



The present template is a non-binding recommendation to Coimbra Group Universities. Each co-tutelle or joint degree agreement should be based on an individual agreement based on the rules and regulations for doctoral education of two specific universities.

**Agreement
for joint supervision of doctoral studies
leading to the award of a
joint or a dual
doctoral degree**

between

[UNIVERSITY 1]

and

[UNIVERSITY 2]

Article 1 – Purpose

In furtherance of the common aim of stimulating scientific cooperation and promoting the mobility of researchers, this agreement sets out the framework for co-supervision of the doctoral studies of:

Doctoral candidate: [Name of doctoral candidate])
(hereafter referred to as “the doctoral candidate”)

at the University¹ of [University 1]

and the University of [University 2]

leading to the award of the degree of [Specify title of expected award]

The title of the doctoral candidate's research project is: [Specify title of the research project]

¹ The term 'university' denotes any university or institution which has the power to award doctoral degrees according to current national legislation.

A summary of the research project is presented in Appendix 1.

Comments:

Regarding specific national regulations, it could be necessary to specify the term 'joint degree' and the university which awards the degree and/or issues the diploma.

One of the two universities can also be the "lead" university responsible for administrative processes, also with regard to the question of registration and tuition fees.

Article 2 – Application of national legislation and university regulations

Nothing in this agreement shall be taken to overrule national legislation, guidelines and frameworks or university regulations covering doctoral studies and the award of doctoral degrees in either of the two countries. All parties commit themselves to acting in conformity with the two universities' regulations and codes of practice covering doctoral awards and to seeking a resolution by mutual consent of any difficulties that might arise in the interpretation of such regulations.

The doctoral candidate must meet the relevant requirements of both universities regarding admission to the doctoral programme, progress and assessment.

Comment:

In case of a joint doctoral degree programme, the assessment and admission criteria should be clarified in a more detailed way.

Questions regarding Intellectual Property Rights (IPR) should be clarified if needed.

Article 3 – Commencement and duration of doctoral studies

Registration of the doctoral candidate for doctoral studies under joint supervision takes effect on **[please specify date]**. The projected duration of the doctoral studies will be **[please specify duration]** years. The viva voce examination is therefore expected to take place during the academic year **[please specify academic year of examination]**.

Any request to extend this period or suspend the candidate's doctoral studies must be jointly approved by the competent authorities of the two participating universities and any sponsoring bodies.

Comment:

It might be useful to include in this article the ways in which the protection of the thesis subject will be ensured in accordance with the regulations at the partner universities.

In this article, the financial base should also be clarified, i.e. whether the candidate is an employee with a salary or a student with a scholarship.

Article 4 – Distribution of work time

The doctoral candidate and his/her co-supervisors will agree how the doctoral candidate's work time is to be divided between the two universities, taking into account the needs of the research and the circumstances of the doctoral candidate. A timetable outline is set out in Appendix 2 of this agreement. Variations to the timetable will be agreed upon between the doctoral candidate and his/her co-supervisors.

Comments:

A minimum duration of study at each university could be fixed in this article.

If the doctoral candidate is an employee of either institution, the question of teaching duties might be relevant and should be included.

Article 5 – Registration and registration fees

Both universities will make arrangements to ensure as far as possible the unimpeded progress of the doctoral candidate's work throughout the duration of his/her studies, including the preparation of the dissertation and the viva voce examination.

Throughout his/her doctoral studies, the doctoral candidate will be formally registered and pay the corresponding fees at the university where s/he is working in any academic year or part thereof. The other university will arrange for the doctoral candidate to have appropriate formal status to enable them to make short study visits and use essential facilities such as libraries and computing facilities. More extensive use of facilities and resources at the university other than the one where the doctoral candidate is registered will be by agreement between the doctoral candidate and his/her co-supervisors.

The universities will agree upon the arrangements for the equitable distribution of any funding received from sponsors of the doctoral candidate's research project.

Comments:

It is of great importance that the doctoral candidate, whether employee or student, is registered at both universities.

Regarding fees, the standard arrangement within the Coimbra Group should be that the doctoral candidate pays the registration or tuition fees only in one of the universities concerned, normally where he/she is present for the longest period.

Open access publication should be considered if needed.

Article 6 – Social security and insurance cover

The doctoral candidate must have social security cover and any insurance required by the relevant national legislation of the two countries.

Comments:

Depending on national regulations, it could be necessary to clarify in this article whether this is a responsibility of the doctoral candidate or the university.

Responsibility for housing arrangements, mobility costs, etc., can be clarified in this or in a separate specific article.

Article 7 – Co-supervisors of doctoral studies

The candidate's doctoral studies will be pursued under the joint main supervision of:

[First/LAST NAME, position at University 1]

and

[First/LAST NAME, position at University 2]

Both supervisors undertake to carry out the role of supervisor of the studies of the doctoral candidate to its full extent, as defined by the regulations in force at their respective universities, and to support each other in the execution of their duties as supervisors. The two co-supervisors will confer regularly with regard to the progress of the doctoral candidate.

Should one of the co-supervisors leave their university, the university's normal procedures for finding a replacement supervisor will be followed, with the involvement of the co-supervisor. If a suitable co-supervisor cannot be found, the agreement will be terminated and the doctoral candidate will continue his/her studies towards the doctoral degree at the university of his/her remaining supervisor.

Article 8 – Exchange of information

The two universities, through the two co-supervisors, will communicate to one another all the information and documentation needed for the joint supervision of the candidate's doctoral studies and the preparation and submission of the doctoral dissertation. Administrative contact points should be established at both universities.

Article 9 – Requirement for satisfactory progress

Continued registration for the doctoral degree, as defined in this agreement, depends on the doctoral candidate making satisfactory academic progress, as defined in the academic regulations of the two universities. Should any concerns arise, consultation will take place involving both co-supervisors before the normal procedures at the involved universities are invoked.

Article 10 – Presentation of the doctoral dissertation

The doctoral dissertation will be presented at a place agreed upon between the doctoral candidate and his/her two supervisors. This should include explicit arrangements concerning the place of the oral examination and the language of the thesis.

Article 11 – Language

The language in which the doctoral dissertation and its summary are written, and the language in which the viva voce examination is to be conducted, will be agreed by the doctoral candidate and his/her co-supervisors, taking into account the requirements of the university where the dissertation is to be submitted.

Article 12 – Assessment of the doctoral dissertation

The universities, acting through the co-supervisors and the doctoral candidate will agree at the outset which of the two universities' regulations for assessment of the dissertation will apply. The composition of the panel assessing the candidate's dissertation at the viva voce

examination will be agreed upon by all the parties concerned, taking into account the regulations and normal practices of both universities. The panel will, however, always² include a member of the academic staff of each university who is independent of the candidate and at least one member external to the two universities.

Article 13 – Award of the doctoral degree

In conformity with the regulations in force within each university and on the basis of a favourable report from the assessment panel, the two universities undertake to award a joint doctorate to the successful candidate. The text of the award diploma must specify that it is a doctoral diploma for studies under joint supervision between the two universities.

Comments:

Depending on national regulations, it could be useful to state what is meant by ‘joint doctorate’ and the text of the future diploma.

It could also be useful to mention that the modalities of deposit and reproduction of the thesis are governed by the regulations in force in both universities.

Article 14– Entry into effect and termination

The present agreement will take effect upon signature by the representatives of the two universities and by the doctoral candidate. It will be valid until the end of the university calendar year during which the dissertation is presented.

The present agreement can be terminated

- by the mutual consent of all parties;
- by the doctoral candidate, in writing, giving a summary of the reasons for the decision;
- by either university, if a suitable replacement co-supervisor cannot be found;
- by either university, should the candidate be in serious and ongoing breach of the regulations of the university;
- by either university, if the doctoral candidate fails to make satisfactory academic progress and the normal procedures of the university for dealing with the problem have not been effective.

Before termination of the agreement is contemplated, there must be consultation between the parties. If this agreement is terminated, barring any agreement to the contrary, the unspent portion of any financial aid obtained from an external body must be reimbursed to that body.

² There may be a problem in rare subjects where the number of experts even at global level is extremely limited and alternative solutions need to be found.

Done in [specify number] original copies.

For [University 1]

For [University 2]

Authorising officers

Title:		Title:	
Name:		Name:	
Position		Position	
Signature:		Signature:	
Date:		Date:	

Co-supervisors of the doctoral candidate

Title:		Title:	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	

Agreed by the doctoral candidate

Title:	
Name:	
Signature:	
Date:	