

Principles and Procedures for Agreements on Bi-national Joint Supervision of Doctoral Theses and Award of Doctoral Degrees (Cotutelle) at the Natural Science Faculties of the Martin-Luther-University Halle-Wittenberg

Agreements on the bi-national joint supervision of doctoral theses and the award of doctoral degrees are based on the following principles:

1. Any Cotutelle arrangement requires a specific cooperation agreement to be concluded individually for each doctoral student between a faculty of the Martin Luther University Halle-Wittenberg and the respective co-tutoring faculty of another higher education institution with the right to confer doctoral degrees. The arrangement cannot be based on a general bilateral cooperation agreement, but has to take explicitly into account the applicable regulations for doctoral degrees.
2. Responsible are the two supervisors at the two institutions. Both organize the agreement.
3. In order to agree on a Cotutelle Procedure, the student must work on his or her academic qualification for at least 1 year in each of the two cooperating institutions. The graduating student is responsible for organization of the administrative procedures between the two universities already before the start of the thesis, in cooperation with both institutions. Referees and commissions will be determined jointly and will include both supervisors.
4. The conclusion of such an agreement is conditional upon the student's acceptance as doctoral candidate and his/her fulfilment of the respective admission requirements of both institutions.
5. Candidates register/enrol at both universities. The graduating student is responsible for clarifying the payment of tuition fees / the semester fee payment according to the regulations of both universities holding the administrative responsibilities.
6. The candidate will prepare the written part of his/her project under the supervision and responsibility of one supervisor (tutor) from each of the two universities. Both supervisors commit themselves fully to their tutorial role and will make the necessary arrangements. Work for the preparation of the thesis will take place at both partner universities.
7. The thesis should be written in English or German and should include an abstract in the language of the other institution. Depending on the specific discipline of the thesis or

other circumstances, the cooperation agreement may also provide that the abstract is written in a third language.

8. Intellectual property rights related to the thesis, its publication as well as use and protection of the research results shall be administered and safeguarded in accordance with the specific regulations of the two countries and/or institutions involved in the cooperation agreement. The number of copies of the thesis to be deposited at each university depends on the respective regulations.

9. Following the conclusion of the doctoral procedure, with all requirements for the award of the degree having been fulfilled, the candidate receives a document on the conferral of the doctoral degree, issued separately by the two institutions. It will contain a reference to the fact that the doctoral procedure was supervised and administered jointly at the two institutions. By connection or otherwise it is expressed that it is a uniform certificate. The document entitles the holder of the degree to use either the German form of the degree or the form as awarded by the partner institution. In either case, the names of the two universities may be added in parentheses.

Vereinbarung über die gemeinsame Betreuung eines
Promotionsverfahrens

Agreement on the Joint Supervision of Doctoral Work

zwischen/*between*¹

(*Partneruniversität*)

vertreten durch den Rektor/Präsidenten
represented by the Rector/President

und/*and*

Martin-Luther-Universität Halle-Wittenberg

vertreten durch den Rektor
represented by the Rector

The undersigning universities agree to the preparation of a doctoral dissertation/thesis, whose completion and defense takes place under the joint responsibility of both institutions in accordance with the following conditions.

Die beiden unterzeichnenden Universitäten stimmen der Anfertigung einer Doktorarbeit zu, deren Ausführung und Verteidigung unter der gemeinsamen Verantwortung beider Hochschulen gemäß den folgenden Bedingungen erfolgt.

1. This agreement applies to:

(Mr//Ms / Herrn//Frau)

(born on/geboren am) (at/in)

1. Dieses Abkommen betrifft:

(*Name/Name*)

(*Place/Ort*)

(*Date/Datum*)

2. The research topic is:

(*topic*)

2. Das Forschungsthema lautet:

(*Thema*)

3. The dissertation/thesis is directed by:

(*name of supervisor*)

at the Martin Luther University Halle-
Wittenberg Faculty
of Natural Sciences XXX

3. Die Dissertation wird betreut von:

(*Name des Betreuers/der Betreuerin*)

an der Martin-Luther-Universität Halle-
Wittenberg
Naturwissenschaftliche Fakultät XXX

and

(*name of supervisor*)

at the (*name of the cooperating institution*)

und

(*Name des Betreuers/der Betreuerin*)

an der (*Name der Partnereinrichtung*)

who have both assumed the task of jointly advising the candidate on all aspects of his thesis work.

die sich beide verpflichten, die Aufgaben der Betreuung der Dissertation gemeinsam umfassend auszuüben.

4. The candidate will enrol at both institutions.

4. Der/die Doktorand/in schreibt sich an jeder der beiden Hochschulen ein.

5. Tuition payments will be made to the university (*name of the cooperating institution*). At Martin Luther University the doctoral candidate has to pay the semester fees.

5. Die Studiengebühren werden gezahlt an der Universität (*Name der Partnereinrichtung*). An der Martin-Luther-Universität ist ein Semesterbeitrag zu zahlen.

6. The candidate is registered for social insurance at

Responsibility for social and health insurance in both countries lies with the doctoral student. The latter shall bear his own travel and subsistence expenses.

6. Der/die Doktorand/in ist sozial-versichert bei:

Die Verantwortung für die Sozial- und Krankenversicherung in beiden Ländern liegt beim Doktoranden. Dieser trägt seine Reise- und Aufenthaltskosten selbst.

7. The estimated duration for research on the dissertation/thesis is set provisionally at three years. This period can be extended, as may be necessary, in accordance with the regulations governing procedures for the doctorate at both institutions.

Work for the preparation of the thesis will be carried out at both institutions. The period of stay at one of the institutions should be at least one year.

7. Die voraussichtliche Dauer der Forschungsarbeit beträgt zunächst drei Jahre. Die Frist kann gegebenenfalls in Übereinstimmung mit den in beiden Fakultäten gültigen Promotionsordnungen verlängert werden.

Arbeiten zur Vorbereitung der Dissertation werden an beiden Institutionen ausgeführt. Die Aufenthaltsdauer an einer der beiden Institutionen sollte mindestens 1 Jahr betragen.

8. The date of enrolment for this joint dissertation/thesis project is:

(date/Datum)

8. Das Einschreibungsdatum für das Promotionsvorhaben ist:

9. The defense of dissertation/thesis and any other final examinations, if applicable, take place once at the university:

(institution/Institution))

9. Die Verteidigung (Disputation) der Dissertation sowie gegebenenfalls sonstige Abschlussprüfungen erfolgen einmalig an der Universität:

10. The result of the defense of the dissertation/thesis and examinations will be recognized by both institutions.

11. Travel costs for members of the dissertation/examination committee, shall be borne by their own institutions.

Travel costs for external experts, which do not belong to one of the two universities, are borne by both universities.

12. The members of the dissertation/examination committee shall be determined by agreement of the two institutions. It is composed equally of academic teachers/scholars of both institutions, who are authorised to function as examiners. It consists of at least four members, two of these are the dissertation/thesis supervisors, insofar as this does not conflict with applicable regulations at either institution.

External examiners, not associated with either of the institutions, may serve on the dissertation/examination committee.

10. Das Ergebnis der Verteidigung (Disputation) der Dissertation und der Prüfungen wird von beiden Hochschulen anerkannt.

11. Anfallende Reisekosten für Mitglieder des Promotions-/Prüfungsausschusses werden von ihrer jeweiligen Hochschule getragen.

Reisekosten externer Gutachter, die nicht einer der beiden Hochschulen angehören tragen die beiden Hochschulen je zur Hälfte.

12. Die Promotions-/Prüfungskommission wird in Absprache zwischen den beiden Institutionen bestimmt. Sie besteht paritätisch aus Hochschullehrern/Wissenschaftler beider Institutionen, die berechtigt sind, in Promotionsverfahren Prüfungen abzunehmen. Sie besteht aus mindestens vier Mitgliedern, darunter den beiden Betreuern der Promotion, sofern geltende Bestimmungen in den Promotionsordnungen beider Institutionen dem nicht entgegenstehen. Externe Gutachter, die keiner der beiden Hochschulen angehören, können in der Promotions-/Prüfungskommission mitwirken.

13. The two institutions will recognize the result of the jointly supervised doctoral procedure and the validity of the doctoral degree awarded.

After the successful completion of the procedure as described and on the basis of the report of the doctoral thesis committee, both universities will jointly award the doctoral degree. Therefor each university will issue – according to their common designation - a doctoral certificate consisting of two connected partial certificates. Both partial certificates will make reference to the fact that the doctoral work and the award of the degree have taken place under an agreement of joint supervision. The certificate will be signed by the responsible representatives of both universities.

14. The publication and the use of the dissertation/thesis and of any research findings, which are the result of the candidate's work at both institutions, are protected at both institutions in accordance with their respective regulations for doctoral work.

15. In the event that the languages of instruction at both institutions differ, the dissertation/thesis shall be written either in one of the two languages, or a third language. The parties will agree and determine this matter. The same shall apply to the defence of the dissertation/thesis and any examinations to be held.

16. The dissertation/thesis will be written in:

(Designation of language)

The summary will be written in:

(Designation of language)

The oral defense of the dissertation/thesis and examinations will be held in:

(Designation of language)

17. This agreement enters into force after it has been signed by the authorized representatives of both institutions.

(Signatures)

The Rector/President

Dean

Supervisor of thesis

Written in three copies

13. Die beiden Institutionen erkennen das Ergebnis des gemeinsam betreuten Promotionsverfahrens sowie die Gültigkeit des verliehenen Doktorgrades an.

Nach Abschluss des beschriebenen Verfahrens und auf der Grundlage des Berichts der Promotions-/Prüfungskommission verleihen die beiden Universitäten gemeinsam den Doktorgrad und stellen darüber - jeweils gemäß den üblichen Bezeichnungen – und stellen darüber eine gemeinsame Promotionsurkunde – bestehend aus zwei verbundenen Teilurkunden aus. In beiden Teilurkunden wird darauf Bezug genommen, dass das Promotionsverfahren und die Verleihung des Grades auf Grundlage einer Vereinbarung über die gemeinsame Betreuung stattgefunden haben. Die Urkunde wird von den zuständigen Vertretern beider Universitäten unterzeichnet.

14. Der Veröffentlichung und der Gebrauch der Dissertation sowie von Forschungsergebnissen, die von dem Doktoranden/der Doktorandin als Ergebnis seiner/ihrer Arbeit in beiden Institutionen erzielt wurden, sind in Übereinstimmung mit den entsprechenden Regelungen für Promotionsarbeiten an beiden Hochschulen geschützt.

15. Sollten die Unterrichtssprachen beider Institutionen unterschiedlich sein, wird die Dissertation in einer der beiden Sprachen oder in einer dritten Sprache verfasst. Die Parteien werden sich darüber verständigen und eine Festlegung treffen. Entsprechendes gilt für die Verteidigung (Disputation) der Dissertation sowie gegebenenfalls abzuhaltender Prüfungen.

16. Die Dissertation wird verfasst in:

(Bezeichnung der Sprache)

Die Zusammenfassung wird verfasst in:

(Bezeichnung der Sprache)

Die Verteidigung (Disputation) der Dissertation sowie Prüfungen werden abgehalten in:

(Bezeichnung der Sprache)

17. Diese Vereinbarung tritt nach Unterzeichnung durch die autorisierten Vertreter beider Institutionen in Kraft.

(Unterschriften)

Der Rektor/Präsident

Dekan

Betreuer der Dissertation

Doktorandin/Doktorand
Doctoral candidate

In dreifacher Ausfertigung