

Procedure for preparation of decisions on educational cooperation (or research cooperation that includes education) that leads to joint, double or multiple degrees

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Responsible administrative unit	Student Services and Office of the President
Responsible administrator	Mia Jörstål and Lovisa af Petersens

Description:

The procedure addresses departments that intend to initiate educational cooperation or research cooperation that includes educational cooperation, where the intention is for the education to lead to joint, double or multiple degrees. The document describes the various steps in the preparation of the matter, which administrative unit(s) are involved and what body decides on the matter.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Background and purpose

Stockholm University's Local System of Qualifications (see Governing Documents – Rules and Regulations) contains the fundamental regulations that apply to joint, double or multiple degrees. The national regulations are in Chapter 1 Section 17 of the Higher Education Act (1992:1434) and are specified in Chapter 6 Section 11 of the Higher Education Ordinance (1993:100) and regulate that educational programmes that lead to one of these kinds of degrees shall have been arranged within the scope of a formal educational cooperation. New national or international educational cooperation with other universities or research cooperation that includes education,¹ which shall lead to one of the kinds of degrees above means that a complex and time-consuming process is initiated. In addition to the department that has the intention of initiating the cooperation, several administrative offices need to be involved in the process. It is also crucial that the plans for educational cooperation are supported at the right level before a decision on an agreement or contract² can be made. This procedure is intended to make visible and clarify the various steps in this complex process for the various actors concerned.

Timetable

The time required for preparing an educational programme that will lead to a joint degree is just over one year, while the preparation work for an educational programme that will lead to double or multiple degrees can most often be done in less time.

1. Joint degree

A joint degree means that a student/doctoral student receives **one** degree after completing, with passing grades, a programme arranged by two or more universities in cooperation. The cooperating universities are responsible for various parts of the programme within a jointly developed programme syllabus/general study plan. A (joint) degree certificate is only issued when the degree requirements are met at all universities that are to issue the joint degree.³ The joint degree must be in the same education cycle at all parties in the cooperation.

2. Double and multiple degrees

Double degrees mean that a student/doctoral student⁴ receives **two** degrees after completing, with passing grades, a programme based on a single university education programme arranged by two universities in cooperation. Multiple degrees refer to when **more than two** universities are part of the cooperation. In practice, this means that a student/doctoral student is admitted to and studies at two or more universities, that the

¹ This may, for example, entail admission of doctoral students and the issuing of degrees.

² Contracts between national authorities are implemented through agreements.

³ The degree certificate is issued by the administering university unless the universities concerned have agreed otherwise pursuant to Chapter 1 Section 17 of the Higher Education Act (1992:1434) and Chapter 6 Section 11 of the Higher Education Ordinance (1993:100).

⁴ Also refer to Routines for entering agreements on cotutelle (Governing Documents – Rules and Regulations).

student shall thereby fulfil two or more universities' regulations, e.g. with regard to compulsory and elective courses, and that the student/doctoral student with passing grades at the end of the programme receives a degree certificate (including a reference that refers to the joint educational cooperation) from the respective university.

3. Approving bodies within Stockholm University

Joint degree

It is the President who reaches agreements on educational cooperation, or on research cooperation that includes education, which aims for a joint degree.⁵ Prior to approval by the President, the respective scientific area board is responsible for assessment and approval of the programme's content and quality. The part of the programme that is offered at Stockholm University is established by the respective scientific area board.

It is the Head of the Office for Research, Engagement and Innovation Service who writes a letter of support together with the Head of Department in question in connection with the application for funding for international research cooperation that includes third-cycle education within e.g. Marie Skłodowska Curie ITN-EJD (Innovative Training Networks – European Joint Doctorates), which shall lead to a joint degree.

It is the Head of the Office for Research, Engagement and Innovation Service who reaches grant agreements⁷ – on condition that the President has approved the educational cooperation and the signing of agreements when the agreement exceeds SEK 6 million.⁸

It is the Head of Student Services who signs the funding application and reaches grant agreements for international second-cycle educational cooperation (joint master's programmes), within e.g. Erasmus+ and Nordplus, which are to lead to a joint degree – on condition that the President has approved the educational cooperation.

Double and multiple degrees

It is the disciplinary domain board that reaches agreements on educational cooperation that is intended to lead to double or multiple degrees.

It is the Head of the Office for Research, Engagement and Innovation Service who writes a letter of support together with the Head of department concerned in connection with the application for funding for international research cooperation that includes third-cycle

⁵ According to Routines for contract work (see Governing Documents – Rules and Regulations), the Legal Affairs Office shall examine the agreements that will ultimately be signed by the President.

⁶ See applicable Decision and delegation procedures for Stockholm University. See Procedure for EU-financed research projects (see Governing Documents – Rules and Regulation).

⁷ After approval by the Head of Department and in consultation with the Deputy Vice President concerned. Also see the applicable Decision and delegation procedures for Stockholm University, the Procedure for EU-financed research projects and Routines for contract work (see Governing Documents – Rules and Regulations).

⁸ Also see the applicable Decision and delegation procedures for Stockholm University and the Procedure for EU-financed research projects (see Governing Documents – Rules and Regulations).

⁹ See applicable Decision and delegation procedures for Stockholm University.



education within e.g. Marie Skłodowska Curie ITN-EJD (Innovative Training Networks – European Joint Doctorates), which is to lead to double or multiple degrees.¹⁰

It is the Head of the Office for Research, Engagement and Innovation Service who reaches grant agreements¹¹ on international research cooperation that includes third-cycle education that is to lead to double or multiple degrees – on condition that the disciplinary domain board concerned has approved the educational cooperation and that the President has approved the signing of agreements when the agreement exceeds SEK 6 million.¹²

It is the Head of Student Services who signs the funding application and reaches grant agreements for international second-cycle educational cooperation (joint master's programmes), within e.g. Erasmus+ and Nordplus, which are to lead to double or multiple degrees – on condition that the disciplinary domain board concerned has approved the educational cooperation.

The tables on the next page illustrate what approving bodies are involved in the various cooperative arrangements that this procedure encompasses.

¹⁰ Also see the applicable Decision and delegation procedures for Stockholm University and the Procedure for EU-financed research projects (see Governing Documents – Rules and Regulations).

¹¹ After approval by the Head of Department and in consultation with the Deputy Vice President concerned. Also see the applicable Decision and delegation procedures for Stockholm University, the Procedure for EU-financed research projects and Routines for contract work (see Governing Documents – Rules and Regulations).

¹² Also see the applicable Decision and delegation procedures for Stockholm University and the Procedure for EU-financed research projects (see Governing Documents – Rules and Regulations).

¹³ See applicable Decision and delegation procedures for Stockholm University.

Table 1. Application for funding and grant agreements regarding research and educational cooperation, e.g. within Marie Skłodowska-Curie, Erasmus+ and Nordplus

Approval body	Head of the Office for Research, Engagement and Innovation Service ¹⁴	Head of Student Services ¹⁵
Approval of the <u>application</u> for funding and grant agreements regarding	International research cooperation that includes education, such as Marie Skłodowska-Curie, that leads to joint, ¹⁶ double or multiple degrees. ¹⁷	International educational cooperation in the second cycle (joint master's programme), within e.g. Erasmus+ and Nordplus, which leads to joint, ¹⁸ double or multiple degrees. ¹⁹

Table 2. Agreement on educational cooperation and research cooperation

Approval body	President	Scientific area board ²⁰
Approval of <u>agreements</u> regarding	Educational cooperation, or research cooperation that includes education, that leads to a joint degree.	Educational cooperation that leads to double or multiple degrees.

¹⁴ The Head of the Office for Research, Engagement and Innovation Service signs the agreement after approval from the Head of Department and in consultation with the Deputy Vice President concerned. See applicable Decision and delegation procedures for Stockholm University.

¹⁵ See applicable Decision and delegation procedures for Stockholm University.

¹⁶ This presupposes that the educational cooperation has been approved by the President and that the President has approved the signing of grant agreements when the agreement exceeds SEK 6 million. Also see the applicable Decision and delegation procedures for Stockholm University and the Procedure for EU-financed research projects (see Governing Documents – Rules and Regulations).

¹⁷ This presupposes that the educational cooperation has been approved by the disciplinary domain board concerned and that the President has approved the signing of grant agreements when the agreement exceeds SEK 6 million. Also see the Decision and delegation procedures for Stockholm University and the Procedure for EU-financed research projects (see Governing Documents – Rules and Regulations). Also refer to Routines for entering agreements on cotutelle (Governing Documents – Rules and Regulations).

¹⁸ This presupposes that the educational cooperation has been approved by the President.

¹⁹ This presupposes that the educational cooperation has been approved by the scientific area board concerned.

²⁰ Also see the scientific area boards' respective applicable decision and delegation procedures. Decisions on education can be delegated further.

4. Preparation process

A prerequisite for an approval of an educational cooperation, or research cooperation that includes education, to be able to be made is that the approval is supported by the Head of Department concerned since the cooperation entails a commitment that may entail a need for expanded resources at the department/equivalent.²¹ The Head of Department shall be kept informed throughout the process.

Step 1. Preparation within the department

Preparation of the cooperation depends on who must provide approval, what kind of degrees the cooperation leads to (see tables above) and if it includes an application for funding for international educational cooperation in the second cycle (joint master's programme). The administration at the department in step 1 differs depending on this and is therefore divided into separate points below.

- Educational cooperation or research cooperation that includes third-cycle education that leads to a joint degree:
 - The department submits a notification of interest, approved by the Head of Department, in initiating educational cooperation or research cooperation that includes education that leads to a joint degree to the faculty office/science office concerned.
- Educational cooperation that leads to double or multiple degrees:
 - The department submits a notification of interest, approved by the Head of Department, in initiating educational cooperation that leads to double or multiple degrees to the faculty office/science office concerned.
- The application for funding and/or request to enter an agreement for international research cooperation that includes second- or third-cycle education:
 - The department submits the Head of Department's approval to apply for funding and/or request to enter an agreement for international research cooperation that leads to joint, double or multiple degrees to the Office for Research, Engagement and Innovation Service.

²¹ The head of department provides approval by email or through another case system to the administrative office concerned. See step 1 in the preparation process below.

- The application for funding for international educational cooperation in the second cycle (joint master's programme).
 - The department submits a notification of interest, approved by the Head of Department, in applying for funding, e.g. within Erasmus+ and Nordplus, for new or existing international educational cooperation concerning a joint master's programme that leads to joint, double or multiple degrees to Student Services.

Step 2. Preparation within the University administration (applies to all cooperation)

- The receiving administrative offices (faculty office/science office, Office for Research, Engagement and Innovation Service or Student Services, see tables above) provides the department rules, templates and checklists and does an assessment of which other administrative offices may be affected by the department's notification of interest. They receive copies of the documents. If necessary, the department is invited to an information meeting with the administrative offices concerned.

Step 3. Preparation within the department

- The department prepares the matter with the parties concerned, i.e. the departments and administrative offices (equivalent) that are at the universities included in the cooperation.
- The department submits a draft of the application approved by the Head of Department to the approval body according to the Decision and delegation procedures for Stockholm University (see tables above). The department's administrator in charge informs administrative offices concerned about the status of the matter.
- The department prepares the agreement according to the Routines for contract work and study administrative routines.
- The department submits an agreement approved by the Head of Department to the approval body for decisions (see tables above).²²

²² The agreement should be signed by the opposite party before Stockholm University signs the agreement.

²³ For example, the Office for Research, Engagement and Innovation Service, the Office of Human Science, the Office of Science and Student Services.

Step 4. Concluding measures within the University administration

After approval or signing of agreements, the administrative offices' administrator in charge sends a copy of the decision or agreement to the department and administrative offices concerned,²³ and archives the matter.

²² The agreement should be signed by the opposite party before Stockholm University signs the agreement.

²³ For example, the Office for Research, Engagement and Innovation Service, the Office of Human Science, the Office of Science and Student Services.