

**LOGO**

(*Foreign/University/Institute)*

**AGREEMENT FOR CO-SUPERVISION OF THESIS**

**BETWEEN**

**UNIVERSITI PUTRA MALAYSIA**

**AND**

………………………………. …………………………..

(Home University)

on behalf of

**……………(Student name and Identification/Passport number)………………**

**AGREEMENT FOR CO-SUPERVISION OF THESIS**

**BETWEEN**

**UNIVERSITI PUTRA MALAYSIA**

**AND**

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(Home University)

**on behalf of**

**……………(Student name and Identification/Passport/Student card number)………………**

**ON** ………………………….

**UNIVERSITI PUTRA MALAYSIA** (hereinafter referred to as “UPM”), an institution of higher learning established under the Universities and University Colleges Act 1971 whose address is at 43400 UPM, SERDANG,SELANGOR DARUL EHSAN, MALAYSIA and shall include its lawful representatives and permitted assigns;

(**Student name and Identification/Passport/Student Card number)**(hereinafter referred to as “the Student ”), for the purpose of this agreement, a Student represented by his/her University, …………(Home University name)………………..a University established under………………………….(state legal status of Foreign/Institute) whose address at ……………………………………………………………….. and shall include its lawful representatives and permitted assigns; hereinafter referred to singularly as “the Party” and collectively as “the Parties”),

**WHEREAS**

A. UNIVERSITI PUTRA MALAYSIA is an established University which strives to enhance and strengthen its research and development and has taken various initiatives to complement its educational excellence and has entered into various collaborative arrangements with other parties to enhance networking;

B. UNIVERSITY ………………… is an established University which …………………

C. The Parties are desirous of entering into this Memorandum of Agreement to declare their respective intentions and to establish a basis of co-operation and collaboration between the Parties upon the terms as contained herein.

**Have decided the following:**

**TITLE I**

**General**

**ARTICLE 1 APPLICANT**

The student and the contracting institution decide to register him/her ………………………( **Student name and Identification/Passport/Student card number**) from…..(Home University name) for a Masters/Ph.D. thesis preparation, under supervision between the two co-signatory institutions (Attached herein a copy of applicant **Identification/Passport/Student card number as Appendix 1**)

**ARTICLE 2 SUBJECT OF MASTER/DOCTORAL THESIS**

The subject of the Masters/doctoral thesis is ….................................

**ARTICLE 3 PROTECTIONS OF INTELLECTUAL PROPERTY RIGHTS**

A. The protection of intellectual property rights shall be enforced in conformity with the respective national laws, rules and regulations of the Parties and with other international agreements signed by both Parties.

B. The use of the name, logo and/ or official emblem of any of the Parties on any publication, document and/ or paper is prohibited without the prior written approval of either Party.

C. Notwithstanding anything in paragraph 1 above, the intellectual property rights in respect of any technological development, products and services development, carried out-

 (i) jointly by the Parties or research results obtained through the joint activity effort of the Parties, shall be jointly owned by the Parties in accordance with the terms to be mutually agreed upon; and

(ii) solely and separately by the Party or the research results obtained through the sole and separate effort of the Party, shall be solely owned by the Party concerned.

**TITLE II**

**Programme Administration**

**ARTICLE 4 ENROLMENTS**

The enrolment of the student is effective from **………………**. The expected length of research is set to ….. years. This length can only be extended in exceptional cases, after a favourable opinion given by two institutions and on proposition by both supervisors.

**ARTICLE 5 STUDY PLAN**

The research will be carried out in both institutions following a timetable which can be found in the enclosed Appendix 2 (Study Plan) and approved jointly by both supervisors. Any modification of this timetable must be submitted and agreed by both supervisors.

**ARTICLE 6 RESIDENTIAL REQUIREMENTS AND FEES**

The student must be registered in both institutions. The student must fulfil UPM minimum residential requirements of ………..semester and shall pay tuition and fees to UPM in accordance to the rate published at the time of registration.

**ARTICLE 7 INSURANCE**

The student must take a main insurance in the country where he pays the registration fees. He must also apply for a complementary insurance in the cosignatory country on the convention.

**ARTICLE 8 SUPERVISORS**

……………………. and …………………….. are respectively designated by Universiti Putra Malaysiaand the …“\*\*\*”….. to be the supervisors. They will ensure the follow up of the student in the conditions required by each institution. They will consult regularly on the research progress of the student. Any additional members must obtain prior approval from both universities.

**TITTLE III**

**Thesis**

**ARTICLE 9 APPOINTMENT OF EXAMINATION COMMITTE/BOARD**

The Examination Committee/Board will consist of at least one Internal Examiner appointed by each Institution, and an External Examiner who shall be independent of both Institutions. All nominations shall be subjected to an approval by the relevant authorities in both Institutions. Examination costs (including but not limited to Examiners’ expenditure), if required, will be borne by the home institution unless agreed otherwise.

**ARTICLES 10 THESIS LANGUAGE**

The thesis will be presented at …………………………………. It will be written in English. A written summary will be written in English and ………………..

**ARTICLE 11 THESIS ASSESSEMENT**

The format of the thesis shall be according to the guideline of ……………………………..

Home institution shall be responsible in forming an Examination Committee/Board, for the purpose of submitting the thesis to the Examiners, and (via the host department) arranging the viva voce examination (following standard practice).

**ARTICLE 12 RULES**

The student must follow the rules of both countries concerning the registering, the description and the reproduction of the thesis.

**ARTICLE 13 DURATION OF THE AGREEMENT**

The present convention holds for ….. years. It could be extended following conditions described in article 4.

**ARTICLE 14 NOTICES**

Any communication under this Memorandum of Agreement will be in writing in the English language and delivered by registered mail to the address or sent to the electronic mail address or facsimile number of UPM or Applicant as the case may be, shown below or to such other address or electronic mail address of facsimile as either Party may have notified the sender and shall, unless other wise provided herein, be deemed to be duly given or made when delivered to the recipient at such address or electronic mail address or facsimile number which is duly acknowledged:

**To UPM : School of Graduate Studies**

 43400 UPM Serdang, Selangor

 MALAYSIA

 (Attn.: Prof. Dr. Bujang Kim Huat)

 Tel: +603-89464201

 Fax : (603) 89464232

 E-mail: dean.sgs@upm.my

**To (Home University : ...............................**

 Attn. :..Student name …

 Fax : ...................

 E-mail: ..................

 \*\*\*\*\*\*\*\*\*\*\* THIS PART IS INTENTIONALLY LEFT BLANK\*\*\*\*\*\*

The foregoing record represents the agreements reached between UNIVERSITI PUTRA MALAYSIA and ......(Home University)....................................on behalf of the Student upon the matters referred to therein.

Signed in duplicate at ……………. on this ………. day of ……….. in the year …………. in two (2) original texts, each in the English language, all texts being equally authentic.

Signed by Signed by

for and on behalf of the for

**UNIVERSITI PUTRA MALAYSIA** **UNIVERSITY ………………………**

........................................................................ .....................................................

**PROF. DATIN PADUKA DR. AINI IDERIS (Name:……………………..)**

Vice Chancellor President/Vice Chancellor

In the presence of In the presence of

.................................................................. .......................................................

**PROF. DR. BUJANG B.K. HUAT (Name:…………………….)**

Dean, School of Graduate Studies Position

**AND**

................................................................. .........................................................

The Masters/PhD Advisor of UPMThe Masters/PhD Advisor of ………….

 .........................................................

 (Name:……………………………….)

 The Masters/PhD Student