

Procedure for signing Individual Doctoral Agreement (IDA) pertaining to the USP-UG Double Degree PhD Program

Introduction

USP and UG have agreed on a template agreement for the enrolment of individual candidates in their Double Degree PhD program, the so-called “Individual Doctoral Agreement” (IDA). The IDA template is an annex to the “International Academic Framework Agreement for Double PhD Degrees” signed by both institutions in 2022. This agreement applies to USP and UG in their entirety, and eliminates the need for separate (e.g. inter-faculty) agreements.

The template is available in Portuguese (USP requirement) and English (UG requirement). Both versions need to be signed by relevant authorities of both parties in order to secure formal enrolment in the DD PhD program.

Update September 2023: the framework agreement and IDA have been amended to allow for a minimum stay at the other institution of six months (instead of the original one year).

⇒ “Candidate checklist” available on page 3

Step-by-step process

1. Candidates receive the template agreement (IDA) in English and Portuguese upon *admission* at the Host institution (UG or USP). Candidates may receive the templates from either UG or USP, but we recommend that they contact the host institution about this.
 - a. At UG, your arrival at this stage implies that you have been *admitted* to the Groningen PhD program by the relevant Graduate School (GS) to which your Groningen supervisor is affiliated. In case you are an USP PhD student, please note that acceptance for a PhD mobility scholarship (e.g. PrInt or FAPESP) does not imply admission. Please have your Groningen supervisor contact their GS to inquire about applicable procedures. Once the GS confirms that you have been admitted, you may proceed to step 1b.
 - b. At UG, the Graduate School (GS) provides the candidate with the IDA templates. These are available in its internal [Double Doctorates database](#) (only available to UG GS coordinators). In case of any doubts, GS may contact Luis Andres Gonzalez Gutierrez (l.a.gonzalez.gutierrez@rug.nl)
 - c. At USP, the Graduate Office at the student’s school (SPG) can provide the IDA templates. SPG can ask PRPG (prpg-convenios@usp.br) for the IDA templates, in case they still don’t have them.
2. Candidates, together with supervisors, will complete the agreement and ensure that both versions (English and Portuguese) are the same. They will also collect other mandatory documents for submission to USP. The full list of documents from USP are:



- Template agreement (IDA) - Portuguese and English;
 - Work plan (description of activities to be developed) - Portuguese;
 - Schedule of activities to be developed - Portuguese;
 - If a student from USP: “Ficha do Aluno”. If a student from UG: undergraduate certification/ Diploma, and a document stating the student is registered in the current year in the PhD program;
 - Curriculum of supervisor at UG.
3. Candidate coordinates final check of completed agreement (in Word) by authorities at USP and UG:
 - a. Candidate sends agreement for final check to the relevant GS at UG, cc Luis Andres Gonzalez Gutierrez (l.a.gonzalez.gutierrez@rug.nl)
 - b. Important note to GS: if no changes to the body text of the agreement as available in UG’s Double Doctorates database have been made, the IDA will not need to be reviewed separately by the UG legal department (ABJZ); Joyce Fongers will subsequently coordinate processes for signature with ABJZ.
 - c. At USP, candidates should send the agreement and other mandatory documents to be approved by the proper collegiats (CCP, CPG and/or Congregação). If this is the first student from the unit (school) to get enrolled in a DD with UG, he/she can ask for a preliminary analysis, before submitting the documents for approval by collegiats. In this case, send the documents (in Word) to PRPG (prpg-convenios@usp.br) at USP, asking for “*Análise preliminar*” (preliminar analysis).
 4. Upon agreement *by relevant authorities in both institutions*, candidate sends final version of English and Portuguese versions of agreement in Word to Luis Andres Gonzalez Gutierrez (l.a.gonzalez.gutierrez@rug.nl) at UG, and at USP in PDF through “Convênios USP” system, to be approved by AUSPIN, PG (legal office), and PRPG.
 5. Daniella Rodrigues (PRPG) at USP and Joyce Fongers coordinate the process for signature. USP and UG have agreed on the use of the electronic platform ValidSign for signatures. The agreement will be uploaded to ValidSign by the UG legal office (“ABJZ”).
 - a. Daniella Rodrigues, upon approval of the agreement by relevant authorities at USP (step 4), informs Joyce Fongers of the email addresses pertaining to the USP signatories to the agreement
 - b. Joyce Fongers sends the final versions of the agreement in English and Portuguese, in pdf, together with the email addresses of all signatories, to ABJZ (Janita Thiecke)
 - c. ABJZ uploads agreement to ValidSign and coordinates signatures; note: it is important that *no dates for the USP signatures will be entered by ABJZ into ValidSign*, in order to prevent that the date of the signature does not correspond with the actual date of signing in ValidSign.
 6. All signatories automatically receive a copy of the signed agreement step 5 has been completed.

Candidate checklist

- I am enrolled in a PhD program at USP or UG, and have subsequently been admitted by the relevant authority at the other institution, UG or USP.
 - At UG: this authority is the Graduate School of the faculty to which your supervisor is affiliated
 - At USP: this authority is the Graduate Program of the school (Unidade USP) to which your supervisor is affiliated

- I have received the template IDA in English and Portuguese from my host institution

- Together with my supervisors, I have completed the template IDA with the relevant information pertaining to my trajectory, and the other mandatory documents (see step 2) from USP.
 - I have not changed anything to the body text of the template
 - I have ensured that both versions, in English and Portuguese, are the same

- I have sent the completed templates in Word to the relevant GS at UG, cc Luis Andres Gonzalez Gutierrez (l.a.gonzalez.gutierrez@rug.nl), for final approval

- I have sent the completed templates in Word and the approval of both supervisors to the proper collegiates (CCP, CPG and/or Congregação) at USP for final approval

- I have confirmed that the relevant authorities at both institutions have agreed on the final completed version of the IDA for my trajectory, specifically, at USP, the preliminary analysis has been completed

- I have submitted the final agreed version of the IDA, their PDF versions in English and Portuguese, through Convênios USP system, to be approved by AUSPIN, PG (legal office), and PRPG

- I have sent the final agreed version of the IDA, their Word versions in English and Portuguese, to Joyce Fongers at UG, j.e.fongers@rug.nl, to start the signature process

- I have received a signed copy of the agreement in English and Portuguese.