**Checklist for preliminary agreements regarding Joint Doctorate PhD trajectories**

**Institute for Management Research, Radboud University**

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Timing and procedure

According to Radboud University’s [joint doctorate (JD) regulations](https://www.radboudnet.nl/onderzoek/regelingen-werkwijzen/joint-doctorates/), as well as the Nijmegen School of Management’s policies regarding JD regulations, a formal JD cooperation agreement, approved by the RU’s SOO and signed by the partner universities’ Rectors should be finalized:

* For internal PhD candidates: Before the start of their employment contract;
* For external PhD candidates: By the end of the first year of their PhD trajectory.

Drafting the formal JD cooperation agreement is the responsibility of the JD supervisors.

In order to facilitate the early stages of this process, to ensure that supervisors consider all the key decisions to be made regarding the JD in due time, and to collect all of these (as yet informal) decisions in a central document, the IMR has drafted this checklist.

JD supervisors are encouraged to fill it in (both ticking the checklist items in bold, and filling in the suggested information in the spaces provided below), and then submit it for advice to Paul Mans, at [p.mans@fm.ru.nl](mailto:p.mans@fm.ru.nl). After this step, drafting the formal JD cooperation agreement can proceed in a more straightforward way.

Information

**(prospective) JD PhD candidate:** [insert name and country; TBD if as-yet unknown]

**…**

**IMR supervisor 1:** [insert name and department, promotor]

**IMR supervisor 2:** [insert name and department, promotor / co-promotor]

**…**

**Partner supervisor 1:** [insert name and affiliation: university, faculty]

**Partner supervisor 2:** [insert name and affiliation: university, faculty]

**…**

The following preliminary agreements have been made regarding…

**The number of JD PhDs involved:**

**Number of JD PhDs:** [insert number]

**If more than one JD PhD**:

The agreements outlined in the sections below apply to all the JD PhDs: Yes / No

The following preliminary decisions regarding the framework agreement (raamovereenkomst) have been made between the partner universities:

…

**The PhD defence and Doctorate Regulations:**

**Private defence**

Does a private defence need to take place at the partner university? Yes / No

If yes, can it take place before the public defence at Radboud University? Yes / No

**Public defence**

Does a public defence also need to take place at the partner university? Yes / No

If yes, can it take place after the public defence at Radboud University? Yes / No

**Doctorate regulations**

Radboud University’s doctorate regulations:

<http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/>

Partner university’s doctorate regulations: [insert link]

Have potential conflicts between the Radboud University’s and the partner university’s doctorate regulations been checked for already? Yes / No

* **We have agreed that the RU doctorate regulations will apply (and so, that the RU procedure for assessing the PhD dissertation will be followed, that the public defence will be held at the RU[[1]](#footnote-1) and that only one, common PhD diploma will be issued[[2]](#footnote-2).**

**The JD PhD(s)’ trajectory:**

The length of the PhD trajectory: 3 years / 4 years / other

Are teaching duties expected? Yes / No

What is the (eventual) starting period? month or season, year

**The JD PhD(s)’ employment status and their costs of housing and living:**

*Since being employed or not will have implications for the JD PhD(s)’ social security benefits, clear agreements on this point need to be made before the PhD(s) are selected. These agreements and their implications also need to be clarified for the PhD candidate during the selection process.*

Will the JD PhD(s) be employed for a period at Radboud University? Yes / No

Will the JD PhD(s) be employed for a period at the partner university? Yes / No

If the JD PhD(s) will be employed for a period at either university, please outline:

The expected sources of funding:  
  
The expected salary:

If the JD PhD will **not** be employed at either university please outline:

The expected sources of funding:   
(e.g. scholarship / stipend, name and value)  
  
How the JD PhD(s) will cover the costs of housing and living:  
(i.e. via the scholarship / stipend, own means, etc).

**The JD PhD(s)’ research costs:**

Will the JD PhD(s) receive a PhD budget? Yes / No

Will additional funding be set aside for fieldwork, data purchase, travel or training? Yes / No

Please also indicate:

Amount for the PhD budget: …  
Amount for additional funding:….  
These costs will be distributed between the universities as follows: ….

**The eventual defence premium (promotiepremie) associated with the JD PhD(s):**

Will Radboud University collect the full defence premium (promotiepremie)? Yes / No

If not, please indicate how it will be distributed between the parties involved:

…

**The training and supervision of the JD PhD(s):**

Will one university will take the primary supervision role? Yes / No

If yes, please indicate who will be the primary supervisor: [insert name]

Will training regulations (TSP, PhD curriculum) will apply? IMR / partner / a combination

If the JD PhD(s) training will be decided through a combination of the partner universities’ procedures, please indicate below how the two will be combined:

…

**The JD PhD(s) trajectory’s go/no go moment:**

Will the JD PhD trajectory feature a go/no go moment? Yes / No

If yes, will this follow the IMR’s SAC PhD evaluation procedure, or an equivalent procedure at the partner university, or a wholly different procedure? IMR / partner / wholly different

If there is no go/no go moment, please provide argumentation for this decision and indicate other measures taken to ensure the quality of the PhD trajectory:

…

**The following additional preliminary agreements:**

Mention, for instance, whether the JD PhD(s)’ will be required to spend a minimum number of months at either of the universities, or any other specific agreements:

…

1. The RU doctoral regulation applies, so the procedure for assessment of the manuscript is prescribed, as well as the public defense. In case of a joint degree, Radboud University prefers that there is only one public defense, in Nijmegen, but there can be a second informal or non-public ceremony at the other university. The public defense in Nijmegen has to come first, in order for the university to collect the promotion premium. [↑](#footnote-ref-1)
2. A joint doctorate degree means that a PhD candidate receives his/her doctorate from two universities, but based on one and the same dissertation. Radboud University policy states that this type of international cooperation should lead to one degree rather than two degrees (which is more common in education) – although two degrees are also possible, see article 22 of the doctorate regulations (appendix 1). The advantages of one degree are: fairness to the candidate; transparency to future employers, academic or otherwise; and prevention of fraud. [↑](#footnote-ref-2)