AGREEMENT BETWEEN THE COLLEGE OF {insert name(s)} AT NORTH DAKOTA STATE UNIVERSITY AND “PARTNER INSTITUTION”

I. INTRODUCTION

The Department of {insert name} at North Dakota State University (NDSU), and the “PARTNER INSTITUTION” agree to establish a collaborative Ph.D. Program. The main goals of this agreement are: 1) to encourage {insert academic discipline/program} students from “PARTNER INSTITUTION” to pursue graduate studies and careers in {insert academic discipline/program} research, 2) to provide a means for faculty at “PARTNER INSTITUTION” to mentor Ph.D. graduate {insert academic discipline/program} students, and 3) to strengthen the MS and Doctorate programs in {insert academic discipline/program} at “PARTNER INSTITUTION”, and 4) facilitate interactive programs and training between NDSU and “PARTNER INSTITUTION”. Master of Science and Doctoral programs in {insert academic program(s)} are offered at the “PARTNER INSTITUTION”. The Ph.D. degree will be granted by NDSU and the student will be required to spend a minimum of one year in residence on the NDSU campus. When appropriate students will be encouraged to conduct a portion of their dissertation research at the “PARTNER INSTITUTION” working with “PARTNER INSTITUTION” faculty. Also, this agreement will help strengthen the M.S. and doctorate programs in “Country” by having faculty from NDSU teaching courses at the “PARTNER INSTITUTION” on the foreign campus.

II. FACULTY PARTICIPATION

1. One faculty member from NDSU and “PARTNER INSTITUTION” will serve as co-chair of the student’s dissertation committee.

2. The NDSU faculty co-chair will work closely with the Ph.D. students supervising their research and serving as their primary mentor.

3. “PARTNER INSTITUTION” faculty must become associate members of the NDSU Graduate Faculty in order to serve as co-chair of the student’s dissertation committee. To apply for graduate faculty status at NDSU, “PARTNER INSTITUTION” co-chairs will state their interest, in writing, to the head of the NDSU Department involved, along with a current copy of their curriculum vitae. Graduate faculty appointments that are deemed acceptable by NDSU are recommended by the Head of the Department, the Dean of the {insert College name} and approved by the Dean of the NDSU Graduate School in consultation with the Graduate Council.

4. Other “PARTNER INSTITUTION” faculty can serve on the student’s dissertation committee and do not need to apply for graduate faculty status at NDSU. A request by the respective NDSU Department head to the respective Deans of the College of {insert College name} and the Graduate School for concurrence and approval by the Provost and will be made for the Adjunct Professor status in the respective department. NDSU reserves the right to determine the appropriate number of faculty granted graduate faculty status at NDSU.

5. “PARTNER INSTITUTION” dissertation committee members must be willing to travel to the NDSU Fargo Campus to attend either the student’s oral Ph.D. comprehensive exam and/or the Ph.D.
dissertation defense. Online conferencing can be arranged if travel is not possible.

6. NDSU faculty is encouraged to participate as dissertation committee members.

7. NDSU faculty participating in the Master of Science and Doctorate programs at “PARTNER INSTITUTION” in “foreign country” must become associate members of “PARTNER INSTITUTION.” Faculty in the graduate programs need to be accredited by the “PARTNER INSTITUTION” Graduate School and become adjunct professors. “PARTNER INSTITUTION” offers contracts to NDSU faculty ad honorem, and “PARTNER INSTITUTION” will cover lodging expenses for those that come to teach at “PARTNER INSTITUTION” [insert academic program] graduate programs.

8. Graduate courses offered by NDSU Faculty at “PARTNER INSTITUTION” will be intensive, 2 or 3 week courses and will be taught in English. Credits will be equivalent to whole semester courses according to the Graduate School Guidelines.

III. STUDENT PARTICIPATION

Students applying for the Ph.D. program at NDSU should have their M.S. degree in a related area at “PARTNER INSTITUTION” or another accredited institution. It is envisioned that the student will come to NDSU early in their Ph.D. program to satisfy both the NDSU residency requirement and take courses in preparation for the written and oral Ph.D. comprehensive exams. NDSU reserves the right to determine how many students it can take each semester under this Agreement. These and other requirements for the Ph.D. degree are described briefly below and in more detail in the NDSU Graduate School Bulletin. However, these requirements are subject to change at any time, at the sole discretion of NDSU. All NDSU Graduate School policies and regulations apply.

1. Students must be accepted into the NDSU Department Ph.D. program. It is recommended that students submit their application one semester prior to the start of their desired year in residence at NDSU. Official NDSU graduate program deadlines specify that all materials must be received by the Graduate School prior to May 1st for Fall Semester and prior to September 1st for Spring Semester.

2. In order to be admitted to the NDSU Graduate School, students must submit a completed NDSU Graduate School application. The student must have graduated from an university with a master’s degree, have a minimum GPA of 3.00 on a 4.0 scale, have taken the GRE and TOEFL and meet the minimum requirements of the respective Department, submit at least three letters of recommendation, and pay the application and processing fees. Additional information provided by potential graduate students through essays and other correspondence will be taken into consideration as part of the admission application process.

3. The student must be accepted in the Graduate Program at “PARTNER INSTITUTION” to start the collaborative program.

4. Students having TOEFL scores below the minimum established by the respective NDSU Department will not be accepted.
5. The student will be provided with office and laboratory space (as required) while on either the NDSU or “PARTNER INSTITUTION” campus.

6. Students with assistantships or fellowships will receive a NDSU tuition waiver.

7. “PARTNER INSTITUTION” students enrolled at NDSU will be subject to the same rules and regulations, including disciplinary rules and regulations, and the student code of conduct that applies to local students and those required by the federal government of all international students. Subject to law, “PARTNER INSTITUTION” students will be eligible for all the services and rights normally provided to locally enrolled students.

8. Each “PARTNER INSTITUTION” student will be responsible for arranging the necessary visa and the costs of accommodations (including vacation periods), international travel, travel in the U.S., books, equipment, consumables, hospitalization, the university required health insurance plan, books and NDSU fees, and other incidental expenses.

IV. PH.D. REQUIREMENTS AT NDSU

To complete the Ph.D. degree students must fulfill the same graduate school and departmental requirements as all other NDSU Ph.D. candidates from the same Department:

1. Overall, the student must maintain a 3.0 or higher GPA at both NDSU and “PARTNER INSTITUTION”.

2. Credit Requirements:
   90 semester credits  (A minimum of 30 from an earned M.S. degree)
   60 credits          600-700 level courses including those required for Ph.D. students in their respective Department
   30 credits          798-799 Thesis-Dissertation
   Since “PARTNER INSTITUTION” does not have credits for dissertations, all the credits for dissertation will be taken while at NDSU even if the thesis is being conducted at “PARTNER INSTITUTION”.

3. The Ph.D degree should be completed by a full-time student within 10 years after the program is initiated.

4. Only 30 (semester) credits (20 coursework and 10 theses) earned for a M.S. degree from another accredited institution will be accepted by the Graduate School toward the Ph.D. degree at NDSU. Students can earn up to 18 credits for courses equivalent to the 600-700 level offered at the “PARTNER INSTITUTION” during the first academic year. A total of 60 credits from classes must be earned from “PARTNER INSTITUTION” or NDSU. Only 20 coursework credits can be transferred from M.S. program at “PARTNER INSTITUTION” towards the 60 credits, however, same courses cannot be counted twice toward the 60 credits required. Refer to the NDSU Graduate Bulletin for additional information concerning the general requirements for obtaining a Ph.D. degree,
5. Graduate students in the Ph.D. program must present seminars according to the requirement of the respective Department. A final seminar for Ph.D. candidates is required for all Departments that discusses the dissertation research, and is presented after completion of the final exam. Graduate students are expected to attend and evaluate all Departmental graduate seminars, whether registered for seminar or not. NDSU seminars are available on the internet for students in residence at “PARTNER INSTITUTION”. While in residence at “PARTNER INSTITUTION”, graduate students will be required to attend graduate seminars in their department.

6. International students whose native language is English or who have a TOEFL of 600 or more are encouraged to take advantage of the teaching opportunities at NDSU. The student will register for 1 credit in each semester of teaching and will receive a letter grade. Students should assist in two different courses. Teaching opportunities will be provided for several graduate students each semester. Participation in cooperative extension programs with an extension specialist can substitute for teaching experience. Proposals for substitutions must be approved in advance by the Department Graduate Studies Committee. Students with prior university teaching experience can petition for a waiver.

7. Thirty (30) credits of Doctoral Dissertation are required for Ph.D. degree, but no more than 30 credits can apply to required credits for graduation.

8. The initial dissertation credits should deal with dissertation planning, related literature review, preparation of the research proposal, and plan for study. Later credits should deal with dissertation research progress and dissertation writing and completion.

9. Students from “PARTNER INSTITUTION” will register for most the thesis credits during their stay at NDSU, since the “PARTNER INSTITUTION” program does not have credits on their thesis work.

10. It is very important that students, with input from their advisors and graduate committee, provide their completed program of study and research proposal to the Department Head by the end of their second semester (Fall/Spring) of coursework. Guidelines and procedures listed in the Graduate Student Handbook, which is found at each Departmental website, must be followed.

11. Preliminary examinations consisting of a written exam and an oral exam are required. Details of both the written and oral exam appear in each Department’s Graduate Handbook.

12. Candidates for the Ph.D. degree will prepare a dissertation approved by co-chairs of the student’s committee, and the respective Department Head, and acceptable to the oral examining committee, and to the NDSU Graduate School. Style should follow guidelines of an appropriate national organization in accordance to the NDSU Graduate School’s “Guidelines for the Preparation of Dissertation”.

13. A final oral examination is required. A “Request to Schedule Examination” form must be completed and submitted to the NDSU Graduate School to schedule the exam. The exam must be scheduled by the Graduate School at least two weeks prior to taking the exam.
V. PROJECT FUNDING

At a minimum, the student must travel to the NDSU campus for their year of residence and to attend their oral and qualifying exams. Travel can be exempted if the graduate committee is satisfied with the level of interaction offered by the prevailing video conference technology.

Students will not be encouraged to apply to this program without an agreement of participation from a “PARTNER INSTITUTION” faculty member. Students coming under this agreement will be eligible to apply for a graduate assistantship, and for out of state tuition waiver at NDSU.

Collaborative research between NDSU and “PARTNER INSTITUTION” faculty will be encouraged. Student research, assistantship and travel costs related to their research program and outside of the normal travel costs reference in Section IV (8) will be the responsibility of the student’s co-chairs. “PARTNER INSTITUTION” will not encourage students to apply to this program without the assurance of funding from a faculty member.

Individual faculty members are responsible for funding their travel between campuses. The use of video-conferencing technology may be an option for the examination if agreed upon in advance by the student, their major advisors, committee members, and head of the Department.

VII. DOCTORATE REQUIREMENTS AT “PARTNER INSTITUTION”

1. The credits taken at NDSU during the two semesters will be considered as valid credits for the Doctorate program at “PARTNER INSTITUTION”. The student can register in courses approved by his or her graduate committee, which may be transferred to NDSU in order to comply with NDSU course requirements as specified in Section IV (1) of this agreement.

2. Of the total 60 credits of coursework required at NDSU for a Ph.D. degree, 20 coursework credits can come from the M.S. degree at “PARTNER INSTITUTION”, and the other 40 credits will be split between the two institutions, 20 coursework credits at NDSU during the two semesters the student is there, and 20 coursework credits at “PARTNER INSTITUTION”.

VII. DURATION OF THE AGREEMENT

This agreement will be in effect a minimum of 8 years beginning on the first day of the academic year following the signature by both parties. At the end of the eight years, this agreement will be reviewed and considered for renewal by both parties. The agreement may be modified with the mutual agreement of both universities to deal with issues that arise and are not covered in the initial agreement. This Agreement may be terminated at any time upon six months written notice to the other party of its intent to terminate. To the extent possible, students and/or faculty already participating in a program under this agreement will be allowed to complete their program and/or participation.

In addition, the Parties wish to resolve efficiently disputes relating to or arising out of this Agreement. In the event of any dispute or perceived problem, the Parties shall attempt, in good faith, to resolve the problem by negotiation within thirty (30) days. If negotiation is unsuccessful, the Parties shall attempt to settle the dispute by mediation within the next thirty (30) days by mutually agreeing to a mediator. Where resolution is possible, each Party shall be given thirty (30) days from the date of notice from the other
Party to correct its performance under this Agreement or otherwise cure any breach of contract. In the event correction or cure is not attainable or reached, then the Agreement shall terminate.
Recommended by:
North Dakota State University

“Partner Institution”

Approved by: