MEMORANDUM OF AGREEMENT
Dual Degree Programme (Master and PhD)

Name of partner(s): IPB University and **Universiti Putra Malaysia**

Qualification and title:

- Doctor of Philosophy (PhD) at Universiti Putra Malaysia and IPB University
- Master of Science (MSc) at Universiti Putra Malaysia and IPB University

This **AGREEMENT** is made on .....

BETWEEN

IPB UNIVERSITY, a University established and existing under the Laws of Indonesia and having its principal office at Bogor, Indonesia

hereinafter referred to as "IPB".

And

UNIVERSITI PUTRA MALAYSIA, a University established and existing under the Laws of Malaysia, and having its principal office at Serdang, Selangor, Malaysia

hereinafter referred to as "UPM".

(hereinafter referred to singularly as "the Institution" and collectively as "the Institutions"),

WHEREAS:

IPB and UPM are desirous to collaborate on the development of Dual Degree Programme (Master and PhD) in the areas as mentioned in Part 1 of Annexure A of this Agreement, on the terms and conditions as specified hereunder:

1. DEFINITIONS

(a) **Terminology of Dual Degree:**

Two programmes of study from the same or similar field which involve a collaboration by two degree granting institutions that are equal standing in developing and offering the programme. This programme leads to the conferment of one degree with two scrolls by the institutions.

(b) **Home Institution** means the University where a student is primarily enrolled and that sends a student to study abroad at the Host Institution under this Agreement.

(c) **Host Institution** means the University that hosts a student from the Home Institution to study abroad at the Host Institution under this Agreement.

(d) In this Agreement, unless the context otherwise requires:-

(i) words of any gender shall include all genders; and

(ii) words using the singular shall include the plural and vice-versa.

(e) The table of contents, headings and sub-headings in this Agreement are inserted merely for convenience of reference and shall be ignored in the interpretation and construction of any of the provisions contained herein.

2. QUALIFICATION AND TITLE OF AWARD

(a) This is a written agreement between IPB and UPM which proposed that a cooperation to be established relating to the development of a Dual PhD and Dual MSc award by the Institutions.

(b) The programmes will lead to a Doctor of Philosophy (PhD) and Master of Science (MSc) award of IPB and UPM.

(c) This agreement is specifically limited to the programme of Dual PhD and MSc. Any further programmes will be subject to a further agreement. IPB and UPM will not support any serial arrangements (whereby the Institution offers the approved collaborative provision, or assigns delegated powers, elsewhere through an arrangement of its own). The agreement confirms the rights and obligations of both IPB and UPM covering both the relationship of IPB and UPM and aspects of the relationship relating to the programme in the areas as stated in the Annexure A.

3. RECRUITMENT AND ADMISSION

(a) The academic and English language admission requirements for all programmes shall be either those of IPB or UPM. The minimum English language requirement is 6.0 for IELTS, but some departments may require higher IELTS scores. A lower English proficiency equivalent to IELTS 5.5 can be considered for provisional admission. UPM requires students with provisional admission to pass the UPM Postgraduate Intensive English (PIE) or equivalent English courses at IPB. The candidates who have passed English proficiency course equivalent to PIE from either university can be considered for admission into this programme. The entry requirements which are most stringent shall apply to ensure that the requirements of both institutions are met.

(b) Both Institutions must mutually agree on the admission and recruitment of students into the programmes.

(c) There shall be no minimum number of students that may be admitted under this agreement. There shall also be no maximum number of students that may be admitted under this agreement, although the availability of appropriate supervisors shall be a significant factor in determining admission to the programme.

(d) It shall also be a requirement that all supervisors are in agreement that a split-site PhD and MSc are appropriate and manageable in the respective individual circumstances.

4. REGISTRATION AND MAINTENANCE OF STUDENT RECORDS

(a) The students selected for these programmes will be enrolled at both IPB and UPM.

(b) The students will register as full-time students at both Institutions.

(c) In the unlikely event of irreconcilable differences between both Institutions' regulations, each Institution shall retain the right to award a degree in line with its own regulations.

(a) IPB and UPM will maintain records relating to the student subject to this agreement in accordance with the standard procedures of each programme at each Institution.

(b) Both Institutions will provide each other with information on the student's academic record when requested.

5. DURATION OF STUDY

The duration of study shall be as follows:

Programme	Duration	Minimum Residential at the Host Institution
PhD	2-5 years	2 semesters (12 months)
MSc	1-3 years	1 semester (6 months)

6. MANAGEMENT OF PROGRAMMES

(a) Management of the programmes will be in accordance with IPB's and UPM's standard arrangements for each programme.

(b) All students accepted for admission must be informed of their programme requirements at the time the offer of admission is made.

(c) It would normally be expected that supervisors (both at IPB and UPM) have been identified and the students be notified at the same time that the offer of admission is made. Students registered under these arrangements will be subject to the same supervisory requirements as students based wholly at a single Institution.

(d) Members of the supervisory committe/advisory committe shall comprise at least 1 supervisor from each Institution.

(e) In accepting students who will be required to study abroad, it is the responsibility of the Heads of School at IPB and UPM to ensure that the essential facilities at the collaborating Institutions are suitable and will allow the students to conduct their research at a satisfactory level. In addition, the Head of School should ensure that, as far as can reasonably be foreseen, the facilities and resources will continue to be available for the duration of the students' period of registered study.

(f) The progress of all students registered under these arrangements must be formally reviewed in accordance with IPB and UPM regulations and in the same manner as students studying at each Institution.

(g) Dual degree students who find themselves without supervision or who are unhappy with their supervision should discuss the matter with their principal supervisor and/or local supervisor in the first instance or, if this is inappropriate, with the Dean of Graduate School at IPB, and the Dean, School of Graduate Studies at UPM.

(h) It is the responsibility of the Head of School, in conjunction with supervisors and the School Postgraduate Student Advisor/Coordinator, to identify the training needs of individual student, to ensure the needs are met and to determine the means by which they are met.

(i) For PhD candidates, comprehensive or qualification examination (whichever is required by each Institution) has to be performed no later than the 4th semester either at UPM or IPB.

(j) The language of assessment (i.e. the thesis and the viva voce examination) shall be in English. The language in which the research is carried out shall be in English.

(k) For each candidate, the Institutions will execute a Candidate Schedule form (Schedule 1) which sets out the details of the candidature. Each candidate will undertake his or her study in accordance with this Agreement and the additional provisions stated in the Candidate Schedule. Once executed, the Candidate Schedule will form part of this Agreement.

(l) This agreement shall take effect from the First/Second Semester 2024/2025 academic year.

7. RULES AND REGULATIONS

(a) The student shall be subject to the rules and regulations of both IPB and UPM.

(b) In the event of an irreconcilable difference between the regulations at IPB and UPM which prevents the awarding of a dual degree under the terms of this Agreement, the student shall have two options:

i. To continue the programme at one of the Institutions only, following that Institution's regulations, and receive a single degree;

ii. To comply with the regulations of both Institutions, which may involve additional work and additional assessment, in order to receive Dual degree awards from both Institutions.

8. ASSESSMENT

(a) The student must produce a thesis and meet the following requirements:

i. The language of the thesis must be in English.

ii. The format of the thesis shall be according to the guidelines of the home institution and will be submitted for review by both Universities.

iii. The home institution shall be responsible in forming an Examination Committee/Board, for the purpose of submitting the thesis to the Examiners, and via the host department, arranging and hosting the oral/viva voce examination (following standard practice). Students are required to perform a single oral/viva voce examination and the examination shall be carried out in English.

iv. Submission of bound thesis shall be made to both IPB and UPM, and each Institution should receive a copy of the bound thesis in addition to those required by the Examiners for use as a Library copy, whenever applicable.

v. In addition to the above copies, an electronic copy of the final version of the thesis will be submitted to both Institutions following the final approval of the thesis by the examiners.

9. APPOINTMENT OF EXAMINATION COMMITTEE/BOARD

There will be an Examination Committee/Board with an Internal Examiner appointed by each Institution, and an External Examiner who shall be independent of both Institutions. All

nominations must fulfil the criteria set by both institutions, whichever is higher and shall be subject to approval by the relevant authorities in both Institutions. This committee shall be comprised different members than the Supervisory/Advisory Committee. The Supervisory/Advisory Committee may attend the oral examinations but shall not take part in the decision. The examination will be held at the home institution of the students unless agreed otherwise. Examination costs (including but not limited to Examiners' expenditure), if required, will be borne by the home institution unless agreed otherwise. In the case of student's home institution is UPM, the examiner's expenditure will be borne by UPM but limited to two internal examiners and one external examiner only.

10. TRANSFER OF CREDITS FOR THE DUAL DEGREE

Subject to the terms and regulations in force, credits earned from the home institution may be transferred to the host institution, to be used to meet the doctoral and master degree requirements. In IPB and UPM, the maximum credits that may be transfered are 100%. The credit requirements for MSc and PhD students are as specified in the Annexure A.

11. COMPLAINTS, APPEALS AND OFFENCES

(a) Complaints and appeals shall be dealt with in accordance with UPM's and IPB's complaints and appeals policy and procedure. Both Institutions shall ensure that such information is available to students.

(b) Students shall be subject to IPB as well as UPM academic offences policy and procedure.

12. PUBLICATION REQUIREMENT

Students must fulfil the publication requirement of Home or Host Institutions, whichever is higher, prior to graduation as specified in Annexure A. In the absence of this requirement at the student's home institutions, the student is nonetheless required to adhere to the host Institutions' publication requirements.

13. DEGREE AWARD AND GRADUATION

(a) Upon successful completion of their studies, the students will receive a 'Doctor of Philosophy' or 'Master of Science' award. For the avoidance of doubt, two scrolls will be issued, one from each Institution. Both documents will refer to each other. The exact wording of the award will follow the practice of the Institution at which the award is conferred.

(b) The students will be invited to the IPB's and UPM's graduation ceremony.

(c) Other requirements related to graduation are specified in the Annexure A of this Agreement.

14. QUALITY ASSURANCE

(a) IPB and UPM take responsibility for ensuring the quality of education provided leading to a degree awarded by both Institutions. The programmes will be subject to the normal quality assurance policies and procedures in force at each Institution.

(b) Each Institution retains the right to approve copy of any publicity and promotional materials produced by the other Institution in relation to the programmes. Neither Institution will use the name or logo of the other in any form of publicity without the written permission of the other. IPB's name and logo remain the property of IPB and UPM's name and logo remain the property of UPM.

15. INTELLECTUAL PROPERTY RIGHTS

(a) Both Institutions agree that the Intellectual Property Rights in all programme materials, including but not limited to the thesis created by either Institutions shall be vested in and be owned by the Institution responsible for creating and/or developing the relevant materials, unless otherwise agreed in writing between the Institutions.

(b) Existing Intellectual Property

Both Institutions acknowledge that any and all of the Intellectual Property Rights used or embodied in or in connection with the dual degree programme shall remain the sole property of the respective Institutions or such other party as may be identified therein or thereon and neither Institution shall during or at any time after the expiry or termination of this Agreement deprive, or attempt to deprive the other Institution or the owner of any such Intellectual Property Rights.

(c) New Intellectual Property Rights

Notwithstanding anything in Clause 15(b) above, the Intellectual Property Rights in respect of any technological development, products and services development, carried jointly by the Institutions or research results obtained through the joint activity of the Institutions or as a result of the dual degree programme, shall be jointly owned by the Institutions with the extent of the ownership to be determined through consultation between the Institutions, taking into consideration the contributions made by the respective Institutions. Ownership and exploitation rights will be determined via separate agreement taking into consideration the input of each Institution.

(d) Report of Invention

If either Institution has conceived any Invention as a result of the dual degree programme, the Institution shall notify the other Institution and discuss regarding the share of ownership and the determination of whether or not to file an application for Intellectual Property Rights which relate to such invention.

(e) Infringements

If either Institution becomes aware of any infringements or threatened infringements of the other institution's Intellectual Property Rights within territory, it shall promptly give notice in writing to the other Institution.

(f) Registration of Jointly Owned Intellectual Property

(i) The Institutions shall agree to co-operate with each other in the process of registration of the Intellectual Property including, but not limited to, making any or all premises available for inspection, supplying facts and other information and providing all details required by any authority responsible for granting and/or maintaining such product registration.

(ii) Both Institutions shall be responsible for the cost of filing and maintenance of the jointly owned Intellectual Property according to the share of each Institution's ownership.

(g) For the avoidance of doubt, the Institutions also acknowledge and agree that:

(i) all Intellectual Property Rights including copyright in any course materials, documentation, software or other materials relating to the courses provided exclusively owned by the respective Institution;

(ii) it will not use any printed material and/or computer software provided exclusively by other than for the purposes of conducting the approved course pursuant to this agreement and it will not make, except for the purposes aforesaid, any copy of such printed material and/or software without the express written permission of the respective Institutions;

(iii) it will not make any use of copies or of any of the abovementioned material on and after the termination of this Agreement for any purpose whatsoever;

(iv) it will cooperate with each other in duties and obligations herein efficiently and effectively and to this end, execute and deal with all such documents, acts, matters and things as are requisite or necessary; and

(v) it will not use the name or logo in any publication or for any other purpose whatsoever without the prior written consent of the other Institution.

16. FINANCIAL ARRANGEMENTS

(a) Students shall pay the required tuition and other fees to their Home Institution only, including during their period of study at the Host Institution. Tuition fees are waived by the Host Institution. At UPM and IPB, a standard fee rate will be charged to the UPM or IPB students who enrolled under this programme.

(b) The application fee of the host institution shall be waived for students who enrol in this programme.

(c) Payment to IPB will be made in Indonesian Rupiah at the commencement of each academic year/semester. Payment to UPM will be made in Malaysian Ringgit at the commencement of each semester.

(d) Students shall be responsible for the payment of all travel, accommodation and living expenses.

(e) Where appropriate, students shall be responsible for obtaining visas to study in Indonesia and Malaysia.

17. LEGAL JURISDICTION

(a) This agreement shall be subject to Indonesia and Malaysian laws and court jurisdiction, depending on where the cause of action arises. Indonesia's law applies to all students while they are at Indonesia, while Malaysian law applies while they are in Malaysia.

(b) Both Institutions agree, where possible, to resolve any dispute in an amicable manner. Should it not be possible, disputes will be settled through arbitration.

(c) UPM acknowledges that IPB is subject to all applicable Indonesia legislations. IPB acknowledges that UPM is subject to all applicable Malaysian legislations. Particularly, both Institutions are subject to Freedom of Information and Data Protection legislations in force in each country.

18. INDEMNIFICATION

Each Institution agrees to indemnify, defend and hold harmless the other against all legal liability, actions, suits, proceedings, demands, any cost and expenses, claim or damage resulting from the gross negligence or willful misconduct of the indemnifying party, except to the extent resulting from the gross negligence or willful misconduct of the other Institution.

19. FORCE MAJEURE

No Institution shall be responsible to the other Institution for any delay in performance or non-performance due to Force Majeure, but the affected Institution shall promptly upon occurrence of any such causes inform the other Institution, stating that such cause has delayed or prevented its performance hereunder and thereafter such Institution shall take all actions within its power to comply with the terms of this Agreement as fully and promptly as possible. If the Force Majeure in question prevails for a continuous period in excess of one month, the Institutions shall enter into discussions with a view to alleviating its effects or to agree with reasonable alternative arrangements.

20. EQUAL OPPORTUNITIES

IPB and UPM agree that neither Institution shall discriminate against any person connected to this agreement or the programmes that form this agreement on the basis of race, ethnicity, colour, religion, sex, sexual orientation, marital or parental status, national origin, age or disability.

21. SUSPENSION OF AND WITHDRAWAL FROM THE PROGRAMMES

(a) Both institutions reserve the right to withdraw from the programme.

(b) Should either of the Institutions wish to withdraw from the agreement, then they should provide a written notice of intent to withdraw from the agreement no later than 12 months prior to the desired date of withdrawal. Nevertheless, both Institutions are committed to ensuring that students still registered on the programme receive such provision and support as specified in this agreement. The termination of the agreement must not compromise the possibility for students remaining in the programmes to complete their studies in a manner comparable to that of the previous cohorts.

(c) IPB and UPM have an obligation to fulfil their commitment to enrolled students.

22. CONFIDENTIALITY

Each Institution shall not, during the term of this Agreement or at any time thereafter, disclose to any third party any confidential information of the other Institution or make use of any such confidential information, including but not limited to the students' data enrolled under this dual degree programmes and thesis paper except as necessary to fulfill its

obligations under this Agreement. This Clause shall not apply to any information which (i) becomes generally known to the public, other than by reason of an act or omission of the recipient; (ii) is required to be disclosed pursuant to any applicable laws or to any competent governmental, statutory or supervisory body to which the respective Institution is subject; (iii) is required to be disclosed pursuant to any court order; or (iv) is disclosed by the Institution to its professional advisers.

23. TERMINATION

Either University may terminate this Agreement by giving written notice to the other, wherein such termination shall take effect immediately, if the other University commits any material breach of the provision of this Agreement, and if the breach is capable of remedy, fails to remedy within thirty (30) business days after being given a written notice containing full particulars of the breach and extend of remedy sought.

24. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement shall be construed so as to constitute either Institution a partner of the other Institution, or to create any agency or partnership between the Institutions under any applicable laws of Indonesia or of Malaysia. Neither Institution is empowered to incur obligations on behalf of the other Institution.

25. VARIATION

This Agreement and the Annexes thereto may be amended or varied only by the written agreement of the Institutions, signed by the duly authorized signatories of both Institutions, and unless the context otherwise so requires a reference to this Agreement shall include the Agreement as amended or varied from time to time.

26. WAIVER

No waiver of any provision of this Agreement nor consent to any departure there from, by either Institution shall be effective unless the same is in- writing signed by the Institution giving the waiver or consent and then such waiver or consent shall be effective only in the specific instance and for the purpose for which it is given. No default or delay on the part of either Institution in exercising any rights, powers or privileges hereunder shall operate as a waiver thereof or of any other right hereunder, nor shall a single or partial exercise of any such right power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege hereunder.

27. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding and agreement between the Institutions as to its subject matter. Any prior agreements, arrangements, representations or understandings by either the Institution whether oral or in writing made prior to the date of the Agreement are superseded.

28. DURATION OF THE AGREEMENT AND REVIEW ARRANGEMENTS

The agreement is established for an initial period of 5 years from the date signed below and is subject to review in the 12 months prior to the potential date of renewal.

29. SEXUAL HARASSMENT AND EXPLOITATION

(a) Each Party shall ensure that all its employees, contractors, agents, principals, and other associated persons who provide services, supply goods and / or perform any matters in connection with this Agreement comply in all relevant part with the **UPM Policy on Zero Tolerance towards Sexual Harassment, and IPB Regulation about Campus Life Rules for Students in IPB** and other applicable rules, regulations, policies, procedures, guidelines and requirements as updated by UPM and IPB from time to time.

(b) In the event the Party and/or its employees, contractors, agents, principals, and other associated persons refuse, fail and / or is negligent in complying with the provisions as stated in this Clause, the non-defaulting Party may take any such action as deemed necessary.

30. INTEGRITY

Either Party shall not offer, give or agree to give to any of the other Party's employee or their immediate family (a spouse, child, parent, brother or sister) any gift or consideration whatsoever as an inducement or reward for doing any act in relation to the acquirement or implementation of this Agreement or any other agreement with the Party or for showing or not showing support to any person in this Agreement or any other agreements or contracts with the Party.

31. NON-EXCLUSIVITY

The Parties acknowledge and agree that both Parties are at liberty to enter into any agreement with any third party that are the same as, or comparable to the arrangements described herein.

32. ELECTRONIC SIGNATURE

The parties acknowledge and agree that this Agreement may be executed by electronic signature (including portable document format), by either Parties and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as an original signature for all purposes and shall have the same legal force and effect as an original signature. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement the day and year first above stated.

On behalf of IPB University



Prof. Dr. Ir. Arif Satria

Rector

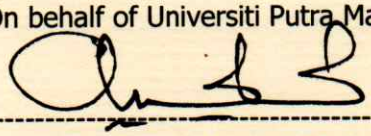
Witness:



Prof. Dr. Ir. Dodik Ridho Nurrochmat, M.Sc.F.Trop.

Dean, Graduate School

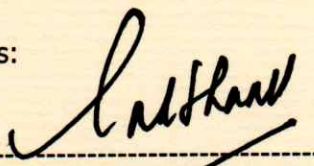
On behalf of Universiti Putra Malaysia



Dato' Prof. Dr. Ahmad Farhan Mohd Sadullah

Vice Chancellor

Witness:



Prof. Dr. Zalilah Mohd Shariff

Dean, School of Graduate Studies

ANNEXURE A

(shall be read and construed as an integral part of this Agreement)

Dual Doctor of Philosophy and Dual Master of Science

PART	MATTERS	DETAILS
1.	Disciplines	All fields of study offered both in IPB and UPM.
2.	Equivalent Examinations	Comprehensive Examination /Qualifying Examination will be internally conducted either at UPM or IPB.
		A single oral/viva examination will be conducted (with pre-schedule).
3.	Residential Requirement	The minimum residential requirement at the host institution is 2 semesters (12 months) for PhD program and 1 semester (6 months) for master Program
4.	Admission requirement	As amended and/or substituted from time to time; **For UPM** **PhD** a. A master's degree in the field or related fields accepted by the UPM Senate; or b. Other qualifications equivalent to a master's degree recognized by the Government of Malaysia; or c. Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the Faculty/School/Institute; or. d. A Bachelor's degree with the following conditions: i. A Bachelor's degree in the field or related fields with first-class or its equivalent. ii. Undergo internal assessment by Faculty/School/Institute.; AND iii. Any other requirement of the Faculty/School/Institute. e. An applicant who is in the final semester of his master study programme may be considered for provisional admission subject to his current CGPA or its equivalent satisfies the Doctoral Degree programme admission requirements. f. Fullfil other requirements specified by the Faculty/School/Institute for each programme. Master of Science: The applicant shall possess: a. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.750 or equivalent, as accepted by the UPM Senate; or b. A Bachelor's degree in the field or related fields with range CGPA of 2.500 to CGPA 2.749 can be accepted subject to rigorous internal assessment by Faculty/School/Institute; or c. A bachelor's degree in the field or related fields or equivalent with a range of CGPA 2.000 to CGPA 2.499, can be accepted subject to: -

PART	MATTERS	DETAILS
		i) a minimum of 5 years working experience in the relevant field. AND iii) rigorous internal assessment by Faculty/School/Institute. d. Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the Faculty/School/Institute and meet the minimum CGPA; or e. An applicant who is in the final semester of his bachelor study programme may be considered for provisional admission subject to his current CGPA or its equivalent satisfies the master's degree programme admission requirements; and f. Fullfil other requirements specified by the Faculty/School/Institute for each programme. **For IPB** **PhD** a. A master's degree in the field or related fields accepted by the IPB University, with minimum CGPA of 3,50 (scale 0-4) or equivalent. Candidates with CGPA 3,25-3,50 can be considered to be accepted with probation b. Candidates must have 1 Scopus indexed international journal article or 3 national journal articles (at least one as first author), or 1 patent (as main inventor) c. Has working experience in research field d. Fulfil other requirements specified by the Faculty/School/Institute for each programme. **Master** a. A bachelor's degree in the field or related fields accepted by the IPB University, minimum CGPA of 2,75 (scale 0-4) or equivalent. Candidates with CGPA 2,50-2,75 can be considered to be accepted with probation b. Candidates must have 1 national or Scopus indexed international journal article (as member author is acceptable) c. Has working experience in research field d. Fulfil other requirements specified by the Faculty/School/Institute for each programme.
5.	English Requirement	As amended and/or substituted from time to time; **For UPM** • Obtained a minimum score of 550 for TOEFL (paper based); or band 6.0 for IELTS or their equivalent. A lower English proficiency equivalent to IELTS 5.5 can be considered for provisional admission. UPM requires students with provisional admission to pass the UPM Postgraduate Intensive English (PIE) or equivalent English courses at UoN. • The other entry requirements which are most stringent shall apply to

PART	MATTERS	DETAILS
		ensure that the requirements of both institutions are met. **For IPB** • Obtained a minimum score of 475 for TOEFL (paper based); or band 4.5 for IELTS or their equivalent. A candidate with lower English proficiency equivalent to IELTS 4.5 can be accepted with condition, and they are required to take and pass the English Subject in IPB. • The other entry requirements which are most stringent shall apply to ensure that the requirements of both institutions are met.
6.	Fees	• Students will pay the required tuition and other fee to their Home Institution only, including during their period of study at the Host Institution. Tuition fees are waived by the Host Institution. • At UPM and IPB, a standard fee rate will be charged to the UPM or IPB students who enrolled under this programme.
7.	Coursework requirements	As amended and/or substituted from time to time; **For UPM:** i) Research Methodology (3-credit) ii) Seminar (1-credit) iii) Master/Doctoral Research (3/6/9/12-credit) – must be registered every semester iv) Malay Language i.e. LPM2100 or its equivalent (applicable to all international students and students from the host institution except from Indonesia and Brunei) v) Other courses as required by the Faculty/School/Institute **For IPB:** **PhD** i. Philosophy of Science (2 credits) ii. Foundational/Academic Core Course (6 credits) iii. Special Topics (3-6 credits) iv. Enrichment course (1 – n credits) v. Proposal (2 credits) vi. Qualification Exam (4 credits) vii. Colloquium (1 credits) viii. Seminar (1 credits) ix. Dissertation (12 credits) x. National Publication (2 credits) xi. International Publication 1 (3 credits) xii. International Publication 2 (3 credits) xiii. Closed Exam (3 credits) **MSc** i) Research Methodology (3 credits) ii) Foundational/Academic Core Course (6 – 8 credits) iii) Special Topics (4 - 11 credits) iv) Enrichment course (1 – n credits) v) Proposal (2 credits) vi) Colloquium (1 credits) vii) Seminar (1 credits) viii) Publication (4 credits) ix) Final Exam (2 credits) x) Thesis (6 credits)

PART	MATTERS	DETAILS
8.	Supervisory/Thesis Committee	As amended and/or substituted from time to time are as follows; At least 1 supervisor from each Institution.
9.	Examination Committee/Board and Oral/Viva Examination	As amended and/or substituted from time to time; (i) The Examination Committee must comprise of at least 3 members, 2 internal examiners (one from UPM and another one from IPB) and 1 external examiner (independent from UPM and IPB) following criteria set by both institutions. (ii) This committee shall be comprised of different members than the Supervisory/Advisory Committee). (iii) The examination will be arranged by and held at the home institution of the students, unless agreed otherwise. (iv) For Oral/Viva examination which conducted at UPM or IPB, a chairman and or assistant chairman may be appointed. (v) Students are required to perform a single oral/viva voce examination and the examination shall be carried out in English.
10.	Publication requirements	As amended and/or substituted from time to time; **For UPM:** **PhD** Students must show proof of having published or submitted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to the graduation as follows: i. Two (2) journal articles published or accepted (in CIJ) or at least; ii. 1 journal article published or accepted in CIJ and 1 journal article from any of the categories below: • Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). **Master:** Students must show proof of having published or submitted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to the graduation as follows; 1 journal article published or accepted from any of the categories below; • Journal listed in CIJ; or • Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System; or • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). **For IPB** **PhD** 3 journal articles, consist of: i. 1 journal articles on National Journal (at least passed chief editor

PART	MATTERS	DETAILS
		review), or 1 international Seminar Proceeding (Scopus-indexed) (accepted) ii. 2 journal articles on Scopus-indexed International Journal (at least passed chief editor review) **Master** 2 journal articles on accredited national journal, or International Journal i. (at least passed chief editor review) or international seminar proceedings (Scopus indexed) (accepted).
11.	Graduation Requirements	As amended and/or substituted from time to time; **For UPM:** • Pass oral/viva examination; • Pass all credit requirements and obtain a minimum CGPA of 3.00; • Has settled all due fees to UPM; • Must have obtained a grade 'M' for the Malay Language course i.e. LPM2100 or its equivalent (applicable to all international students and students from the host institution except from Indonesia and Brunei); and • Must show proof of having published or submitted journal articles as the first/corresponding author as specified under Publication Requirements. Note: 'M' refers to 'Satisfactory'. **For IPB:** • Pass oral/viva examination; • Pass all credit requirements and obtain a minimum CGPA of 3.00 for master program, and 3,25 for PhD program; • Has settled all due fees to IPB; • Must show proof of having published or in-review journal articles as the first/corresponding author as specified under Publication Requirements.
12.	Award and Certification	(i) The students will receive a 'Doctor of Philosophy' or 'Master of Science' Award upon successful completion of their studies. (ii) Two scrolls will be issued, one from each Institution. Both documents will refer to each other. The exact wording of the award will follow the practice of the Institution at which the award is conferred. As amended and/or substituted from time to time, example of the wording are as follows: UPM *'It is hereby certified that (name of student) having fulfilled the requirement prescribed by the Senate of Universiti Putra Malaysia and the IPB University, Indonesia, under a Dual Degree and after due examination has been awarded Doctor of Philosophy'.* **IPB** *'It is herewith certifies that (name of student) has satisfactory completed and fullfilled all the educational requirements at IPB University, Indonesia and therefore he/she has awarded the degree of Master of Science/Doctor of Philosophy'*

PART	MATTERS	DETAILS
		**) Another Diploma supplement will be issued to recognize the Dual Degree Between Universiti Putra Malaysia and the IPB University* (iii) The students will be invited to the IPB's and UPM's graduation ceremony.

Schedule 1

Candidate Schedule (Template)

Schedule made pursuant to the Dual Degree Program Agreement signed by IPB and UPM on [insert date of the Agreement] and specifically incorporated into that Agreement pursuant to Clause 5(k).

1.	The Partner Institution	**Universiti Putra Malaysia,** 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia Contact: [Insert title of contact person] Telephone: [insert telephone number] Email: [insert email] **IPB University**, IPB Campus Darmaga, West Java 16680, Indonesia Contact: [Insert title of contact person] Telephone: [insert telephone number] Email: [insert email]
2.	Candidate's Details	Name: Student number or other identifier: [UPM: insert number] / [IPB: insert number] Telephone: [insert telephone number] Email: [insert email]
3.	Candidate's admission and enrolment at the Home Institution and Partner Institution	**UPM:** 1. Programme: 2. Field of Study: 3. Faculty/Institute/Department: **IPB:** a) Programme: b) Field of Study: c) Faculty/Institute/Department:
4.	Nominated Degree	**UPM:** [Insert name of the degree] **IPB:** [Insert name of the degree]
5.	Research Title	[Insert Research Title]
6.	Duration of Candidature	PhD = 2 - 5 years Master = 1-3 years
7.	Anticipated period of stay at each Institution	**UPM** : X years (PhD) / X year (Master) **IPB**: X years (PhD) / X year (Master)
8	Fee	[Insert details]
9.	Arrangements for completing any coursework and/or training requirements or equivalent	**UPM:** i) Research Methodology (3-credit) ii) Elective Courses (3-credit) iii) Seminar (1-credit) iv) Doctoral/Master Research (3/6/9/12-credit) – must be registered every semester v) Malay Language i.e. LPM2100 or its equivalent (applicable to all international students and students from the host institution except from Indonesia and Brunei)

		IPB University **PhD Candidate:** xiv. Philosophy of Science (2 credits) xv. Foundational/Academic Core Course (6 credits) xvi. Special Topics (3-6 credits) xvii. Enrichment course (1 – n credits) xviii. Proposal (2 credits) xix. Qualification Exam (4 credits) xx. Colloquium (1 credits) xxi. Seminar (1 credits) xxii. Dissertation (12 credits) xxiii. National Publication (2 credits) xxiv. International Publication 1 (3 credits) xxv. International Publication 2 (3 credits) xxvi. Closed Exam (3 credits) **MSc Candidate:** i) Research Methodology (3 credits) ii) Foundational/Academic Core Course (6 – 8 credits) iii) Special Topics (4 - 11 credits) iv) Enrichment course (1 – n credits) v) Proposal (2 credits) vi) Colloquium (1 credits) vii) Seminar (1 credits) viii) Publication (4 credits) ix) Final Exam (2 credits) x) Thesis (6 credits)
10.	Arrangements for completing milestone requirements and equivalent progress reviews	**UPM:** i) Compulsory courses (6 credits) including Research Methodology (3 credits) and Elective course (3 credits) ii) Malay Language (1 credits) – for international students only (applicable to all international students and students from the host institution except from Indonesia and Brunei) iii) Seminar (1 credit) iv) Master/Doctoral Research (3/6/9/12 credits) - must be registered every semester **IPB University:** **PhD Candidate:** i) Submit research progress report at the end of every semester; ii) Pass qualification exam by 2nd semester i) Perform colloquium and present research proposal before the end of 3rd semester; ii) Research and prepare for publication (semester 4-5) iii) Seminar, closed exam and open exam (semester 6) **MSc Candidate:** i) Submit research progress report at the end of every semester; iv) Perform colloquium and present research proposal before the end of 2nd semester; v) Research and prepare for publication (semester 3) vi) Seminar, publication, thesis exam (semester 4)

<table>
<tr><td>11.</td><td>Examination Requirements</td><td>(i) Each candidate must produce one thesis (in English) which will be submitted for examination process (thesis evaluation and oral defence @ viva voce). An oral defence will be conducted at the home university by an independent Examination Committee appointed jointly by both universities.

(ii) The Examination Committee must comprise of at least 3 members, 2 internal examiners (one from UPM and another one from IPB) and 1 external examiner (independent from UPM and IPB) following criteria set by both universities. In the case of VIVA/Final defense examination be conducted at UPM, a chairman and or an assistant chairman may be appointed.

(iii) The student's supervisor/supervisory committee may be present at the examination but shall not contribute.</td></tr>
<tr><td>12.</td><td>Scholarship Details</td><td>[Insert details]</td></tr>
<tr><td>13.</td><td>Principal Supervisor at UPM</td><td>Name: [insert name]
Address: [insert address]
Telephone: [insert telephone no.]
Email: [insert email]</td></tr>
<tr><td>14</td><td>Principal Supervisor at IPB</td><td>Name: [insert name]
Address: [insert address]
Telephone: [insert telephone no.]
Email: [insert email]</td></tr>
<tr><td>15</td><td>Co-Supervisor</td><td>Name: [insert name]
Address: [insert address]
Telephone: [insert telephone no.]
Email: [insert email]

Name: [insert name]
Address: [insert address]
Telephone: [insert telephone no.]
Email: [insert email]</td></tr>
<tr><td>16.</td><td>Research IP Licensee</td><td>IP Licensee</td></tr>
<tr><td>17.</td><td>Data Access</td><td>Raw and processed data created during the Research will be accessible by the Candidate and by the following people, subject to meeting ethics and confidentiality requirements.

<table><tr><th>Name and Role</th><th>Access to what data type?</th><th>Access permitted when?</th></tr><tr><td>[insert name and role of person (s) that can access the data</td><td>[raw data / processed data / both] (delete as appropriate)</td><td>[during project / after project / both] (delete as appropriate)</td></tr></table></td></tr>
<tr><td>18.</td><td>Data Storage</td><td>Data storage sites are as follows:</td></tr>
</table>

		• Raw Data will be stored at [insert location] under the supervision of [insert details of responsible person]. • Processed Data will be stored at [insert location] under the supervision of [insert details of responsible person].

Signed at ..... on this ..... day of ..... in the year .....

Signed by
for and on behalf of the
UNIVERSITI PUTRA MALAYSIA

.....
(Name:.....)
The Masters/PhD Supervisor of UPM

In the presence of

.....
Prof. Dr. Zalilah Mohd Shariff
Dean, School of Graduate Studies

Signed by
for and on behalf of the
IPB UNIVERSITY

.....
(Name:.....)
The Masters/PhD Supervisor of .....

.....
(Name:.....)
The Masters/PhD Student

In the presence of

.....
Prof. Dr. Ir. Dodik Ridho Nurrochmat, M.Sc.F.Trop.
Position: Dean, Graduate School