Agreement on Joint Doctoral Studies and Supervision

**1. PARTIES AND CONTACT INFORMATION**

1.1 Tampere University Foundation sr (hereinafter TAU)

Represented by:

Matti SOMMARBERG

Dean of the Faculty of Management and Business

Address: Kanslerinrinne1, 33100 Tampere, Finland

Email: matti.sommarberg@tuni.fi

Tel: +358405028836

Contact person:
Anna Halonen
Education Specialist of the Doctoral Programme in Business and Technology Management

Faculty of Management and Business
Address: Korkeakoulunkatu 8, 33720 Tampere, Finland

Email: anna.halonen@tuni.fi

Tel: +358504756045

1.2 The Politecnico Di Milano (hereinafter Polimi)

Represented by:

Donatella Sciuto

Rector, Professor

Address: Piazza Leonardo da Vinci 32, 20133 Milano, Italy

Email: rettore@polimi.it

Tel: +390223992250

Contact person:

Martina Sani

PhD Office and International Project Admin.Coordinator

Dipartimento di Ingegneria Gestionale

Deparment of Management, Economics and Industrial Enginering

Adress: Building 26 – via Raffaele Lambruschini 4/b

20156 Milan - Italy

Email: martina.sani@polimi.it

Tel: +390223994840

Both hereinafter also referred to individually as a University and jointly as the Universities.

1.3 Doctoral Candidate:

Jenni KAIPAINEN (hereinafter Candidate), born on 30 October, 1994 in Jyväskylä, Finland

Address: Tekniikankatu 10 C 114, 33720 Tampere

Email: jenni.kaipainen@tuni.fi

Each party may also be referred to individually as a Party and jointly as the Parties.

**2. PREAMBLE**

This agreement on joint doctoral studies and supervision refers to an arrangement where the Candidate pursues a doctoral degree at the Universities, satisfying admission and degree requirements, and leading to one doctoral thesis with a thesis supervisor at each institution. The Candidate will receive a degree from both universities, with a notation on the degree certificate stating that the degree was obtained under a joint doctoral studies and supervision (cotutelle) agreement leading to two doctoral degrees from the respective universities.

This collaboration is based on the following regulations:

At TAU:

Universities Act 558/2009;

[Government Decree on University Degrees 794/2004](https://www.finlex.fi/fi/laki/kaannokset/2009/en20090558.pdf);

[Tampere University Regulations on Degrees](https://www.tuni.fi/studentsguide/handbook/uni?page=2198), 1 August 2020;

Tampere University Regulations on the Assessment of Studies, 1 August 2021;

[Guidelines for academic ethics and procedures for handling allegations of misconduct at Tampere University](https://www.tuni.fi/studentsguide/handbook/uni?page=3063)

The Faculty of Management and Business at Tampere University: Regulations on postgraduate degrees;

Tampere University Guidelines for Doctoral Dissertations, Doctoral Programme in Business and Technology Management

At Polimi:

Italian Ministerial Decree no. 45 of 08.02.2013;

Italian Ministerial Decree no. 224 of 30.04.99 for Research and Doctoral Programmes;
Politecnico University Regulations on the Doctoral Research Program of the Politecnico di Milano; 11 January 2018;

**3. ADMINISTRATIVE PROCEDURE**

3.1 ENROLMENT AND REGISTRATION

The Candidate is registered as a doctoral student at TAU starting from 1 January 2021 and at Polimi from 1November 2021.

In order to retain their right to study, candidate must enroll as present or absent for each academic year in the manner specified by the universities. At TAU, students who neglect this enrolment for each academic year forfeit their right to study. Should such students wish to resume their studies later, they must submit an application to regain their right to study in accordance with TAU’s instructions.

3.2 ENROLMENT FEES

At TAU no fees can be charged for studies leading to a doctoral degree according to the Finnish Universities Act 558/2009. The Student Union membership fee is voluntary for doctoral candidates.

According to Polimi’s regulations, candidate will not pay the enrolment fees at Polimi (host Institution).

3.3. INSURANCE

The Candidate is obliged to have sufficient insurance coverage during the entire doctoral studies according to the relevant national legislation of the country in which the Candidate is studying at the time.

In Finland the following personal insurances are required: personal injury insurance, health insurance, liability insurance, personal property insurance and travel insurance. The responsibility of being properly insured is with the Candidate. TAU will not provide any insurance to the Candidate.

In Italy for non- residents candidates, so host candidates within the frame of an agreement are required to hold: personal injury insurance, health insurance, personal property insurance and travel insurance. The responsibility of being properly in-sured is with the Candidate. POLIMI will not provide any insurance to the Candidate, although liability insurance within the Politecnico premises is provided by Politecnico di Milano.

3.4 ACCOMMODATION, TRAVEL AND OTHER COSTS

There is no special agreement about the Candidate’s accommodation and grants between TAU and Polimi. Unless otherwise agreed, the Candidate is responsible for all travel and living costs.

**4. RESEARCH WORK AND STUDIES**

4.1 SUBJECT OF THE THESIS

The thesis work will focus on the research area: *How companies develop their business towards sustainable circular economy? Processes for internal and external strategic management*

Research plan is presented in Annex 1.

The final thesis title will be agreed upon and confirmed by the Parties.

4.2 SUPERVISION ARRANGEMENTS

The research work will be supervised by:

At TAU: Professor Leena Aarikka-Stenroos, Unit of Industrial Engineering and Management

At Polimi: Professor Davide Chiaroni, Professor of Strategy and Marketing, Deparment of Management, Economics and Industrial Enginering.

The division of labour and responsibilities of each supervisor shall be agreed between the Candidate and each supervisor in writing.

The research and study activities will be carried out at the two Institutions during alternated or consecutive periods. The total duration of the periods spent at each of the two Institutions is expected to be concerted by the supervisors, entailing a minimum of 12 months in Polimi.

In case there is a need to find a replacement for the supervisor, the academic unit of each University is responsible for finding a replacement in consultation with the Candidate. If a suitable supervisor cannot be found, both institutions can terminate the agreement.

4.3 STUDYING ACTIVITIES

The Candidate may take courses and associated exams at each of the two Institutions, in accordance with the study curriculum concerted with the supervisors.

According to TAU’s requirements the doctoral degree includes at least 40 ECTS credits of postgraduate studies in addition to the doctoral dissertation. The studies are divided into two study modules:

Discipline- and Field-Specific Studies, a minimum of 25 ECTS credits

General Academic Competences, a minimum of 10 ECTS credits

According to Polimi’s requirements, at least 35 ECTS credits related to courses must be obtained; 15 of which must be obtained at Polimi.”

4.4 SCHEDULE

Under normal circumstances, study and research work is expected to last up to a maximum of four (4) years. Under exceptional circumstances, this period may be extended, subject to a specific agreement between the Parties, following a joint proposal by both supervising professors.

4.5 LANGUAGE AND FORMAT OF THE THESIS

The language in which the doctoral thesis and its summary are written must take into account the requirements of the Universities.

The Candidate’s thesis will be a dissertation written in English and will consist of an abstract in English, in Italian and in Finnish. The language of the summary is English.

As regards to dissertation, Politecnico di Milano agrees on aligning with TAU’s prevailing guidelines (Doctoral Programme in Business and Technology Management):

• Regardless of their form, all dissertations must satisfy the general requirements for dissertations in terms of logicality, objectivity, critical thinking, ethics, academic honesty, and the novelty and significance of research results.

• A compilation comprises an introductory section and a collection of scientific publications dealing with the same overall problem. The conclusion must set forth at least the premises and objectives, theoretical background, methodology and results of the dissertation, indicate the main contributions and their scientific and practical novelty, as well as discuss the significance, reliability and validity of the results. In addition, the conclusion should specify the role of the included publications within the overall research.

• A compilation may include scientific publications that have been published in a scientific journal, at a conference, in a publication series, or other scientific forums. The publications must have undergone an appropriate peer review.

• Any conference papers incorporated in a dissertation must be from conferences that are respected within the scientific community and have either been published or approved for publication in the conference proceedings.

• The scientific publications included in a compilation may include co-authored publications. The same co-authored publication may appear in multiple dissertations.

• The number of publications included in a compilation is not decisive as such. Instead, it is essential that the publications constitute a coherent whole and that the dissertation as a whole satisfies the requirement of novelty. A compilation typically includes 3-6 publications, depending, among others, on the number of co-authored publications, the doctoral candidate’s independent contribution to co-authored publications, the scientific quality and significance of the publications, and the scientific prestige of the publication forums. At least one of the publications should have appeared in a journal.

• In order to determine the doctoral candidate’s independent contribution to any co-authored publications, the doctoral candidate must prepare a statement (in collaboration with the supervisor), which precisely outlines this contribution and is included alongside each coauthored publication in the list of publications. Doctoral candidates are advised to submit this statement to the co-authors. If a co-authored publication is also included in another dissertation, it must be mentioned in the statement.

• One of the publications included in a compilation may be an unpublished manuscript, which the pre-examiners review as part of the examination process.

• As a rule, the printed version of a compilation must be accompanied by the scientific publications included therein. Doctoral candidates are responsible for obtaining the required written permissions from the publishers.

4.6 CONTENT OF THE DOCTORAL STUDIES, GRADING AND ASSESSMENT

The Candidate must meet the doctoral degree requirements in force at both Universities.

The Candidate’s academic performance is assessed according to the assessment criteria and regulations of the University responsible for the course or the part of the programme to be assessed. The Universities shall communicate their grading criteria to the Candidate at the beginning of the studies.

4.7 ACADEMIC RULES AND REGULATIONS

The Candidate acknowledges that she is bound by the academic rules and regulations of TAU and Polimi. At TAU these include the guidelines for ethical practices in research and education. In addition TAU requires, that open access and data policy must be followed. The modalities of deposit and reproduction of the thesis are governed by the regulations in force in both Universities.

 **5. EXAMINATION AND DEGREE**

5.1 EXAMINATION PROCESS

**Preliminary evaluation phase**

At TAU the doctoral candidate submits her/hismanuscript to the doctoral programme for internal review and external pre-examination. After the internal review, the responsible supervisor suggests two pre-examiners for the manuscript. They shall be neutral experienced experts, professors or persons who hold a doctoral degree and be external to the partner universities. The doctoral programme examines the manuscript’s readiness for pre-examination and takes stand to the suitability of the suggested external pre-examiners. The dean makes the final decision on the pre-examiners. The pre-examiners have two months of time to send their statements of the manuscript. Both pre-examiners evaluate the thesis generally and choose if they favour or reject the manuscript to be published as a dissertation. In a favourable statement the pre-examiner can also suggest some minor amendments and/or technical revisions to the manuscript, which the doctoral candidate may take into consideration. In addition the pre-examiners recommend a grade for the dissertation. The grading scale is approved with distinction, approved, fail. The right to publish the manuscript as an academic dissertation will be granted only after passing the preliminary examination, that is after receiving two favourable statements from the pre-examiners. Each Both universities will cover the incurring costs of their own preliminary examination.

At POLIMI; the doctorate candidate submits her/his manuscript (thesis draft) to the doctoral programme office and the office will send the document to her/his supervisor, internal discussant and two external reviewers. They shall be neutral experienced experts, professors or persons who hold a doctoral degree and be external to the partner universitiesy. The doctoral programme examines the manuscript’s readiness for pre-examination and takes stand to the suitability of the suggested external pre-examiners. The Faculty Board, after the candidate has presented in order to be admitted, makes the final decision on the admission grade for the PhD candidate. The external reviewers and the internal send their comments and suggestions. The candidate is requested to carry out minor/major revisions on the thesis and according to that, she/he is given several months to develop her/his final version of the thesis.

**Public defence phase**

The public defence will be held at Tampere University. A remote connection to follow the defence will be arranged. The language used in oral public defence will be English. At TAU the doctoral candidate and the responsible supervisor apply for the permission to publish the manuscript and the confirmation of the defence day, defence committee and custos. This is done when the manuscript has been corrected according to the possible suggestions given in the pre-evaluation phase. TAU requires that one opponent, who shall be a qualified, neutral experienced expert, professor or a person who holds a doctoral degree and be external to the partner universities, will be nominated to the defence committee. Polimi requires, that in the defence committee there shall be at least three members, who do not have a conflict of interest with the candidate nor have been co-authors in her published articles. At TAU the doctoral programme takes stand to the suitability of the suggested defence committee. The dean makes the final decision on the permission to publish the dissertation, confirms the defence day and nominates the defence committee. Each university will cover the transport and accommodation costs of its scientific representatives of the defence. Accommodation and transportation costs of external defence committee members are to be shared equally between the universities.

Politecnico di Milano accepts TAU’s rules on the public defence.

5.3. GRADUATION AND AWARDING THE DOCTORAL DEGREE

After completing successfully all requirements for the doctoral degree in conformity with the regulations in force within each university, the Universities agree to award the following degrees to the Candidate:

TAU: The degree of Doctor of Science (Technology), research field Industrial Engineering and Management

Polimi: The degree of Doctor of Science in Management Engineering

The Candidate will be awarded a certificate/diploma from both Universities separately. The text of the degree certificate must specify that the supervision of the thesis has been jointly conducted at the Universities.

The decision to award the degree by one of the Universities is not binding upon the other.

**Accepting and grading the dissertation and graduation**

TAU requires, that after the public defence, the defence committee members write a statement for the dissertation within two weeks. In the statement the dissertation is generally assessed and stand is taken to the doctoral candidate’s ability to defend her dissertation during the public defence. In addition, the defence committee recommends a grade for the dissertation. The grading scale is approved with distinction, approved, fail. After the public defence the internal reviewer of the thesis writes a grade proposal for the dissertation to the faculty council. The assessment is based on the statements from the pre-examination process, the statement of the defence committee from the public defence, and the possible additional comments of the custos from the public defence. The faculty council of the Faculty of Management and Business in Tampere University accepts and grades the dissertation based on the grade proposal in its meeting. The doctoral candidate can graduate and the degree of the doctor can be awarded when the doctoral candidate’s postgraduate degree requirements have been confirmed, all the studies have been registered and the faculty council has approved and graded the dissertation.

Polimi requires the minutes of the public defence are submitted to the central PhD School and signed by all the grading Committee. . The doctoral candidate can graduate and the degree of the doctor can be awarded when the doctoral candidate’s postgraduate degree requirements have been confirmed, all the studies have been registered and the faculty council has approved and graded the dissertation. The career and study plan of the PhD candidate must be approved by th PhD School. The Graduating Cerimony takes place once a year at POLIMI during which the diploma is conferred.

**6. PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS**

The Candidate owns the copyright to her thesis.

The publication of the thesis or any part of it may not endanger a possible patenting process related to the thesis. The publications published after signing the cotutelle agreement shall include the recognition of both Universities and must follow the specific publication procedures applicable in both Universities.

If applicable, a specific agreement will be drawn up for questions of intellectual property rights in good faith.

**7. MODIFICATION AND TERMINATION OF THE AGREEMENT**

Any modifications to this agreement must be done in writing and accepted by all parties.

This agreement can be terminated should the Candidate renounce writing the joint thesis. Should the supervisors jointly decide not to allow the Candidate to continue writing the thesis because of inadequate academic progress (about which the candidate should have been be given suitable warning), the matter must be brought to the attention and consideration of the universities. After hearing the Candidate and the supervisors, the faculty will give recommendations for further actions and a statement whether the agreement can be fulfilled.

This agreement can also be terminated by the consent of all Parties. In case a Party fundamentally violates the terms of this agreement, the other Parties shall be entitled to terminate the agreement by a written notice. Before termination of the agreement is contemplated, there must be consultation between the Parties. The termination of this agreement solely doesn’t affect the Candidate’s right to study as a doctoral student at TAU.

If the subject of the research or the research plan is substantially changed during the doctoral studies, the Parties shall negotiate the effect of such changes on this agreement. The Parties may also terminate this agreement due to such changes if all Parties agree on the termination.

This agreement can also be terminated should the Candidate fail to enrol at TAU as described in section 3.1 above thus forfeiting his/her right to study at TAU and the study right is not restored. This agreement can also be terminated should another supervisor leave his institution, and if a suitable substitutive supervisor cannot be found, as described in section 4.2.

**8. LANGUAGE OF AGREEMENT AND ADMINISTRATION**

The language of this agreement and its modifications is English. The Parties shall use English in administrative matters based on this agreement.

**9. SETTLEMENT OF DISPUTES AND APPLICABLE LAW**

This agreement shall be construed in accordance with and governed by the laws of Finland and Italy excluding their conflict of law provisions.

The Parties shall endeavour to settle their disputes amicably through negotiations within a reasonable period of time not to exceed thirty (30) days after the date of a notice from either Party to the other Parties describing such claim or controversy. If the Parties fail to reach agreement, the matter shall be resolved by a competent court in the defendant’s jurisdiction.

Nothing in this Agreement shall be deemed to require the Universities to breach any mandatory statutory law under which the University is operating.

**10. ATTACHMENTS**

Following attachments are a part of this agreement:

* - Annex 1: research plan

**11. SIGNATURES**

The present agreement will take effect upon signature by the representatives of the Universities and by the Candidate. It will be valid until the completion of the doctoral studies and thesis according to the supervisory plan unless terminated in accordance with section 7 above.

This agreement is drawn up in one digital copy in English, and it will be sent for the parties and for the candidate.

For TAU: For Polimi:

Date: Date:

Title: Professor Title: Professor

Name: Matti Sommarberg Name: Donatella Sciuto

Position: Dean of the Faculty of Management Position: Rector
 and Business

Signature: Signature:

Co-supervisors of the doctoral student

Date: Date:

Title: Professor Title: Professor

Name: Leena Aarikka-Stenroos Name: Davide Chiaroni

Signature: Signature:

The candidate

Date:
Name: Jenni Kaipainen

Signature: