**ADDENDUM**

**TO THE COOPERATION PROTOCOL**

**BETWEEN**

**THE UNIVERSITY OF MINHO, PORTUGAL**

**AND**

**THE UNIVERSITY** [*name of the partner HEI*]**,** [*country of the partner HEI*]

**FOR THE AWARDING OF THE TITLE OF EUROPEAN DOCTORATE**

The University of Minho, public higher education institution of foundational nature, located at Largo do Paço, 4704-553 Braga, Portugal, Legal Person no. 502 011 378, herein represented by its Rector, Professor Rui Vieira de Castro, hereinafter referred to as UMinho,

The [*name of the partner HEI* ], Legal Person no. ---------, with head office at [*address of the partner HEI*], herein represented by [*name of the partner HEI’s representative*], hereinafter referred to as [*abbreviation/acronym of the partner HEI*],

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, , with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (identification document) and taxpayer no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter also referred to as Doctorate Candidate,

Considering the relevance of internationalisation in the training of students, namely at the third cycle level, namely through the implementation of study periods in foreign higher education institutions;

Regarding the legal and regulatory provisions which govern, in Portugal and in [*country of the partner HEI*], the cooperation of scientific, cultural and professional nature amongst higher education institutions;

Considering the provisions in UMinho’s Academic Regulation in force,

Considering [*mention legal provisions of the partner HEI*],

The Parties enter into, in writing, freely and in good faith, this Addendum to the Cooperation Protocol, entered into on 00/00/0000, which is governed by the following provisions:

**Clause 1**

**Scope**

The purpose of this Addendum is to implement the goals of the Cooperation Protocol and provide a framework for the period of permanence of the doctorate candidate [*name of the candidate*] from UMinho at the University [*name or abbreviation/acronym of the partner HEI*], for the awarding of the title of European Doctorate.

**Clause 2**

**Doctorate and advisory at UMinho**

1. The doctorate candidate has been enrolled in the doctorate/Doctoral Programme in [name of the Doctorate/Doctoral Programme] at UMinho since [date of enrolment at UMinho], having registered the subject matter and the thesis plan on [date of registration at UMinho] with the number [*number of registration*].
2. The doctoral thesis is being supervised by Dr. [*name of the supervisor*], [*category*] Professor from the School/Institute of [*name of the OU*] of UMinho.

**Clause 3**

**Period of permanence at the host institution**

The doctorate candidate shall remain at the University of [*name or abbreviation/acronym of the partner university*] for a period of [*number of*] months under the supervision of Professor [*name of the supervisor(s) in the study period(s) referred to in this Addendum*].

**Clause 4**

**Work Plan**

The Work Plan and the chronogram for the doctoral candidate’s period of permanence at the University [*name or abbreviation/acronym of the partner HEI*] agreed upon by both institutions is attached to this Addendum.

**Clause 5**

**Fees**

The doctoral candidate shall pay all the applicable fees at UMinho and, when required, at the University [*name or abbreviation/acronym of the partner HEI*].

**Clause 6**

**Visa and travel and accommodation expenses**

The candidate is responsible for all expenses related to the Visa, travelling fares, accommodation, food, transport and any other personal expenses they perceive as necessary or desirable.

**Clause 7**

**Certificate**

1. At the end of the period of permanence, the University [name or abbreviation/acronym of the partner HEI] will issue a certificate attesting to the work carried out by the doctoral candidate, which must be sent to UMinho.
2. The doctoral candidate must comply with the work plan as well as any other requirements demanded by the University [*name or abbreviation/acronym of the partner HEI*] for the issuance of the certificate referred to in the previous paragraph.

**Clause 8**

**Personal Data**

The parties must observe, being their sole responsibility, compliance with the legal provisions in force regarding the protection of personal data, in particular those in Regulation (EU) 2016/679 of the European Parliament and the Council of 27th April 2016, related to the protection of natural persons concerning the processing of personal data and the free circulation of such data (GDPR), in Law no. 58/2019 of August 8th, and other legislation on the protection of personal data that may be applicable.

**Clause 9**

**Validity**

This Addendum is valid for a period of 3 (years) and may be extended by agreement between the Parties, upon joint proposal by the co-supervisors, up to a maximum of 12 (twelve) months.

**Clause 10**

**Final Provisions**

1. The Parties commit to abide by the applicable legislation and regulations in both universities.
2. The current legislation and regulations in force in each institution shall apply to situations not covered in this document, being the omitted cases jointly decided by the competent bodies of the two institutions after consulting those responsible for the doctoral programmes.

Once read and approved, this Addendum is signed by the legal representatives of each institution and by the doctoral candidate in 3 (three) copies (one copy for each institution and a third one for the doctoral candidate) of equal content and form.

OR

Once read and approved, this Addendum is signed by the legal representatives of each institution and by the doctoral candidate in a single copy through a certified digital signature under the applicable legal terms.

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| --- | --- | --- |
| Braga, \_\_ \_\_ of 202X |  | [*City*], \_\_ \_\_ of 202X |
| By the University of Minho,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor Rui Vieira de Castro  Rector | | By the University [*name of the partner HEI*],  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the Rector of the partner HEI*]  Rector |

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [*name of the candidate*]  Candidate |

**ANNEX TO THE** [*Ordinal of the Addendum*]**ADDENDUM**

**TO THE COOPERATION PROTOCOL**

**BETWEEN**

**THE UNIVERSITY OF MINHO, PORTUGAL**

**AND**

**THE UNIVERSITY** [*name of the partner HEI*]**,** [*country of the partner HEI*]

**FOR THE AWARDING OF THE TITLE OF EUROPEAN DOCTORATE**

**WORK PLAN TO BE IMPLEMENTED**

**AT THE UNIVERSITY** [*name of the partner HEI*]

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Institution** | **Activities** | **Chronogram** |
| **University**  [*name of the partner HEI*] | *[Briefly describe the activities to be developed at the partner university during the period of permanence]* | [*Insert the time frame, with start and end dates, for the activities to be developed at the partner university*] |