

## **INTERNATIONAL THESIS CO-SUPERVISION PROCEDURE UNIVERSITY OF STRASBOURG**

### **THE INTERNATIONAL THESIS CO-SUPERVISION AGREEMENT AIMS TO:**

- strengthen the international dimension of doctoral training,
- encourage the mobility of doctoral students in different scientific and cultural spaces,
- develop scientific cooperation between French and foreign research teams.

### **REFERENCE TEXTS**

*Decree of 25 May 2016 setting the national framework for training and the modalities leading to the issuance of national doctoral degree  
The University of Strasbourg's Doctorate Charter*

### **SUBJECT**

This procedure aims to define the process for establishing and monitoring international thesis agreements between the University of Strasbourg and higher education institutions abroad which are also entitled to award doctoral degrees. The co-supervision agreement sets the terms of co-supervision.

Thesis co-supervision will necessarily be international.

### **GENERAL CONDITIONS**

- The thesis co-supervision agreement must be **signed in the course of the first year of doctoral study**, and in any event, **not later than when registering for the second year of doctoral study**.
- **Two thesis supervisors** support the student, one at the University of Strasbourg and one in a foreign higher education institution.
- The preparation of the thesis is done in alternating periods between the institutions. Time spent at the University of Strasbourg: **a target of 50%** of time spent in each country. Minimal tolerance at the University of Strasbourg: **1/3** of the period covered by the co-supervision agreement.
- Registering **with both institutions** each year is compulsory.
- A **single** oral presentation is scheduled (the University in which the oral presentation will be held is to be specified).
- Both degrees or a joint degree are awarded.
- If the language of in which the thesis is written is not French, the thesis shall be supplemented by a substantial summary in French (**with a volume of 10%** of the manuscript).
- Registration fees are paid to **one institution per year**, alternating between the 2

institutions. In any case, the registration fees for the year of the oral presentation are owed to the University of Strasbourg if the oral presentation takes place at the University of Strasbourg.

- The agreement is written **in 2 languages**: French and the language chosen by the partner institution.
- **3 original** copies of the agreement are required (or more if the partner so requests). One copy is for the doctoral student, the second one for the partner institution and the third one for the University of Strasbourg.
- The co-supervision agreement takes effect on the date of the last signature and remains valid **until the oral presentation**, unless stated otherwise.
- Any modification of the conditions set out in the original agreement shall be the subject of an amendment with the same signatories.
- The agreement shall automatically end **on the date of the oral presentation** of the thesis.
- The convention shall end if the candidate gives up, is no longer allowed to register, waives the co-supervision or is transferred to another university. A closing amendment must be produced in this case.

## MANDATORY PREREQUISITES

- The co-supervision application may only be made for candidates who receive a **doctoral registration approval** from the graduate school concerned by the doctoral project.
- Inquire about the registration conditions in the 2 institutions and be accepted for doctoral study **in each institution**.
- Comply with the requirements of the home university and the partner university.
- Ensure that the thesis supervisors and research centres are willing to cooperate.
- No agreement will be signed if it has not received approval from the administrative advisor responsible for managing co-supervision at the University of Strasbourg.

## THE DOCTORAL STUDENT

- **Specifically defines** the co-supervision thesis project with his or her thesis supervisors.
- Finds out about the co-supervision process from the administrative advisor.
- Contacts the graduate school and makes a **doctoral study registration authorisation application** to the University of Strasbourg (if the home institution is abroad).
- Finds out about the **conditions of admission** for doctoral study at the partner institution (if the home institution is the University of Strasbourg).
- Contributes to the drafting of the co-supervision agreement.

## THE THESIS SUPERVISOR

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- Often **initiates** the co-supervision project.
- Contacts university colleagues abroad **or** receives a request from an international partner to set up the project.
- Contacts the administrative advisor to draft the agreement.
- Works in conjunction with the administrative advisor throughout the process.
- Checks the co-supervision project agreement with the doctoral student and validates it before sending it to the administrative advisor for a final verification.

## THE GRADUATE SCHOOL

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- Gives a **scientific opinion** on the co-supervision project and check the feasibility in the concerned laboratories.
- Receives the doctoral study registration authorisation application file from the doctoral student (if the home institution is abroad) and decides on the application.

## THE ADMINISTRATIVE ADVISOR

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- Is the **intermediary** between the 2 universities.
- Supports all stages of the process.
- Checks that the conditions and prerequisites for setting up the co-supervision have been met.
- Sends the University of Strasbourg's co-supervision agreement template to the doctoral student and the thesis supervisors.
- **Develops the draft agreement** in consultation with the various stakeholders (graduate schools, thesis supervisors, the partner university, the doctoral student).
- Is responsible for **verifying** the document and any changes and additions.
- Sends the validated document to the partner university for approval.
- Decides when the document **can be signed** by the doctoral student, the thesis supervisors, the directors of the graduate schools and the Presidents of both universities.
- Is responsible for monitoring agreements after they have been signed (sending them to the partner university, the thesis supervisor at the University of Strasbourg, the graduate school and the doctoral student).
- Retains an original copy of the agreement for the University of Strasbourg.
- Is responsible for any changes made to the original co-supervision project (drafting and monitoring amendments).

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