Process for international joint supervision of a doctoral thesis (cotutelle de thèse)

If a contract is to be concluded between two institutions of higher education to carry out binational joint supervision of a doctoral thesis, the following steps have to be undertaken. Please initiate the procedure in good time. Ideally, the cotutelle agreement should be signed before the doctoral candidate applies for acceptance as a doctoral researcher to the doctoral research committee of the respective KIT Department. This ensures that at the time of the decision on acceptance – for reasons of legal certainty for all involved – the general conditions of the doctoral procedure have been clarified.

1. Please first read the regulations in the applicable doctoral ordinance of the respective KIT Department (§ 5 Promotion in gemeinsamer Betreuung mit einer Fakultät einer ausländischen Universität (Doctorate in joint supervision with a faculty of a foreign university), German only). It stipulates to what extent it may be possible to deviate from the "standard doctoral procedure" and whether the cotutelle requires the prior approval of the KIT Department Council ("KIT-Fakultätsrat"). This is usually the case.

2. A sample contract and information can be found on the website of DE HAA (service unit Higher Education Law and Academic Affairs) at https://www.haa.kit.edu/downloads.php. This sample contract is to be adapted – with the involvement of the doctoral research committee – to the case in question. HAA offers advance support in this regard.

3. The KIT Department sends the desired draft contract to the partner institution for review and amendment.

4. The draft contract is sent to DE HAA for final review.

5. The approved contract is submitted to the KIT Department Council.

6. After approval by the KIT Department Council, DE HAA submits the contract to the President and the Vice-President for Higher Education and Academic Affairs for signature.

7. The KIT Department obtains the signatures of the partner institution of higher education and the doctorate candidate.
Note:

The conclusion of a cotutelle agreement does not release the doctorate candidate from the obligation to conclude a doctoral agreement with the supervisor.

Contact person for questions at HAA is Ms. Birgit Pagel (extension -42014).