

Execution process for Double PhD

Process	Responsibility	Comments
Enquiry	IO and PGSS	May only come from a supervisor. Students are referred back to supervisor.
Send contract template, refer to the criteria and checklist for supervisors	IO and PGSS	Checklist and criteria are on the internet. Template for the contract is separate.
Supervisor should name the administrative contact person as well as the supervisor at the partner university.	Supervisor at the Faculty of Medicine at Lund University	
Each point is reviewed and adapted - in contract, plan of study and project description	Supervisors at both institutes	
Contract is established	IO	Head of IO collects signatures from the Dean, supervisor and research education officer at both universities
Contract is archived	IO	
Registration and admission	PGSS	Simultaneously at both universities
Issue of degrees and "diploma supplement"	PGSS	

IO: International Office

PGSS: Postgraduate Studies Secretariat