

Guideline for Cotutelle / Jointly supervised doctoral programme

Because this is a lengthy procedure, interested persons should plan enough lead time.

First steps:

Interested doctoral candidates should clarify the following questions:

- Does my supervisor agree with a Cotutelle/jointly supervised doctoral programme?
- Which partner university would be suitable for
 - o my doctoral project?
 - o my career projects?
- Can my supervisor recommend 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 at their home university for a doctorate and enrolled as a doctoral student.

Procedure for drafting the contract:

The contract should be drafted in close consultation with both supervisors and be as detailed as possible to avoid future problems. The following questions, among others, should be clarified in the contract:

- Compatibility of the doctorate regulations and possible derogations
- Duration of the research stay/s at the partner university
- Language and other regulations pertaining to the doctoral thesis and the defence

The LUH provides a [model agreement](#) which should be adapted for each doctoral candidate. Doctoral candidates may alternatively use the model agreement of the partner university.

The contract should be sent to the IO for review. The IO coordinates the communication with the Department 2 and 6 as well as with the partner university if modifications to the contract are necessary.

If the contract is bilingual, it should be reviewed to ensure that the texts correspond.

Signatures:

As soon as the contract is finally settled, it can be signed by both universities. The doctoral candidate, or the supervisor is responsible for collecting the signatures.

The doctoral candidate or their supervisor sends the IO a copy of the signed contract.

The procedure for obtaining a doctorate:

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

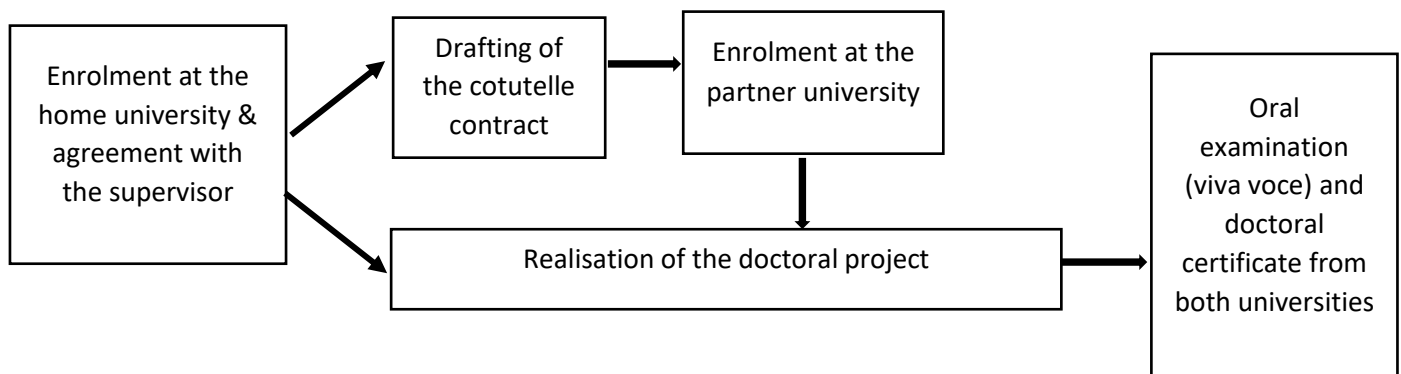
As soon as the contract is signed, the doctoral candidate should be admitted as a doctoral candidate at the partner university and enrolls there as a doctoral student.

The doctoral candidate must pay the semester fees at LUH. Exemptions are only possible in cases of hardship. Doctoral candidates may apply for a leave of absence during research stays at the partner university (normally for a maximum of 4 semesters; exceptions are possible). A leave of absence during the last semester of the doctorate is not possible.

In case of an extension of the doctorate period, it may be necessary to sign a new contract.

Enrolment as a doctoral candidate at LUH is limited to five years. It can be extended in duly substantiated exceptional cases on the basis of a decision of the relevant faculty.

Timeline for a doctorate with a cotutelle procedure



The doctoral candidate may begin working on the doctoral project even if the contract has not yet been signed. There is no deadline at LUH by which the contract should be signed. It must be checked in each individual case whether there is a deadline at the partner university.

Contact

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