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Sample cooperation agreement

**for the implementation of a cotutelle de thèse or PhD partnership**

between the higher education institution

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represented by its rector/president

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and the Swiss higher education institution

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represented by its rector/president

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hereinafter collectively referred to as “**partner institutions**”

First name, last name of the beneficiary doctoral student

.....................................................................................................................................

Discipline *:*

.....................................................................................................................................

**Article 1**

Subject of the agreement

The purpose of this agreement is to define the procedure for a cotutelle de thèse *or PhD partnership* between the two higher education institutions named above; it sets out detailed implementation rules for the following PhD thesis:

Mr/Ms *:* ……………………......................……………………………………..............................

In the following, **“doctoral student”**

Discipline/Faculty ..............................................................................................................

Title....................................................................................................................................

....................................................................................................................................

The cotutelle de thèse or PhD partnership enters into force on

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Date of the formal approval of the topic of the PhD thesis at the Swiss cantonal university or federal institute of technology or the foreign higher education institution (in accordance with their regulations) /

*jour d'acceptation formelle du sujet de thèse au sein de la haute école universitaire suisse ou de la haute école étrangère (selon leurs règlements),*

until the day of the thesis defence or similar, at the latest /

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The doctoral student fulfils the requirements of both higher education institutions with regard to admission to doctoral study, courses and exams as well as to completing the PhD thesis and obtaining the title of doctor (PhD)./

**Article 2**

Organisation of stays

The work conducted at each higher education institution is agreed jointly by the PhD supervisors; due consideration must be given to a balanced distribution of time spent at each partner institutions.

**Article 3**

**Swiss cantonal university or federal institute of technology**

Fees

The doctoral student is enrolled at both higher education institutions.[[1]](#footnote-2) The enrolment/semester fees are paid to the Swiss cantonal university or federal institute of technology

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responsible for administering the procedure.

By contrast, the higher education institution

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waives the enrolment/semester fees, subject to any fixed taxes required by the regulations of this higher education institution.

**University of applied sciences UASA - University of teaching education UTE**

Fees

The doctoral student is enrolled at one of the two higher education institutions; the enrolment/semester fees are paid to the following higher education institution

……….…………………….……………………………………….....................…………………

which is responsible for administering the procedure.

By contrast, the higher education institution

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waives the enrolment/semester fees, subject to any fixed taxes required by the regulations of this higher education institution.

**Article 4 */ Article 4***

Insurance

The doctoral student is insured against illness and accident in both countries for the entire duration of doctoral study, in accordance to the legislation of each country.

**Article 5**

PhD supervisors

The thesis is completed under the joint supervision of / (name and position) at higher education institution

.....................................................................................................................................

and (name and position) at higher education institution

.....................................................................................................................................

who exercise fully their role as PhD supervisors. Their responsibilities are defined in the   
applicable legal foundations of each higher education institution.

**Article 6 */ Article 6***

PhD defence or similar and examination committee

The thesis defence or similar for both higher education institutions is held in

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The examination committee is composed to equal parts of academic representatives designated by each higher education institution, with due consideration given to the regulations of each institution (appended to this agreement). It is required that both PhD supervisors sit on the examination committee.

**Article 7**

Language

The language/s in which the PhD thesis and the summary are edited must comply with the applicable rules of the higher education institution at which the thesis is defended.

The PhD thesis is written in .................................................................................................

The summary is written in .......……………*…….*......................................................................

and will be defended during the PhD examination in the ………………….…....... language.

*…………………………………………………*

**Article 8**

Exchange of information

The two higher education institutions exchange via the PhD supervisors all information and documents necessary to conclude this agreement on implementing the cotutelle de thèse or PhD partnership.

Both institutions undertake the mutual exchange of documents related to regulatory and/or technical provisions in each of the two countries and/or institutions regarding the deposit copy and printing the PhD thesis.

The regulations of both countries concerning the deposit copy and printing the thesis areappended to this agreement.

yes  no

**Article 9**

Publication of the PhD thesis

The publication of the PhD thesis is guaranteed by both higher education institutions in  
accordance with their applicable regulations.

**Article 10**

Deposit copy, authorial information and printing the PhD thesis

Details regarding the deposit copy, authorial information and printing the PhD thesis are set out in the applicable regulations of each higher education institution.

**Article 11**

**Swiss cantonal university or federal institute of technology *HEU***

Issue of the certificate

Both higher education institutions award the doctoral degree in accordance with the applicable regulations of each higher education institution and on the basis of a positive decision by the examination committee.[[2]](#footnote-3)

**Option 1:** Each higher education institution issues a separate doctoral degree certificate for the same PhD thesis. The text of the certificate must specify that it is a joint doctoral degree obtained in the framework of a cotutelle de thèse   
between the Swiss cantonal university or federal institute of technology ….......................................... and the higher education institution …………………..…….............. .

**Option 2:** The two higher education institutions issue a joint doctoral degree certificate. This meets the requirements of both higher education institutions and confers upon the holder all relevant rights at both higher education institutions.

Title of the certificate of the higher education institution /

…….………………………………………….………………………………………………………

*Title of the certificate of the Swiss cantonal university or federal institute of technology* /

…….………………………………………….………………………………………………………

**University of applied sciences UASA - University of teaching education UTE**

Issue of the certificate

The foreign higher education institution confers the doctorate in accordance with the applicable regulations of each higher education institution and on the basis of a positive decision by the examination committee

The foreign higher education issues the doctoral degree certificate. The text of the certificate must specify that the doctorate was completed in the framework of a PhD partnership between higher education institution ……………….……… and higher education institution ………………………

Title of certificate awarded by the foreign higher education institution

…….………………………………………….………………………………………………………

**Article 12**

Extension / *Prolongation*

Each request for extension of the preparation period of the PhD thesis must be approved jointly by the competent authorities at each higher education institution. /

**Article 13**

Entry into force

This cooperation agreement enters into force with the signature of both parties and the countersignature of the doctoral student; it remains in force until the end of the academic year in which the PhD thesis is defended.

This cooperation agreement is deemed terminated if the doctoral student submits written   
notice ending his/her PhD thesis in the framework of a cotutelle de thèse or PhD partnership.

If a PhD supervisor resigns from his/her position, the doctoral student is given a time frame in which he/she must find a substitute. It is also possible that the higher education institutions may agree to terminate the cooperation.

**Article 14**

Additional provisions

Appendix …….................................................… to this cooperation agreement defines the employment conditions and financial compensation between the two institutions responsible for the cotutelle de thèse *or PhD partnership* /

Cooperation agreement issued in ........ original copies

For higher education institution For higher education institution

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The rectors or presidents

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(Name) (Name)

(Date) …………………………….…………....... (Date) …..............……………………………..…………

The heads of departments or the deans

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(Name) (Name)

(Date) …………………………….…………....... (Date) …..............……………………………..…………

The PhD supervisors

....................................................................... .....................................................................................

(Name, Position)(Name, Position)

(Date) ………………………………... (Date) …..............………………………………

I hereby declare my agreement with the present cooperation agreement.

*.*

(Last name, First name of doctoral student)

(Signature, Date)

**Appendix *:***

* The regulations concerning deposit copy and printing the PhD thesis in both countries /
* Others : ………………………...........................................…………………………………………………...……

1. In the case of a partnership between a Swiss cantonal university or federal institute of technology and a higher   
   education institution abroad that does not have the authority to confer a PhD, enrolment is possible only at the Swiss institution. [↑](#footnote-ref-2)
2. In the case of a partnership between a Swiss cantonal university or federal institute of technology and a higher   
   education institution abroad that does not have the authority to confer a PhD, only the Swiss cantonal university or federal institute of technology issues the certificate. The text of the certificate must specify that doctoral study was completed in the framework of a PhD partnership with the foreign higher education institution X. [↑](#footnote-ref-3)