

## COTUTELLE DE THÈSE

Agreement entered into by:

Gottfried Wilhelm Leibniz Universität Hannover  
Address: Welfengarten 1, 30167 Hannover, Germany  
Represented by its \_\_\_\_\_  
Hereafter called "LUH"

And

Name, Institution \_\_\_\_\_  
Address: \_\_\_\_\_  
Represented by (name, function): \_\_\_\_\_  
Hereafter called \_\_\_\_\_

LUH and \_\_\_\_\_ are jointly hereafter called "the partner institutions"

Leibniz Universität Hannover and \_\_\_\_\_ agree upon a jointly supervised doctoral thesis ("Cotutelle de Thèse") according to the following conditions:

### §1 Objective

Subject of this agreement are the terms for a jointly supervised and defended doctoral thesis (Cotutelle de Thèse) for (Name of the PhD student): \_\_\_\_\_  
Born on \_\_\_\_\_  
In \_\_\_\_\_

Hereafter called "PhD student"

### §2 Joint supervision

The PhD student shall have at least one supervisor at each institution. Both supervisors are responsible for the progress of the doctoral degree work:

At LUH:

Name: \_\_\_\_\_

Faculty or Department: \_\_\_\_\_

At \_\_\_\_\_

Name: \_\_\_\_\_

Faculty or Department: \_\_\_\_\_

The two supervisors perform their joint advisory function of the work of the PhD candidate with respect of the current regulations at each institution. They also consult each other regularly concerning the candidate's progress of the PhD progress.

### §3 Enrolment

(1) The PhD student has to enrol as a PhD student at both universities.

At LUH:

The PhD student does fulfil all the necessary requirements to qualify as a doctoral candidate at the Faculty: \_\_\_\_\_

According to the doctoral regulations from \_\_\_\_\_

At \_\_\_\_\_:

The enrolment at (faculty, department): \_\_\_\_\_ will take place right after the signing of the present agreement.

The PhD project should be designed in a way that allows finishing it successfully within a period of three years. The duration can be extended by request of both supervisors, and after the approval by both universities.

(2) Registration fees

At LUH:

Each academic semester, the student is required to re-matriculate. The PhD student does not have to pay tuition fees, but only social fees (Semesterbeitrag).

At \_\_\_\_\_:

Each academic semester/year, The PhD student is required to re-matriculate/register as a PhD student at \_\_\_\_\_. The PhD student does have/does not have to pay tuition fees.

(3) Insurances

It lies within the responsibility of the PhD student to comply with the given insurance requirements (health insurance, personal liability, etc.) at each partner university, according to the legal provisions in each respective country. LUH and the partner university cannot be made liable for any damage caused by the PhD student.

The PhD student is register for social insurance at: \_\_\_\_\_

#### §4 doctoral studies

(1) Title

The proposed title of the thesis is:

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(2) language

The thesis will be written in: \_\_\_\_\_. The abstract will be written in \_\_\_\_\_ and German.

(3) Research stays

The time of study must be divided between the two participating universities, with alternating stays in each of the two countries. The research stays must be determined according to the scientific and technical requirements of the PhD work, with the approval of both supervisors. Normally at least one semester should be spent at each university.

Provisional plan of the research stays:

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#### §5 Doctoral Thesis Defence

- (1) Copyright and intellectual property rights regarding the dissertation topic and the publication of the dissertation, and the use and protection of the research results achieved by the candidate through joint work at both research institutions are protected according to the valid doctoral degree regulations as well as the relevant laws at each university.  
In case of doubt, the doctoral regulations of the university to which the doctoral thesis has been submitted shall apply.
- (2) The thesis manuscript examination must satisfy the principal requirement of each university. The PhD student's supervisors will inform the responsible office at each university as soon as the thesis manuscript is ready for examination.

- (3) The doctoral degree is completed by a single oral defence of the doctoral thesis before an examination commission according to the provisions in the doctoral degree regulations. The oral defence is recognized at both universities. The oral defence will take place at the entrance university: \_\_\_\_\_. This university will be responsible for the organisation of the examination.
- (4) The oral defence will take place in \_\_\_\_\_
- (5) The supervisors agree on the date of the oral defence in coordination with the doctoral candidate.
- (6) Travelling and subsistence expenses of the supervisors relating to the disputation are to be covered by \_\_\_\_\_.
- Travelling and subsistence expenses of the PhD student relating to the disputation are to be covered by \_\_\_\_\_.
- (7) The examination commission will be designated in agreement by the two partner universities and will consist of at least 2 members, including the two supervisors. External experts who do not belong to either of the two universities may be appointed as members of the examination commission. The examination commission will be composed as follows:
- (8) A copy of the examination report drawn by the examination commission will be provided in \_\_\_\_\_ and \_\_\_\_\_ to the bodies of each partner institution that are responsible for the award of the degree.
- (9) When assigning a grade to the doctoral thesis, the grading systems of both universities shall be maintained. Evaluation of the doctoral thesis and defence as well as overall appraisal shall be based on the following grade scheme.

Marks at LUH	Marks at _____
Summa cum laude (with highest honor)	
Magna cum laude (very good)	
Cum laude (good)	
Rite (sufficient)	
Non sufficit (not sufficient)	

## §6 Award of the degree

- (1) If the PhD student has successfully passed the doctoral examinations according to the regulations of both universities, each of the partner institutions will award the following doctoral degrees:

At LUH:

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At \_\_\_\_\_:

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- (2) A decision by one university not to award the degree does not preclude the other university from awarding the degree. A decision by one university to award the degree does not entail the obligation for the other university to award the degree.
- (3) It should be stated on the diploma and/or a supplement that the obtained degree is a cotutelle degree. The PhD student obtains the right to hold ONE doctoral degree. After the PhD student has received the diploma she/he is not permitted to hold two doctoral degrees simultaneously.
- (4) The publication of the doctoral thesis is prerequisite of the degree certificate of LUH. The award of the doctorate is set into effect with the certificate; only then the candidate has the right to hold the title of the degree.

#### **§7 Agreement Terms**

- (1) This agreement comes into force through signature by the authorized representatives of both universities, both supervisors and the PhD student.
- (2) This agreement becomes effective on the latest date on the signature pages.
- (3) The agreement terminates on fulfilment of its subject matter or in one of the following cases:
  - 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-supervision 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 a termination prior to the fulfilment of its subject matter is contemplated, there must be consultation between the parties.

- (4) After the termination of this agreement, the student is no longer eligible for getting doctoral degrees with joint-supervised thesis in LUH and \_\_\_\_\_. The termination of this agreement solely doesn't affect student's right to study as a doctoral candidate at one of both universities.

(5) This Agreement is signed in \_\_\_\_\_ originals, \_\_\_\_\_ for Leibniz Universität Hannover, \_\_\_\_\_ for \_\_\_\_\_ and \_\_\_\_\_ for the PhD student.

(6) Modifications to this agreement shall be effective only if they are in writing and signed by the authorized representatives of the contracting parties.

For Leibniz Universität Hannover	For _____
_____ President/Vice-President Date:	_____ President/Vice-President Date:
_____ Dean _____ Date:	_____ Dean _____ Date:
_____ Supervisor Date:	_____ Supervisor Date:
_____ The PhD student Date:	