

Agreement on international joint supervision of a doctorate thesis

between

[University xy]
[residence]
[representative]

and

KARLSRUHE INSTITUTE OF TECHNOLOGY (KIT),
Kaiserstr. 12, 76131 Karlsruhe, Germany
represented by the President, Prof. Dr.-Ing. Holger Hanselka

concerning the joint supervision of the doctorate thesis of Ms / Mr

[Name of doctorate candidate, last degree obtained,
date of birth]

for the purpose of awarding a doctoral degree.

The agreement for joint thesis supervision concerning Ms / Mr [Name] (doctorate candidate) is in compliance with the prevailing regulations in each country, especially the following regulations:

Falls der Cotutelle-Vertrag auf Grundlage eines zwischen beiden Hochschulen bereits bestehenden Rahmenvertrages geschlossen werden soll, ist hier ein Hinweis darauf aufzunehmen: „In consideration of the Specific Cooperation Agreement on Joint Supervision of Doctoral Theses between ... and KIT signed on ..., the agreement for joint thesis supervision concerning Ms / Mr [Name] is in compliance with the prevailing regulations in each country, especially the following regulations:“

- for [University xy]
- for KIT, the Promotionsordnung des Karlsruher Institutes für Technologie (KIT) für die KIT-Fakultät für [xy], (Amtliche Bekanntmachung Nr. X/XXXX)
- Gesetz über das Karlsruher Institut für Technologie (KIT-Gesetz - KITG) and
- Gesetz über die Hochschulen in Baden-Württemberg (Landeshochschulgesetz – LHG)

Title 1 – Administrative regulations

Article 1: Admission, enrolment fees, residence

Ms / Mr [Name] has been accepted as a doctorate candidate by the Faculty of [...] of KIT and the Faculty of [...] at [Partner university].

At KIT, enrolment is in principle obligatory. Ms / Mr [Name] is obliged to enrol as a doctorate candidate within a period of two weeks upon receipt of the Doctoral Admissions Committee's letter of the acceptance as a doctoral candidate. The obligation to enroll exists continuously

for the entire period of acceptance as a doctorate candidate, not only for the period of stay at KIT.

Exception: If Ms / Mr [Name] is employed full-time at KIT in addition to the doctorate, enrolment will be waived if she/he objects in writing. (Full-time employment is deemed to exist as soon as the scope of employment at KIT has reached 50% of the regular working hours or more.)

Enrolment fees will be paid to [KIT] by the doctorate candidate. At [University xy] enrolment fees will be waived.

Hinweis: Im Falle einer Immatrikulation ist die Zahlung des Verwaltungskostenbeitrages am KIT verpflichtend. Über eine Befreiung von Studierendenschaftsbeitrag und Studierendenwerksbeitrag haben die Verfasste Studierendenschaft bzw. das Studierendenwerk zu entscheiden.

For the duration of his/her research activity the doctorate candidate will spend approximately the same amount of time at each of the partner institutions. The work will be carried out

- from [begin of thesis preparation] to [...] at [University xy / KIT] and
- from [...] to [end of thesis preparation] at [KIT / University xy].

Es besteht die Möglichkeit, die Aufenthalte weiter zu untergliedern, falls dies erforderlich ist. Sofern die Aufenthalte nicht detailliert festgelegt werden können, kann auch der ungefähre Zeitrahmen fixiert werden.

The doctorate procedure should not exceed the duration of [...] years.

Die Angabe darf den in der KIT-Promotionsordnung festgelegten Zeitraum der erstmaligen Annahme nicht unterschreiten

Article 2: Research work

Thesis work will be jointly supervised by:

- [Name of the supervisor at University xy, Title, Faculty]
- [Name of supervisor at KIT, Title, Faculty]

The supervisors agree to fully assume their supervising role for the doctorate candidate.

The subject of the research work will be:

[title of the thesis]

Article 3: Health insurance, individual insurance

The doctorate candidate is responsible for obtaining sufficient coverage by health insurance. In case it is not provided by law, the doctorate candidate has to hold an insurance covering workplace (occupational) accidents as well. The doctorate candidate has to comply with the rules of social insurance system according to the valid regulations of both countries.

Title 2 – Examination regulations

Article 4: Examination committee

The examination committee will be equally composed of scientific representatives of both institutions according to the doctorate regulations mentioned above. It will consist of a minimum of

[x] / a maximum of [x] members including the two thesis supervisors. It will be jointly assigned by the two institutions.

In einigen Wissenschaftssystemen ist die Mitgliedschaft der supervisors im Promotionprüfungsausschuss nicht vorgesehen und durch die Promotionsordnungen explizit ausgeschlossen. Hier müssen andere Regelungen getroffen werden.

Article 5: Thesis

The thesis will be written in English. A short summary will be written in English, [xy] and German.

The thesis will be submitted to both first supervisors (one in each university) prior to final submission, who will assess it for suitability and quality. To comply with the regulations of both institutions the thesis will be evaluated by both supervisors. Both supervisors will submit a written recommendation that the thesis is passed or failed, and if passed with which grade as stipulated by the regulations mentioned above.

Möglicherweise sieht die Promotionsordnung der Partnereinrichtung ein anderes Verfahren vor. Dann ist die Regelung entsprechend anzupassen.

Article 6: Oral examination

The thesis leads to a single oral examination in English and will take place at [KIT / University xy].

The examination committee shall draw up a record of the oral examination in English countersigned by the members of the jury. The oral examination shall be recognized by both institutions. Both institutions will recognize the validity of the examination.

Abweichungen hiervon sind unzulässig. Die Dissertation ist in jedem Fall in einer mündlichen Prüfung zu verteidigen.

Article 7: Grading

Upon completion of the oral examination the examination committee decides whether the candidate has passed or failed the examination and determines a final grade by taking into consideration the grades for the thesis and the oral examination. The grade of the thesis and the grade of the oral examination as well as the final grade will be determined by using the grading systems of both institutions stipulated in the regulations mentioned above. Thus the final grade may be different on the German and the [...] certificate.

Article 8: Awarding of degree

Upon successful completion of the examination requirements each university will award the doctoral degree / title according to their rules, whereas KIT issues the Dr. rer. nat. / Dr.-Ing.* and [University xy] issues the [...], but making reference to the degree issued by the other university. In particular, the certificates have to state that the degree has been obtained in a double doctorate degree program. The German certificate will contain the following remark: "This diploma is valid only in connection with the diploma of the [University]". The degrees may be used in both the [...] and the German form, but only in one form at any given time. The names of both universities can be added in parentheses.

**Unzutreffendes bitte streichen.*

Article 9: Publication of the thesis

Submission and publication of the thesis as well as the protection of the thesis subject are submitted to the regulations in force in both countries.

Title 3 – Final provisions

Article 10: Intellectual Property Rights

Concerning the work results made under this agreement and inventions as well as publications made under this agreement, the parties will amicably agree upon them in a separate agreement.

Article 11: Resolution of controversies

Both parties explicitly agree that any controversy that may arise during the period of validity of this agreement will be friendly solved.

Article 12: Miscellaneous

This Agreement shall enter into force on its signature by representatives of the two institutions and countersignature by the doctorate candidate.

The agreement shall remain into force until the doctorate candidate has successfully completed the examination procedure or both universities agree that the candidate did not meet the examination requirements within the cotutelle program, but the longest for [...] years.

The agreement can be modified or terminated by an amendment drawn up under mutual agreement and signed by the representative of each institution.

This agreement is executed in triplicate.

For [University xy] _____

For Karlsruhe Institute of Technology

Prof. Dr.-Ing. Holger Hanselka
President
(date, signature)

Prof. Dr. Alexander Wanner
Vice President for Higher Education and
Academic Affairs
(date, signature)

[Name]
Dean of the KIT Department of [...]
(date, signature)

[Name]
Supervisor of thesis
(date, signature)

The doctorate candidate
(date, signature)