**ADDENDUM**

**TO THE COOPERATION PROTOCOL**

**BETWEEN**

**THE UNIVERSITY OF MINHO, PORTUGAL**

**AND**

**The** [*name of the partner HEI*]**,** [*country of the partner HEI*]

**FOR THE AWARDING OF A MASTER’S DEGREE IN INTERNATIONAL CO- SUPERVISION**

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,

and

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*],

Considering the relevance of internationalisation in the training of students, namely at the second 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 aiming at the awarding of a master’s degree in international co-supervision to the Master’s student *[name of the Master’s Student],* by UMinho and by *[name or abbreviation/acronym of the partner HEI].*

**Clause 2**

**Master’s Degree, enrolment and period of permanence at the host institution**

1. The student has been enrolled in the Master’s program in [*name of the Master’s Degree*] at UMinho since [*date of enrolment at UMinho*].
2. The Master’s Degree in [*name of the Master’s Degree*] at UMinho is accredited by the Agency for Assessment and Accreditation of Higher Education (A3ES).
3. The Master’s Degree in [*name of the Master’s Degree*] of [*name or abbreviation/acronym of the partner HEI*] is accredited by [*name of the National Body which accredited the degree of the partner HEI*].
4. Throughout the degree, the student shall be enrolled at UMinho and at [*name or abbreviation/acronym of the partner HEI*].
5. In the academic year [*the academic year the student will spend at the partner HEI], the student shall attend the Master’s Degree in [name of the Master’s Degree]* at [*name or abbreviation/acronym of the partner HEI*].

**Clause 3**

**Supervision**

The student’s research work shall be carried out under the joint supervision of:

At UMinho: Doctor [*name of the supervisor*], [*category*]Professor from the School/Institute [*name of the OU*].

At [*name or abbreviation/acronym of the partner HEI*]: Doctor [*name of the supervisor*], [*category*]Professor from the School/Institute [*name of the OU*].

**Clause 4**

**Work Plan**

The work plan to be developed during the Master's Degree programme at both institutions is attached to this Addendum.

**Clause 5**

**Fees**

The student shall pay all the applicable fees to UMinho and, when necessary, to the University [*name or abbreviation/acronym of the partner HEI*].

**Clause 6**

**Master’s Degree Dissertation**

1. The dissertation must comply with the requirements set out in UMinho’s Academic Regulation in force and, if applicable, shall have an expanded abstract in *[official language of the partner HEI's country].*
2. The formatting of the dissertation must comply with the legislation in force at UMinho and include the logotype of both institutions.

**Clause 7**

**Public examinations**

1. The student must request their public examinations at UMinho.
2. The student shall argue their dissertation at UMinho.
3. The jury before whom the dissertation will be argued will be appointed by agreement between the Parties, including at least one professor from [name or abbreviation/acronym of the partner HEI]. Its overall composition shall be governed by the legal and regulatory provisions applicable at UMinho.
4. The dissertation's argument complies with the requirements set out in UMinho’s Academic Regulation in force.
5. The organic unit at UMinho, where the master's degree is based, shall pay the travelling expenses of the jury members from [name or abbreviation/acronym of the partner HEI].

**Clause 8**

**Awarding of the Title of Master**

1. Once the dissertation has been approved, the Master’s Degree shall be awarded by both institutions.
2. Each institution issues a separate diploma certifying the degree awarded, which must mention the other institution as a partner in drafting the co-supervised dissertation.

**Clause 9**

**Reproduction of the dissertation, deposit and copyright**

The terms for the reproduction of the dissertation, deposit and copyright must comply with the specific regulations of each country and institution.

**Clause 10**

**Intellectual Property and Confidentiality**

1. Both institutions shall have the nonexclusive right to use the dissertation and its results for noncommercial purposes in their teaching, training, and research activities. This right is perpetual and free of charge.
2. Should the Parties consider that the research results obtained within the scope of the Master’s Degree offer potential for its economic valorisation, it will be up to them to define the strategies for legal protection and commercial exploitation of these results, namely by defining the industrial property modalities more appropriate to their protection and the respective territorial scope and forms of valorisation, for which a specific Addendum shall be entered into between the two.
3. Within the scope of the research work carried out, both Parties agree to receive, process and maintain secrecy on any confidential information, as well as not to disclose this information to any third parties, organisations or entities without the prior written consent of the other institution.
4. Without prejudice to what is established in the previous paragraph, whenever the student, in the fulfilment of their academic duties, needs to publish information on the research results achieved, they must request prior authorisation from the supervisors of the Master’s Degree, who shall be responsible for authorising such publications as long as they are not deemed damaging to the protection of the research results through the granting of industrial property rights and that they do not reveal information of confidential nature of any of the other Parties, namely, that the student may have become aware of while attending the master’s degree programme.

**Clause 11**

**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 12**

**Visa and travel and accommodation expenses**

The student 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 13**

**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 14**

**Final Provisions**

1. The Parties commit to abide by the legislation and regulations applicable in both universities.

1. 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 student in 3 (three) copies (one copy for each institution and a third one for the student) of equal content and form.

Or

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

|  |  |
| --- | --- |
| 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 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the UMinho School Presidente*]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the Director of the Master’s Degree Programme at UMinho*]  Director of the Master’s Degree | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the president/Director of the partner HEI*]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the Director of the Master’s Degree Programme at the partner HEI*]  Director of the Master’s Degree |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the Supervisor at UMinho*]  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Professor [*name of the Supervisor at the partner HEI*]  Supervisor |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [*name of the Student*]  Student | |

**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 MASTER’S DEGREE in international CO-SUPERVISION**

**WORK PLAN TO BE IMPLEMENTED**

**AT THE UNIVERSITY OF MINHO AND AT THE UNIVERSITY**[*name of the partner HEI*]

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*NOTE: Insert as many lines as necessary so that the Work Plan follows a chronological order from the beginning to the end of the Master's Degree.*