

Guideline for Cotutelle / Joint supervised PhD contract

It is a lengthy procedure that is why interested person should plan enough lead-time.

First step:

Interested doctoral candidates should clarify following questions:

- Does my supervisor agree with a Cotutelle/Joint-PhD procedure?
- Which partner university would be pertinent for
 - o My doctoral project?
 - o My career projects?
- Can my supervisor eventually recommend me a co-supervisor?

Please contact the International Office (IO) for questions about:

- Funding possibilities
- The Cotutelle procedure

Procedure for a Cotutelle contract

Requirement:

The doctoral candidate should be accepted by the faculty in his/her home university for a doctorate and enrolled as a doctoral student.

Drafting procedure of the contract:

The contract should be draft in close consultation with both supervisors and as detailed as possible to avoid future problems. In the contract, inter alia, following questions should be clarified:

- Compatibility of the doctorate regulations and possible derogations
- Duration of the research stay at the partner university
- Language and regulation of the dissertation and the defence

The LUH get a [model agreement](#), which should be adapted for each doctoral student. The model agreement of the partner university can also be used.

The contract should be sent for verification to the IO. The IO coordinate the communication with the Department 2 and 6 but also with the partner university if some modification should be made in the contract.

If the contract is bilingual, a verification that the texts are corresponding should be made.

Signatures:

As soon as the contract is finally settled, it can be sign by both universities. The doctoral candidate, or rather his/her supervisor, is in charge of collecting the signatures.

A copy of the signed contract should be send at the IO by the doctoral candidate or his/her supervisor.

Doctorate proceed:

The doctorate should take place as described in the Cotutelle contract.

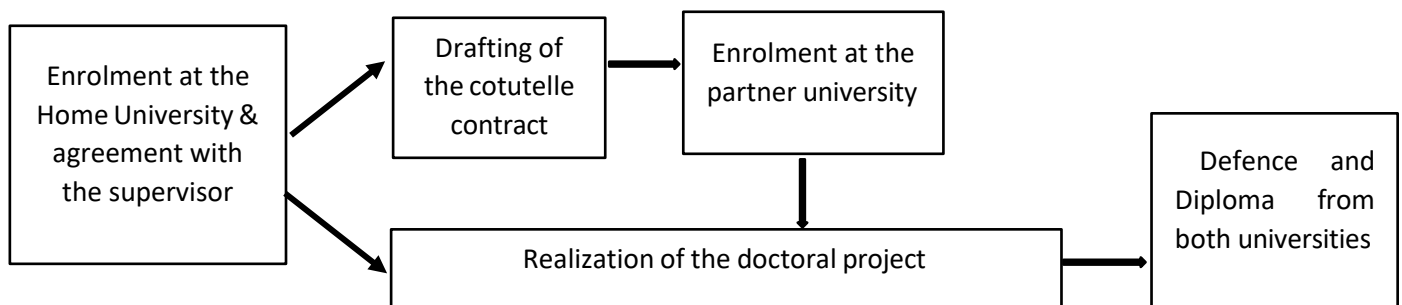
As soon as the contract is signed, the doctoral candidate should be admitted as a doctoral candidate at the partner university and enrol there as a doctoral student.

The doctoral candidate must pay the Semester fees at LUH. An exception is only possible in case of hardship. During research stays at the partner university, a leave of absence can applied for (normally for maximum 4 semesters. Exceptions are possible). A leave of absence during the last semester of the doctorate is not possible.

In case of a prolongation, a new contract must eventually be sign.

The registration as a doctoral candidate at LUH is limited to five years. The registration can be prolonged in case of technical specified exception on the decision of the faculty.

Timeline for a doctorate with a cotutelle procedure



The doctoral project can start even if the contract is not sign. There is no deadline at LUH until when the contract should be sign. It must be check in each individual case, if there is a deadline at the partner university.

Contact

International Office
University Hannover