between

Agreement on the Joint Supervision of a Doctoral Project

*[full university name]*

represented by its *[president/vice-president]*

*[university address]*

hereinafter referred to as *[university short name]*

and

TH Köln – University of Applied Sciences

represented by its Vice-President

Gustav-Heinemann-Ufer 54

50968 Köln, Germany

hereinafter referred to as TH Köln

and

*[name, surname of doctoral candidate]*

Born *[dd/mm/yyyy]* in *[city]*

hereinafter referred as doctoral candidate

**Preamble**

The undersigned hereby agree to organize between themselves a joint supervision of a doctoral project for the benefit of *[name of doctoral candidate]*, hereinafter referred to as “the doctoral candidate”, having the required level of studies to authorize *him/her* to undertake a doctoral degree.

**Article 1 – Scope and Requirements**

In accordance with the regulations in force in the countries concerned and those of the European area, *[university short name]*, *[name of Facutly/Department etc.]* and TH Köln, *[name of Faculty/Institute]* hereby establish a joint supervision of the doctoral project of *[name of doctoral candidate]*, born on *[Day.Month.Year]* in *[city]*, a citizen of *[country]* on the following subject: *[dissertation/thesis subject]*. The doctoral candidate is bound to comply with the admission requirements for doctoral studies in accordance with the prevailing provisions of *[university short name].*

The joint supervision of the doctoral project *shall commence on [Day.Month.Year] / will take effect from the date of enrolment of the doctoral candidate at one of the/both universities*. It will continue for a period of 3 years, which may be extended or renewed if required and if in accordance with the regulations governing procedures for the doctorate at the university conferring the doctoral degree.

**Article 2 – Research Sojourn**

The joint supervision implies that the doctoral candidate will carry out research sojourns at both institutions. The length of these periods will be worked out by the two establishments during the application of this agreement (see annex I), according to the requirements of the research undertaken by the doctoral candidate. During *his/her* stay at *[university short name]*, the doctoral candidate under joint supervision will pay for *his/her* accommodation and for any other expenses neither covered by [*university short name]* nor by TH Köln. To cover these expenses, he/she may receive a financial help as legally organized at both universities with a view to make the co-operation and exchange procedures easier.

**Article 3 – Registration and Enrolment**

The doctoral candidate profiting from the joint supervision of *his/her* doctoral project will register and enrollat both participating universities, but will be granted a tuition waiver at the *[university name]*. An administrative enrolment fee will be paid to TH Köln. The enrolment must be renewed each semester.

For the period of which the doctoral candidate has a valid employment contract with TH Köln, the doctoral candidate remains exempt from the obligation to enroll at TH Köln as a doctoral student.

**Article 4 – Protection and Publication**

The protection of the subject and the publication of the thesis shall be warranted by both institutions pursuant to their prevailing local regulations.

With respect to all information disclosed to a party on a confidential basis by the other party in connection with the doctoral project, each party undertakes that it will during a period of five years treat this information as confidential and will not disclose this information to any third party without the prior written consent of the other party.

**Article 5 – Insurances**

The doctoral candidate shall comply with the regulations in force concerning social insurance and social protection in the states of residence of the institutions where *he/she* carries out his/her doctoral project.

Pursuant to the prevailing law of the respective country of sojourn, the doctoral candidate covenants to subscribe to a health and accident insurance for the duration of the joint supervision of the doctorate, or, as the case may be, for the duration of the sojourn at *[university short name]. No health insurance coverage shall be provided by the two institutions.*

At TH Köln the student is covered by the accident insurance of TH Köln on campus by being enrolled and/or employed and thus becoming a member of TH Köln.

**Article 6 – Joint Supervision**

The thesis joint supervision set out by the present agreement will take place under the responsibility of the designated below for each of the universities:

For the *[university short name]*: For TH Köln:

Name: Name:

Title: Title:

Faculty: Faculty:

(Name of the laboratory/institution) (Name of the laboratory/institution)

Address: Address:

Tel.: Tel:

E-mail: E-mail:

Both co-supervisors shall assume fully and jointly the task of supervising the doctoral candidate, and to integrate *him/her* into their laboratory or team.

**Article 7 – Language**

The thesis will be written in: *[German/English etc.]*

It will be accompanied by a summary in *[German/English]*.

The oral defense of the dissertation/thesis and examination will be held in *[German/English]*.

**Article 8 – Examination and oral defense of the thesis**

*The designation of the committee members must be made with the agreement of both establishments. It is composed equally of academic teachers/scholars of both institutions, who are authorized 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.*

*The thesis shall be defended only once at [university short name]. The presentation will take place at the [university short name] according to the agreement made between the two co-supervisors. Travel costs for members of the dissertation/examination committee, shall be borne by their own institutions. If both concerned universities belong to European Union, the thesis oral examination procedure must respect the European doctorate conditions.*

*The dissertation thesis committee appointed by the contracting parties shall be composed of a balanced proportion of members from each institution. It shall comprise moreover personalities from outside the contracting institutions, but may not exceed a total of six members. The chairman of the dissertation defence committee, who will be appointed subsequently, at the latest at the time of the defence, shall draw up a defence report countersigned by the members of the jury. The result of the defence of the dissertation/thesis and examinations will be recognized by both institutions.*

**Article 9 – Awarding of Doctoral Degree**

At the end of the presentation, and if the members of the thesis committee deem it appropriate, the title of Doctor / PhD of [university short name] will be given to the successful candidate. *The discipline, the title of the thesis or the title of the main research work, the doctoral thesis reference, the names and positions of the members of the jury and the date of examination shall be mentioned on the Doctoral degree certificate.* Furthermore, the doctoral candidate will receive a certification of the joint supervision by TH Köln.

The doctoral degree conferred under these provisions shall be recognised as of right in the countries of the contracting parties.

**Article 10 – Amendments**

Any amendment to this Agreement shall be made with acknowledgement in writing from both institutions.

**Article 11 – Conflict**

In the event of conflict between the doctoral candidate and the thesis supervisors or the laboratory where research is being carried out, a mediator appointed by TH Köln (“Ombudsmann”) or *[university short name]* may be called in. If any dispute arises between the institutions they will in good faith attempt to negotiate a settlement.

Drawn up in *two* original copies, on the *[Day.Month.Year]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Köln, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[city] [dd/mm/yyyy] [dd/mm/yyyy]*

For the *[university name]*, For TH Köln

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The (Vice-)President of the *[university name]* The Vice-President of TH Köln

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For the *[university name]* For TH Köln

The thesis supervisor The thesis supervisor

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The doctoral candidate

Annex I: Scheduled research sojourns