to extra living costs.

The responsibilities for covering the travel costs directly associated with the mobility periods must be defined. When preparing the funding plan to cover salary costs, it is important to consider that the doctoral candidate enrolled in a Double Doctoral Degree Programme is expected to be working full time for his/her doctoral training, and must therefore have a direct source of funding to cover normal living costs during the full period of the studies. While the candidate can be expected, as part of his/her training, to cover some of the travel and/or salary costs through the submission of applications to external funding sources, it is unlikely that such applications will be sufficiently competitive to attract significant funding during the early stages of the doctoral training. This should be taken into account when defining the funding plan and responsibilities in the Co-supervision Agreement.

Accommodation arrangements and health insurance during mobility periods & other formalities

The student must ensure that he/she has adequate health insurance according to the national legal regulations of the Home Institution. During the time of exchange abroad, this might include an additional health insurance taken by the student. During the stay at the Host Institution, the doctoral student must have health coverage, including repatriation.

Accommodation and other arrangements during mobility periods will be the responsibility of the doctoral student, but may be facilitated by the principal and main supervisors of the two institutions.

Other specifications

Other items to be included in the Programme Framework Agreement and/or the Co-supervision Agreement deal with the standard legal issues regarding ownership of Intellectual Property Rights, Liability, and the Settlement of disputes.