

JOINT DOCTORAL DEGREE PROGRAM

Guidelines and Terms of Engagement



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600036
INDIA**

Guidelines regarding Joint Doctoral Degree Programme with other Universities

1. IITM is desirous of creating joint doctoral degree programmes (JDP) with reputed foreign universities. Typically, a university with which it creates such a programme will be comparable with IITM in terms of size of its faculty, scope of its research and doctoral degree programme, infrastructure, and quality of research output. In some cases, IITM may enter into a joint degree programme with a university specifically in certain areas/departments in which the university is on par with IITM, even if the university as a whole is not comparable in some aspects.
2. Before considering a JDP with a university, IITM expects sufficient collaborative research to have been undertaken by a few faculty members in the two institutions, including exchange visits by their Ph.D students. Such collaborations should preferably have resulted in joint publications. It would also be preferable if several faculty members from the two institutions have had collaborations. A good degree of such prior engagement will provide evidence that the JDP, when created, has a reasonable chance of success.
3. A standing committee of the Senate will assess the compatibility of a university and its Ph.D programme with IITM and its programme. In order to carry out this assessment, the committee will seek relevant information from the university regarding its faculty strength, research areas, journal publications, research infrastructure, research scholar strength, admission process for Ph.D programme and eligibility, requirements for award of Ph.D degree including coursework, qualifying / comprehensive exam, thesis examination, and defence / viva voce examination, modes of funding support to research scholars, etc. The committee will prepare a report for the Senate on the suitability of the university and its Ph.D programme for a JDP with IITM. The Senate will then consider the report and decide on whether to have the JDP or not.
4. An important factor that will impact the success of a JDP is financial support for JDP scholars during their stay at the Partner University. If the scholar is expected to pay the fees and support himself/herself at the Partner Institute, the JDP will be unattractive for scholars admitted to IITM as the Home Institute. When discussing the JDP programme with a university, IITM will emphasize that it desires that an equal number of students be admitted into the JDP at both institutes, say, over a 5-year period. This will lead to an equal number of visiting students spending a year or more at IITM as at the partner university. Assuming that the Ph.D student is provided financial support at the Home Institute for fees and living expenses, it should then also be possible for each institute to extend financial support to the visiting JDP scholar. This could be done by either (i) having the Home JDP scholar pay fees even while he/she is away at the Partner Institute, or (ii) charging no fees from the visiting scholar. Similarly, living expenses could be provided for the visiting scholar by (iii) suspending payment by the Home Institute of support for living expenses to the Home scholar, when he/she is away at the Partner Institute, and (iv) payment by the Partner (host) Institute to the visiting scholar support for living expenses as are normally paid to the Home scholar. This will essentially amount to an exchange of financial support between the visiting scholars at the two Institutes over the long term. The amounts thus exchanged may not be equal in value at currency exchange rates, but are equivalent in terms of what they provide the students.
5. There is no attempt to make the requirements for the Ph.D degree completely identical for students admitted to the two institutes. Once the standing committee establishes approximate equivalence between the two institutes and their respective Ph.D degrees, it is considered sufficient if the JDP scholar by and large satisfies the requirements of the admitting Home Institute. Exceptions are made for the requirements of comprehensive / qualifying examination and thesis evaluation and defence, which have to be met notwithstanding lack of similar requirements at the Home Institute. This approach will simplify the operation of the JDP and enable it to grow in scale.

**AGREEMENT FOR JOINT DEGREE
PROGRAMME: Doctor of Philosophy**

between

and

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

AGREEMENT FOR JOINT DEGREE PROGRAMME: Doctor of Philosophy

THIS AGREEMENT is made on - - - - - ("Effective Date")

BETWEEN:

(1) _____

 and

(2) **INDIAN INSTITUTE OF TECHNOLOGY MADRAS**, an educational institution created by an Act of Parliament and having its principal address at Chennai 600 036, Tamil Nadu, India ("IITM"),

which expression **Institute** shall mean either Institute or University, **party** means Home Institute or Partner Institute and **parties** means both Home Institute and Partner Institute.

WHEREAS:

- 1) On - - - - - (date) the Parties entered into a Memorandum of Understanding to develop academic exchange through Joint Degree Program (JDP) of Doctor of Philosophy (PhD) .
- 2) By entering into agreement through this MOU, the Parties agree to offer Joint Degree Programmes at Ph.D level in all areas of research in accordance with the terms and conditions set out in this Agreement.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. JOINT DEGREE PROGRAMME STRUCTURE

The students who are interested in getting admitted into the JDP will be first selected to the Ph.D programmes at either Institute following its own selection procedures. The collaborating faculty from both the institutes will then select the JDP scholars from among the students thus selected into the individual Ph.D programmes at either Institute. This subsequent joint selection will be carried out within six – twelve months of the student enrolling in the PhD programme through video conference and/or by any means including exchange of data pertaining to the students, reference letters, and so on. Students who are thus admitted into the JDP programme, will have the collaborating faculty members who selected them as their guides/supervisors.

The guide at the Home Institute will be the main guide and the other from the Partner Institute will be the co-guide to the student.

2. DOCTORAL COMMITTEE:

2.1A Doctoral Committee will be setup for each scholar to monitor the progress of the scholar till thesis is submitted.

2.2 The Doctoral Committee consists of the following

- 1 Head of the Department/Chairperson (or nominee of HoD/Chairperson) of the Home Institute [If the HoD happens to be the Guide of a scholar, the senior most Professor / previous HoD will be nominated by Chairman, Senate or his nominee] - Chairman

HoD may nominate Chairman, if he/she is otherwise engaged for the conduct of DC/GTC meetings to assess the progress of the scholars

HoD must be present for comprehensive Exam / Synopsis / Thesis report / Viva voce meetings (thesis defence) of the Scholar

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|---|--|-----------|
| 2 | The Dean (Academic Research) of Home Institute or nominee | - Member |
| 3 | Research Guides from both the institutes | - Members |
| 4 | One faculty member each of the Departments of both the Institutes to which the guides belong, nominated by the respective Chairpersons, Senate following the procedures of the respective Institutes | - Members |
| 5 | One faculty member each of allied Departments of both the Institutes, or their respective allied Institutions, nominated by the respective Chairpersons, Senate following their respective procedures. | - Members |

The Head of Department and the Dean or their nominees are included to ensure compliance with the rules and regulations.

In case any DC member goes on leave exceeding one year duration, or resigns or retires from the respective Institute, the respective Chairperson, Senate will nominate another member following their respective procedures.

- 2.3 The Doctoral Committee will meet once in a year through video conferencing till 4 years and beyond that, every six months.

3. COURSEWORK REQUIREMENTS

The scholar will satisfy the academic coursework requirements of his/her Home Institute. Courses may be taken when appropriate and recommended by the DC in the Partner Institute.

4. COMPREHENSIVE EXAMINATION

Comprehensive examination / qualifying examination will be conducted as per the rules of the Home Institute. If the Home Institute does not require a qualifying examination, the candidate will appear for the comprehensive examination of IIT Madras and will be coordinated by the co-guide at IIT Madras. The comprehensive exam will be conducted by the DC of the student.

Every Ph.D. scholar shall pass the Comprehensive Examination satisfactorily.

5. PROGRESS MEETING / SYNOPSIS / THESIS

Scholars joining the Joint Degree Program will follow Home Institute regulations for monitoring their progress, submission of synopsis and submission / evaluation of the thesis.

6. TIME DURATION

- 6.1 Ph.D. students should spend a minimum of one year at the Partner Institute working under the supervision of their co-guide, and taking courses if required to do so by the DC.
- 6.2 The minimum and maximum (if applicable) total duration of the programme will be governed by the rules of the Home Institute.
- 6.3 Each JDP student will be entitled to the leave benefits (if any) available at Home Institute.

7. FEES AND EXPENSES

Scholars will pay tuition fees to their Home Institute throughout the duration of the JDP, including the duration of study at the Partner Institute following the Home Institute fee structure.

If IIT Madras happens to be the Home Institute, the student would be entitled for HTRA as per Institute Rules.

The student is entitled to know the source of funding for his JDP at the time of admission. If the expenses such as travel, stay at the Partner Institute, insurance etc. have to be borne by the student, for which, his acceptance should be obtained during his admission.

In order to encourage students to join the JDP, the Partner Institute should make every endeavor to support the student financially for the costs associated with stay at the Partner Institute, insurance, etc.

Every effort is to be made to ensure that approximately an equal number of JDP students are admitted to both Institutes, and for the Partner Institutes to provide support to the visiting JDP students during their stay. The JDP students need not be supported by their respective Home Institutes during their visits to the Partner Institutes.

8. WITHDRAWAL AND TERMINATION OF CANDIDATURE

The prevailing regulation for withdrawal and termination of candidature at the JDP student's Home Institute shall apply.

Withdrawal and termination of any JDP student must be supported by both his/her Home Institute and Partner Institute. In any event, the DC would advise the JDP student on an appropriate course of action to take, which would be in the best interest of the JDP student.

9. THESIS REVIEW REPORTS & VIVA VOCE EXAMINATION

- 9.1 Evaluation of thesis by external examiners and conducting of final viva-voce examination/defences shall follow the Home Institute's procedure.
- 9.2 When there is no procedure prescribed for the conduct of such examination, the procedures prescribed by IITM shall apply for evaluation of Thesis and conduct of viva-voce examination.

10. AWARD OF DEGREE

The scholar who completes all the requirements of the Joint Ph.D programme as described above will be preferably awarded a single degree certificate with the signatures and stamps of both the Institutes. The format of the degree certificate will be jointly finalized by the two Institutes. The degree will be awarded at the convocation of the Home Institute.

In case the two Institutes are unable to award a single certificate jointly, two separate degree certificates may be awarded by the respective Institutes. However, the wording in both the degree certificates must indicate unambiguously that the degree is being awarded jointly with the Partner Institute (by name) for the same thesis.

The wording of the joint degree certificate or the respective degree certificates of the two Institutes as described above is / are attached as an annexure to this agreement.

11. STUDENT OBLIGATIONS

JDP students will be subjected to the rules, regulations, policies and codes of the Partner Institute while in the Partner Institute in addition to those of their Home Institute.

12. INTELLECTUAL PROPERTY, INVENTIONS AND INNOVATIONS

- 12.1 All intellectual property held by a Party prior to entering into this Agreement or disclosed or introduced in connection with this Agreement and all materials in which such intellectual property is held, disclosed or introduced shall remain the property of the Party introducing or disclosing it.
- 12.2 All rights, titles and interests in any studies, reports or materials, graphic or otherwise, prepared by Home Institute will belong to that Institute and may not be made use of except

with that Institute prior written consent. The provisions of this clause will survive till the termination of this Agreement.

- 12.3 Where the Institutes jointly develop intellectual property, inventions and innovations as a result of the research work of the JDP scholar working under the supervision of the guide and co-guide the terms with respect to title and exploitation of such intellectual property, inventions and innovations (including but not limited to trademarks and service marks, copyright, patents, know-how designs and confidential information on the subject of such intellectual property, inventions and innovations) will be negotiated on a case-by-case basis having due regard for each Institute's policies and governance requirements and the terms and conditions imposed by any individual funding agencies or grant-making organizations. The general guiding principle for such case-by-case agreements will be that the intellectual property rights devolving on the faculty guides / collaborators and respective Institutes, will devolve in equal measure on the faculty guides / collaborators and similarly in equal measure on the respective Institutes. Save as aforesaid, nothing in this agreement shall be construed as a license or transfer or an obligation to enter into any further agreement with respect to intellectual property currently licensed to or belonging to either Institute.

13. AMENDMENTS

This Agreement may be amended and supplemented in writing at any time by the mutual consent of the Parties in writing.

14. TERM OF AGREEMENT

- 14.1 This Agreement shall commence on the Effective Date and shall remain in force for a period of five (5) years. Thereafter, it shall renew itself automatically for successive periods of five (5) years unless either Party give the other Party not less than six (6) months' notice in writing of its desire to terminate this Agreement, at any time during the initial or the relevant extended period.
- 14.2 Both Parties agree that in the event this Agreement is terminated for any reason, the Parties will use their best endeavors to allow all students already enrolled in the JDP who are eligible to complete their candidature, to continue and complete the requirements for the JDP in which they are enrolled, and to be awarded the joint degree upon successful completion of the JDP. If it is not possible for a student to satisfy the requirements of and complete the JDP he/she is enrolled in, the Parties will endeavour to allow that student, at his/her election, to complete the requirements for the PhD degree offered by the Home Institute. The Parties agree that such a student will be given credit for all relevant units previously undertaken by the student at the Partner Institute as part of the JDP.

15. DISPUTE RESOLUTION

Any disputes arising under or in connection with this Agreement which cannot be resolved by amicable discussions between the Parties shall be referred to the President / Director of the respective Parties or their nominees for resolution.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed on the day and year first above mentioned.

(----- NAME -----)
DESIGNATION
INSTITUTE

(-----NAME-----)
DIRECTOR

I I T MADRAS

Signed for and on behalf of
Designation with Seal
Date:

Signed for and on behalf of
Designation with Seal
Date:



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

hereby confers the degree of

Doctor of Philosophy

of the Institute

on

<<name>>

PHOTO

*for successfully completing the prescribed programme of study and
presenting the thesis entitled*

<< TITLE >

jointly with -----

Given this day the -----

under the seal of the Institute

Registrar

Director

Chairman, Board of Governors



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
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*Given this day the -----
under the seal of the Institute*

Registrar

Director

Chairman, Board of Governors

Director/Vice-Chancellor (Partner Institute)