|  |  |
| --- | --- |
| **Uni_Vechta_RGB_rot-4** | **LOGO of the partner university** |

Allgemeine Anmerkung: Dieses “Agreement” ist nur ein Muster. Vor Abschluss eines solchen Vertrags muss immer geprüft werden, ob die Regelungen für den konkreten Einzelfall passen. Dies hängt wesentlich auch von den konkreten Regelungen in den jeweiligen Promotionsordnungen der beiden Institutionen ab. Besonders zu beachtende Punkte sind in diesem Muster entsprechend grau hinterlegt. Änderungen und/oder Ergänzungen können erforderlich oder sinnvoll sein.

COTUTELLE AGREEMENT

BETWEEN

## THE UNIVERSITY OF VECHTA

## AND

THE [**PARTNER UNIVERSITY**]

The **UNIVERSITY OF VECHTA**,

represented by its President

Driverstraße 22, 49377 Vechta, Germany

and the [**PARTNER UNIVERSITY**]**,**

represented by [its President/Rector],

[ADDRESS OF PARTNER UNIVERSITY]

agree to jointly supervise the doctoral studies of

[**NAME OF DOCTORAL CANDIDATE**]

**Section 1**

**Joint supervision / research topic**

The doctoral thesis of [NAME OF DOCTORAL CANDIDATE] with the working title:

[WORKING TITLE OF DOCTORAL THESIS]

will be supervised by the following faculty members:

1. [NAME OFSUPERVISOR], University of Vechta
2. [NAME OF SUPERVISOR], [NAME OF PARTNER UNIVERSITY]

Both supervisors will fully responsible for supervising the candidate and shall make the necessary arrangements.

**Section 2**

**Enrolment and tuition fees**

When accepted as a doctoral candidate at both universities, [NAME OF DOCTORAL CANDIDATE] is to be enrolled at both universities as per their respective governing regulations. At the University of Vechta, the Doctoral Degree Regulations of [Date] apply. At [NAME OF PARTNER UNIVERSITY], the regulations are specified in [x].

The doctoral candidate will pay the tuition fees at one university only. The tuition fees will be charged at [NAME OF UNIVERSITY]. During the time the doctoral candidate is officially enrolled as a doctoral candidate at the University of Vechta, they have to pay the fees for the Student Services, the fees for the Student Union Executive Committee (AStA) and the fees for the obligatory semester ticket (public transport ticket for students). There will be no further financial settlements between the partner institutions. Enrolment is compulsory from the moment this agreement takes effect.

[if necessary: insert the partner institution's regulations regarding enrolment and registration fees]

**Section 3**

**Administrative details: duration, costs of living and housing, insurance cover**

(1) [DOCTORAL CANDIDATE’S] doctoral studies shall be conducted and completed within [X] years. This time limit may be extended by mutual consent in accordance with the applicable Doctoral Degree Regulations of both partner institutions. Doctoral work will take place at both universities. The respective periods of residence will be coordinated with both supervisors. The supervisors are to ensure that the doctoral candidate follows the agreed schedule and that they conduct research at each of the partner institutions for [X] [months/years] (at least 50% of the doctoral studies, at least one year).

(2) The doctoral candidate shall be responsible for covering the costs of their own housing. The contracting parties mutually agree to assist the doctoral candidate in finding suitable housing.

(3) The doctoral candidate takes all necessary steps in order to arrange health insurance, insurance cover against physical injuries and third party liability whilst performing their duties within the framework of the doctoral research project at the two partner institutions, in accordance with the national and institutional rules and regulations in force.

**Section 4**

**Thesis defence committee**

(1) The thesis defence committee set up for the evaluation (doctoral thesis and the defence of the thesis) shall be composed of members of both partner institutions upon mutual consent following the recommendations of the two supervisors, in accordance with the regulations in force at the institutions. Both thesis supervisors are members of the defence committee. The thesis defence committee shall have the same number of members from both countries. In this case and following the recommendations of both supervisors, each party designates the following members for the defence committee:

- University of Vechta: [Name of supervisor, Name of the second member, Name of the third member]

* [NAME of partner university: Name of supervisor, Name of the second member, Name of the third member]

(2) The university at which the defence takes place is in charge of conducting the further proceedings. The colloquium shall be otherwise governed by the regulations of the university in charge.

(3) The defence committee decides whether the proceedings have been successfully conducted. It prepares a report on the proceedings in [both languages/German/English] that contains an evaluation of the doctoral work as governed by the respectively applicable regulations. The report shall be signed by all members of the defence committee. A copy shall be provided for the partner university.

**Section 5**

**Doctoral thesis defence**

The public defence of the doctoral thesis shall take place at one of the partner institutions and shall be recognised by all institutions involved. In the present case, the public defence will take place at [Name of institution and anticipated date]. With regard to the defence, the regulations applying at the institution at which the [thesis defence] takes place shall normally be followed. Both supervisors have to be present at the defence. Online participation is accepted. Travel and accommodation costs for examiners and assessors shall be borne by their own institution. The doctoral candidate covers their own travel and accommodation costs.

[if necessary: insert the partner institution's regulations regarding the thesis defence modalities]

**Section 6**

**Language**

**Doctoral thesis:**

The doctoral thesis will be submitted in [ENGLISH / GERMAN ] language at both universities, together with an abstract of [X] pages in [ENGLISH / GERMAN ].

**Defence:**

The defence of the doctoral thesis will take place in [ENGLISH / GERMAN ].

**Section 7**

**Grading system**

The grading system, the assessment of the doctoral thesis, the oral examination and the evaluation of the doctoral work will be based on the Doctoral Degree Regulations of [insert document] at the University of Vechta and *[insert regulations of partner institution]*.

**Section 8**

**Award of the degree**

If the proceedings have been successfully conducted as per the respective regulations at each university, the doctoral candidate shall receive the degree “[FULL TITLE]“ of the University of Vechta and the degree “[FULL TITLE]” of the [NAME OF PARTNER UNIVERSITY]. The certificate of the University of Vechta will not be issued until the doctoral candidate has proven that the doctoral thesis has been published according to the regulations of the University of Vechta.

**Section 9**

**Intellectual property rights**

Intellectual property rights will be based according to the respective policies of each partner institution.

Therefore, the protection of the research results arising from the doctoral research project, as well as any matters related to filing them, making them accessible, publishing and exploiting them shall be discussed and agreed upon by the partner institutions and be in accordance with the national and institutional regulations in force.

**Section 10**

**Final provisions**

In case the doctoral candidate does not enrol in one or other of the contracting partner institutions or withdraws from writing the joint thesis, the two partner institutions shall immediately agree upon terminating the present agreement . The doctoral degree would only be awarded according to the regulation of the partner institution’s country in which the enrolment has been maintained. The partner institutions commit to notify each other in writing as soon as possible in case the doctoral candidate does not enrol or decides to withdraw from doctoral studies.

This agreement shall be governed by German law and becomes effective when signed by both universities. Any disputes which may not be settled amicably shall be submitted to the competent courts of the place of the University of Vechta.

**UNIVERSITY OF VECHTA** [**PARTNER UNIVERSITY**]

**Date: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prof. Dr. Verena Pietzner [NAME]

President [President/Rector]

**Date: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME] [NAME]

Dean, [NAME OF THE FACULTY] Dean, [NAME OF THE FACULTY]

**Date: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME] [NAME]

Supervisor Supervisor

**Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME]

Doctoral candidate