




	<b>Procedure</b>	Schools and Departments involved: <b>DROP</b> <b>EIRO</b> <b>Doctoral Schools</b>		
	<b>International jointly-supervised PhD thesis agreement</b>		<b>Enrollment</b>	
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<b>Preamble</b>	
<b>Objective of the procedure</b>	Description of all the steps enabling the implementation of a joint international thesis.
<b>Scope</b>	The request for a joint thesis agreement is made by the future PhD co-supervisor monitoring the process until the applicant takes over with his/her administrative registration
<b>Legislation</b>	Order of 25 May 2016 (modified) concerning the national framework of the Doctoral degree and its award.
<b>Reference documents</b>	The « Theses Charter » of the Federal University of Toulouse Doctoral degree regulations for the relevant discipline in the partner university
	Minutes of the Law and Political Science Doctoral School Board dated June 25th 2014
<b>Players / Departments and schools involved</b>	The PhD supervisor (Researchers / Researchers-lecturers)
	The Research Commission Secretary / DROP
	The Doctoral School Secretary
	The Head of the Doctoral School
	The Head of the Research Unit
	The Chancellor of UT1 Capitole University
	The European and International Relations Office
	Board of directors of the three UT Capitole Doctoral Schools
	The Research Commission
Their peers abroad	

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## Introduction

The aim of the joint supervision of thesis is to encourage PhD students' mobility and to develop the scientific cooperation between French and foreign research teams. The PhD student works under the supervision of two supervisors in the two countries involved (see Order 25 May 2016) defining the PhD national framework and award. Both supervisors agree to jointly play their role as tutor to the doctoral student

**The PhD study time shall be shared in alternate periods between the two universities involved and must amount to at least 30% of the total study period in the country where the student enrolls.**

PhD preparation should not normally exceed 3 years; yet, a waiver can be granted upon approval of the 2 joint thesis co-supervisors, of the Doctoral school Director and of the University Chancellor.

Joint thesis supervision is defined within the framework of an agreement between the two universities involved, one of them having to be French. The procedures and legislation in force are those implemented for the French PhD Doctorate in France and those in force for the Doctorate in partner country.

Both universities fully recognize the validity of the joint supervision and of the degree awarded (doctoral degree in the French university and equivalent degree in the foreign university).

The student is awarded the degree in both institutions. The degree certificate mentions the title of the degree specific to each institution as well as the indication « jointly supervised thesis » and the name of the partner institution.

The thesis is only defended in the partner institution chosen by the two research supervisors.

Students must enroll with the two universities involved. As per the joint supervision agreement:

- Students pay their enrollment fees in one institution only (proof of payment of the fees supplied to the partner institution for the relevant academic year).
- On « viva » year, the PhD student shall pay for the enrollment fees at the university where he/she will defend the thesis
- The terms and conditions for social protection of the PhD student in each partner country are defined.

## Warning

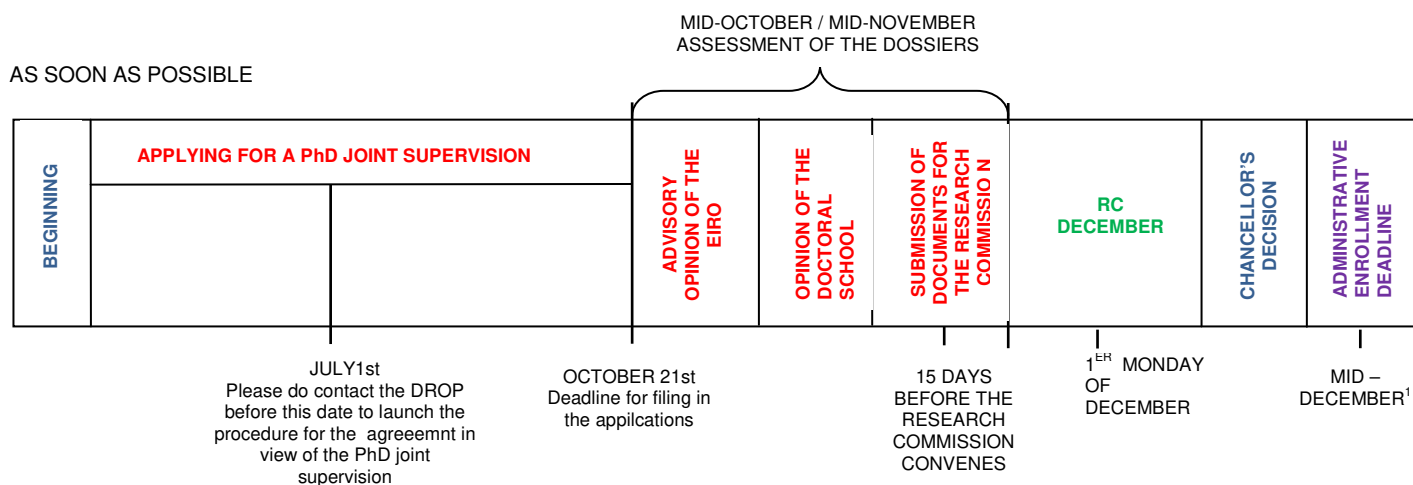
Applications for joint thesis supervision will be presented to the Research Commission in two sessions held every each academic year: one in December and one in May.

All the applications will have to be lodged during the 1st year of the PhD thesis within the framework of existing or future partnerships.

We strongly recommend the PhD students to start preparing their dossier as soon as possible in order to anticipate any problem and thus avoid having the dossier rejected by the Research Commission.

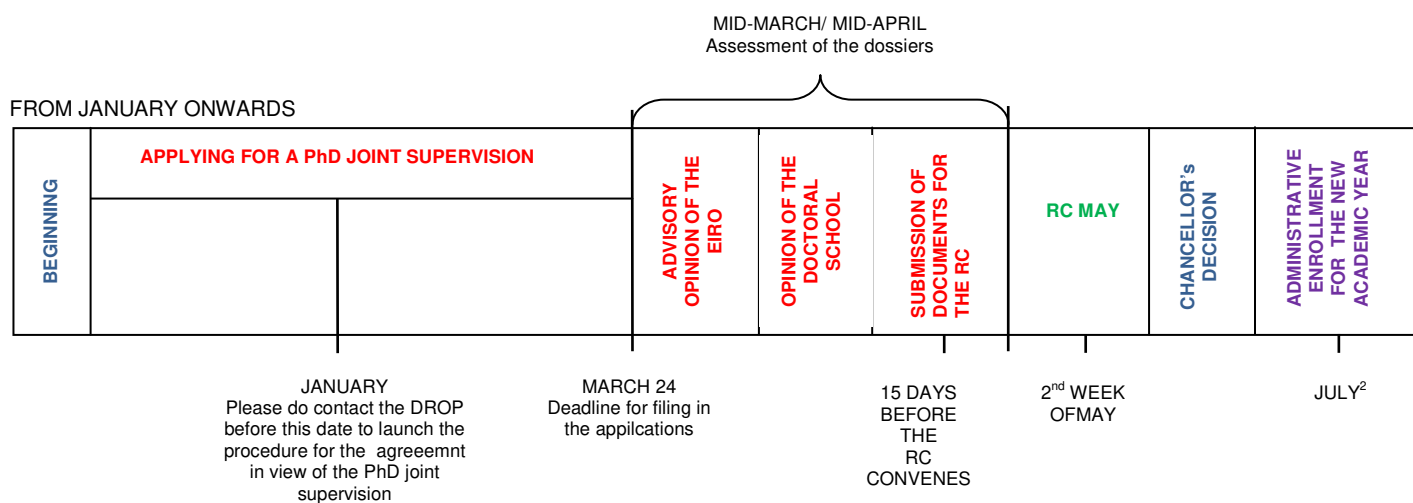
## SCHEDULING

### **1<sup>st</sup> PHASE : Submission of the dossiers for the December Research Commission (RC) session**



<sup>1</sup> The student enrolls for the 1st year of the jointly supervised PhD thesis

### **2<sup>nd</sup> PHASE : Presentation of the dossiers to the May Research Commission (RC) session**



<sup>2</sup> The student enrolls for the 2<sup>nd</sup> year of the jointly supervised PhD thesis. During the previous academic year, he/she was enrolled as regular PhD student.

## The written procedure

In order to ensure a high standard of the jointly supervised PhD thesis applications and their inclusion into the university scientific research policy, any application for an international jointly supervised thesis must be lodged before the end of the first PhD thesis year and, whenever possible, when starting to prepare the thesis. The applications must be initiated by the UT Capitole supervisor within the framework of his/her research activities with the current or future partner institution.

Please note the pre-requisite defined by the Doctoral School of Law and Political Science for Doctoral students in law: « Applicants must hold a Master 2-Research degree with honours or, if holding a Master 2- Professional degree, must have successfully completed the complementary course and obtained a 15/20 mark.

As far as students holding a foreign degree are concerned, the assessment of their dossier by the Chancellor to be endorsed by the Director of the Doctoral School and its Board remains the rule.

### **1. Registering the applications**

**Any applicant must turn to his/her future PhD thesis co-supervisor at Toulouse Capitole University to obtain the relevant procedure of agreement. The future co-supervisor will present the project to the DROP which will share the agreement procedure for the international jointly supervised thesis**

Applying for a PhD thesis joint supervision implies the involvement of two thesis co-supervisors working in close collaboration with the the student's Doctoral School and with the partner university.

**The documents requested and the details of the administrative contact person at the partner university shall be mailed to the DROP at the following address: [recherche@ut-capitole.fr](mailto:recherche@ut-capitole.fr)**

### **2. Completing the applicant's scientific dossier**

The scientific dossier must be submitted to the DROP.

#### **SCIENTIFIC DOSSIER**

The UT Capitole supervisor will submit the following to the DROP:

- A detailed memo (**as per the attached document**),

The co-supervisor of the partner university will provide the following via the UT Capitole co-supervisor or directly to the DROP :

- A detailed memo,

The PhD student will provide :

- The summarized cv of the UT Capitole co-supervisor
- The summarized cv of the partner university co-supervisor)
- A curriculum vitae
- A copy of his/her degree certificates and of the academic transcripts (from Bachelor's degree) and their certified translation into French or relevant foreign language,
- A one-page (max) memo in French on the scientific project highlighting the need for conducting research work at the two partner universities.

The Director of the PhD student's home Doctoral School at UT Capitole University must provide :

- A certificate of enrolment with the Doctoral School

The DROP is entitled to ask for any additional document within the framework of the procedure and must check that the scientific dossier complies with the pre-requisites before inviting the UT Capitole co-director to submit the international jointly supervised PhD thesis application to the Research Commission.

### ***3. Advisory opinion by the European and International Relations Office (EIRO)***

Once the dossier has been completed, the DROP asks the EIRO for its advisory opinion on the partner institution (**as per the attached document**) and more particularly on the following points:

- its participation in European and/or international networks ;
- the evolution and status of cooperation between both universities (education, research, number of jointly supervised studies, dates of the first enrolment and of the vivafor each PhD thesis, number of theses awarded and future of the graduates)
- The international outreach of the partner university (level of excellence in education and research, international development policy...).

The EIRO will express a « favourable » or « unfavourable » opinion or, should it be the case, will indicate « no information available »

This opinion will be attached to the dossier.

### ***4. Appraisal by the Board of directors of the UT Capitole Doctoral Schools (Doctoral College Board)***

Upon receipt of the EIRO opinion, the DROP submits the applicant's scientific dossier to the members of the Board.

The Doctoral College Board (ED2SP, ED TSE, ED TSM) assesses the application for the international jointly supervised thesis.

The members of the Doctoral College Board can request additional information from the UT Capitole PhD co-supervisor. They can also organize a meeting assess the dossier and to request the opinion of the research unit director at UT Capitole in order to make sure the PhD topic is relevant vis-à-vis the research unit strategic lines of research.

The UT Capitole representative of the relevant co-certified Doctoral School can be heard during the Doctoral Board session convened to assess the applications of his/her co-certified Doctoral school PhD students.

**The members of the Doctoral College Board will assess the documents provided by the EIRO and the following:**

- the level of excellence of the research unit at the partner university (supervisor and mentor)
- the collaborative scientific work conducted by the two research units
- the contribution to UT Capitole international outreach
- the academic records of the applicant
- the innovative nature of the thesis
- The relevance and significance of opting for an international jointly supervised PhD thesis

**Reminder**

*The joint supervision is aimed at encouraging students' mobility and facilitating scientific cooperation between French and foreign research teams. The involved students work under the supervision of two co-supervisors (one in each country). Both supervisors commit themselves to fully act as tutors to the PhD student and to jointly exercise their academic authority. The PhD study time shall be shared in alternate periods between the two institutions involved and must amount to at least 30% of the total preparation period in the country where the student enrolls. The student is awarded the Doctoral degree in both institutions. The degree certificate mentions the title of the degree specific to each institution as well as the indication « jointly supervised thesis » and the name of the partner institution.*

The Doctoral College Board will issue an informed written opinion on each request to be shared by the Research Commission. This written opinion is attached to the student's dossier.

A member of the Doctoral College Board will introduce each dossier to be assessed at the Research Commission meeting convened to this end.

**5. Including the item on the agenda of the Research Commission**

Once the Doctoral College Board has checked that the dossier has been duly completed, the DROP includes the application on the agenda of one of the session of the Research Commission.

**6. Convening the UT Capitole PhD supervisor and the Doctoral Board members**

The DROP invites the UT Capitole co-supervisor to support his/her student's application at the assessment session held by the Research Commission. It also invites the members of the Doctoral Board to attend the Research Commission session and to make sure that at least one of its members will be present.

## **7. Decision**

After hearing the recommendations of the Doctoral College Board and the PhD thesis co-supervisor, the members of the Research Commission will meet in camera.

The Research Commission will express a « favourable » or « unfavourable » opinion.

The Toulouse Capitole University Chancellor then rules by decree.

## **8. Transmission of the decision**

The DROP forwards the UT Capitole University Chancellor signed decision to the thesis co-supervisor and to the applicant.

- In case of approval, the applicant is invited to contact his/her doctoral school in order to finalise his enrollment
- In case of refusal, the applicant is not entitled to enroll at UT Capitole within the joint-supervision scheme framework. Yet, the Doctoral School may accept to enrol him as a « regular » student.

The DROP forwards the decision to the EIRO.

## **9. PhD student registration**

Should the student not yet be enrolled, the Doctoral School will have to do it in compliance with the dates set out by the University Chancellor.

When receiving the agreement, the DROP will contact the PhD student in order to finalise the agreement which will be then forwarded to the relevant unit at the partner university. The DROP will provide the student with any advice and recommendation necessary to finalise the agreement and will help him/her throughout the process. It will validate the final version of the agreement.

## **10. Signing and forwarding the agreement**

Once the agreement has been validated, the DROP gives three original copies of the agreement to the student.

The DROP can also send the agreement in digital (.pdf) form

The PhD student signs the three (3) original copies, then has them signed by:

- his thesis co-director at UT Capitole University
- his research unit director at UT Capitole University

He also has them signed at the partner institution by:

- his/her co-supervisor
- the director of his research unit
- the director of the Doctoral School (or equivalent)
- the legal representative of the institution (Chancellor, Rector, Director...)

The applicant must make sure the identity and quality of the signing parties is authentic and then sends back the three signed original copies of the agreement to the DROP.



### ***11. Receipt of the signed agreement***

The DROP receives the three (3) original copies of the signed agreement.

### ***12. Signature of the agreement***

The DROP secretariat submits the three (3) copies of the agreement for signature to the Director of the Doctoral School and then to the Chancellor of UT Capitole.

### ***13. Forwarding the agreement to the Doctoral School***

The DROP secretariat then forwards:

- one original copy of the agreement duly signed by all the parties and the PhD student's dossier to the Doctoral School,
- one original copy to the PhD student
- one original copy to the partner university.

Chart

PhD joint supervision agreement

