**Declaration of intent with respect to the Hasselt University ‘Bilateral Scientific Cooperation (BOF-BILA)’ funding programme**

The undersigned persons declare that an application will be submitted as part of the Special Research Fund (BOF) at Hasselt University (hereinafter referred to as ‘UHasselt’), for the doctoral research of PhD candidate xxx

The application for BOF-finance can be submitted for

* A: resulting in a joint PhD

OR

* B: resulting in an only UHasselt PhD

**A: resulting in a joint PhD**

Requirements for a joint PhD:

* The foreign university must fall back on legislation or regulations that make a joint PhD possible. The signed ‘Confirmation form’ will be submitted for BOF-finance together with this signed declaration;
* Any PhD candidate that performs a PhD at UHasselt, whether or not in cooperation with another university/institution, is subject to the UHasselt Doctoral regulations[[1]](#footnote-1);
* The PhD student will have a supervisor from each involved university;
* The PhD student must spend a minimum of 6 months of research, whether or not consecutive, at each involved university;
* The PhD student must be registered at each university conforming the Doctoral regulations of each involved university and shall pay tuition fees as laid down for the doctorate in each involved university;
* A mandatory individual (per PhD student) joint PhD agreement will be negotiated by the competent department of each involved university. No degree will be awarded for a joint PhD without a fully signed joint PhD agreement;
* The PhD student will produce 1 doctoral thesis and there will be a single public doctoral defence of this doctoral thesis;
* After a successful single public doctoral defence each involved university will award the PhD student one doctoral diploma with a refence to the joint PhD agreement in the diploma supplement.

**If the requested BOF-finance is granted resulting in a joint PhD** between the included universities, the undersigned persons will adhere to the following conditions:

* Undersigned persons will immediately carry out the relevant procedures in accordance with the regulations of each university, for the negotiation of the mandatory joint PhD agreement for the aforementioned PhD candidate. Based on the confirmation form[[2]](#footnote-2) and after receiving the necessary documents via [jointphd@uhasselt.be](mailto:jointphd@uhasselt.be), the negotiation for the mandatory joint PhD agreement can be started by the Directorate Research, Library and Internationalisation.
* No doctoral diploma for this joint PhD will be granted without an approved and fully signed joint PhD agreement for the relevant doctoral research of the aforementioned PhD candidate;
* Undersigned persons will immediately report, within each university (for UHasselt: via [bof@uhasselt.be](mailto:bof@uhasselt.be)), significant changes that occur during the relevant doctorate and no longer correspond to the submitted and approved BOF-BILA application (for example; significant changes to the research plan, delay of the planned defence date, changes of the supervision committee, changes of the proposed partner, …);
* If, due to motivated circumstances, a joint PhD is no longer possible between the included universities, a change request of the granted BOF-finance into an only UHasselt PhD will be requested by the UHasselt supervisor (via [bof@uhasselt.be](mailto:bof@uhasselt.be)). If this change request is approved, the negotiation for a joint PhD agreement or, if applicable, the fully signed joint PhD agreement, will be terminated. If applicable a joint supervision agreement will be negotiated if the promoter of the included university will still supervise the aforementioned PhD candidate and if the change into an only UHasselt PhD is approved by the competent bodies. The conditions mentioned under B of this declaration will then be followed. Should the other included university not agree upon an only UHasselt PhD, the granted BOF BILA funding will be cancelled.

**B: resulting in an only UHasselt PhD**

Requirements for an only UHasselt PhD:

* Any PhD candidate that performs a PhD at UHasselt, whether or not in cooperation with another university/institution, is subject to the UHasselt Doctoral regulations1;
* The PhD student will have only one supervisor which will be affiliated at UHasselt. For the other involved university/institution a possible co-supervisor can be selected. This person can only be part of the UHasselt doctoral committee if this is approved by the UHasselt faculty board in accordance with the rules of the UHasselt Doctoral regulations. Consequently this person will be bound by the charter ‘co-supervisor-PhD student’1;
* The PhD student must spend a minimum of 6 months of research, whether or not consecutive, at UHasselt;
* A mandatory individual (per PhD student) joint supervision agreement will be negotiated by the competent department of each involved university/institution. No degree will be awarded by UHasselt without a fully signed joint supervision agreement;
* The PhD student will produce 1 doctoral thesis and there will be a single public doctoral defence of this doctoral thesis at UHasselt;
* After a successful single public doctoral defence only UHasselt will award the PhD student one doctoral diploma with a refence to the joint supervision agreement in the diploma supplement.

**B: If the requested BOF-finance is granted resulting in an only UHasselt PhD** with joint supervision from the other included university/institution, the undersigned persons will adhere to the following conditions:

* The UHasselt supervisor will be contacted by the Directorate Research, Library and Internationalisation for the negotiation of the mandatory joint supervision agreement for the aforementioned PhD candidate.
* Only UHasselt will award a doctoral diploma for the relevant doctoral research of the aforementioned PhD candidate if it complies with the UHasselt Doctoral regulations. The institution or university where the other undersigned co-supervisor is affiliated will not award a doctoral diploma for this joint supervision for the relevant doctoral research of the aforementioned PhD candidate;
* Undersigned persons will immediately report, within each university/institution (for UHasselt: via [bof@uhasselt.be](mailto:bof@uhasselt.be)), significant changes that occur during the relevant doctorate and no longer correspond to the submitted and approved BOF application (for example; significant changes to the research plan, delay of the planned defence date, changes of the supervision committee, changes of the proposed partner, …);
* If, due to motivated circumstances, a joint supervision can be changed into a joint PhD, a change request of the granted BOF-finance will be requested by the UHasselt supervisor (via [bof@uhasselt.be](mailto:bof@uhasselt.be)). If this change request is approved, the negotiation for a joint supervision agreement or, if applicable, the fully signed joint supervision agreement, will be terminated and transfer into the negotiation of a joint PhD agreement. The conditions mentioned under A of this declaration will be followed. The negotiation of a joint PhD agreement will only start if the competent bodies of each university approved this change request (for example at UHasselt: approval is needed for the BOF funding, faculty council via My Doctoral file, …).
* If, due to motivated circumstances, an only UHasselt PhD nor a change into a joint PhD is not possible, the granted BOF BILA funding will be cancelled.

If BOF-finance is granted for situation A or B, undersigned persons declare that they will follow the guidelines and regulations concerning this grant. This information will be communicated via [bof@uhasselt.be](mailto:bof@uhasselt.be) after the grant registration. **If these rules regarding the granting of this BOF-finance are not followed, the Research Council may reconsider the granting of it.**

|  |  |
| --- | --- |
| **Hasselt University** | ***Insert name other university/institution*** |
| *Insert name UHasselt supervisor*  Read and approved  Date of signature: | *Insert name (co-)supervisor other university/institution*  Read and approved  Date of signature: |

1. https://www.uhasselt.be/en/research/phd/current-phd-students/procedures-rules-and-regulations [↑](#footnote-ref-1)
2. A confirmation form (signed by the rector or vice rector of the cooperation university) will be submitted with the application for BOF funding [↑](#footnote-ref-2)