

Guidelines for the activation of cotutelle agreements with the University of Padova

A cotutelle is a binational collaboration set up by means of a legally binding agreement, signed by two universities located in two different Countries, for a specific PhD candidate. It is aimed at the awarding of a double or joint PhD degree, once the terms of the agreement are completed, all requirements are met, and the doctoral dissertation is successfully defended. During his/her PhD, the student is registered at both universities, is supervised by at least one supervisor from each partner institution, and is required to carry out their research work at both universities, according to a well-balanced mobility scheduling

Requirements for the activation of a cotutelle agreement

The request for activation of a cotutelle agreement for outgoing doctoral students must be submitted **within the 15 months** of PhD in the case of three-year doctoral courses, or within 18 months from the start of the course for four-year doctoral programs.

In the case of incoming PhD students, requests must be submitted within:

- the first 18 months for PhD courses lasting 3 or 4 years,
- the first 36 months in case of longer Phd Courses.

Request for activation of a cotutelle agreement

The request for activation of a cotutelle agreement is submitted by a PhD student along with a letter of acceptance by his/her two supervisors (the one at the University of Padua and the one of the partner university).

In the case of incoming PhD students, the following will be attached to this request:

- Certificate of enrolment in the PhD course showing the date of first enrolment and the duration of the study course.
- Copy of identity document

After receiving the request for activation, the Academic Board of the Doctoral Course will have to approve the cotutelle.

Content of the Cotutelle Agreement

The University of Padua can propose its own draft individual cotutelle agreement.

The framework agreement is not mandatory, unless explicitly requested by the partner university.

The agreement must indicate:

- The two supervisors
- The provisional title/subject of the thesis

- The expected mobility period at the Host University, which must be at least 6 months. Mobility periods will be considered valid only if subsequent to the submission of the request for activation of the cotutelle
- Details about the final examination (e.g. the composition of the board of examiners) and the procedures for the award of the Degree
- The safeguard of the intellectual property right and of the research results as well as any other significant issues for the co-tutelage of the doctoral thesis
- Particular requirements (e.g. certain number of publications) for admission to the final exam, the composition of the final exam committee and the discussion provisions. For outgoing PhD students, the rules contained in the University Regulations for PhD courses apply (DR 2996/2022 of 20 July 2022). For incoming doctoral students the rules of the home office will apply.

Outgoing PhD students will have to specify in the reports for admission to the following year the relations maintained with the partner institution and the co-supervisor; both supervisors will have to countersign the report.

For incoming PhD students, this information must be contained in a final report drawn up by the two supervisors and sent to the Academic Board of the UNIPD Doctoral Course before the final defence.

Final rules

These Guidelines were approved in the meetings of the Council of Doctoral Course Coordinators of 20 December 2022 and are applicable from the 38th cycle onwards.