# **Agreement on Joint Doctoral Supervision and Training**

# **COTUTELLE**

between

**The University of Warsaw,** with its seat in Krakowskie Przedmieście st., 26/28, Warsaw, Poland, represented by the Rector ………….

and

……………………. with its seat in ……………….., represented by ……………….

of the following content:

**§ 1**

**Purpose**

The Parties establish a joint supervision of the doctoral dissertation of Mr./Ms. ………………………... *(name and surname),* thesis title: „………………………………………………………”.

 on the day of concluding the present Agreement.

**§ 2**

**Co-supervisors**

The academic supervision of the doctoral dissertation is provided by:

* ………..…..……... *(academic degree, name and surname),* from …………….….,
* …………………… *(academic degree, name and surname),* from ………………...

**§ 3**

**Intellectual Property**

The conditions for the publication of the doctoral dissertation and its use before publication, as well as for the protection of the topic and research results, are determined by the relevant provisions of law.

**§ 4**

**Admission and status of the doctoral candidate**

1. The Ph.D. student is accepted to doctoral programme in both institutions with simultaneous mutual exemption from both administrative and tuition fees, subject to separate national regulations.
2. Date of admission to the doctoral programme:
3. University of Warsaw: ……………….
4. University …………..…………………
5. The Ph.D. student has a right to social insurance and a right to common health insurance in accordance with the relevant provisions of generally applicable law.
6. The Ph.D. student while residing in …………. should pay on his/her own for insurance, especially for insurance covering the unfortunate results of accidents (accident insurance), and also fulfil the formalities needed in order to be admitted for free treatment. Neither of the parties is responsible for a Ph.D. student not having proper insurance or for not having appropriate insurance.

**§ 5**

**Distribution of work time**

1. The period needed for preparing and writing a doctoral thesis is spent by the Ph.D. student at the University of Warsaw and at …………….. in accordance with a schedule determined in agreement with the supervisors and heads of relevant units in charge of doctoral programmes at both institutions.
2. The period designated for the preparation of the doctoral thesis on Ph.D. programme must not exceed 4 years, counting from………………………… *(date of admission to the doctoral programme in Poland).*
3. Any extension of the doctoral programme on the Ph.D. student’s request must meet with the approval of both Parties to the Agreement, in accordance with state legal regulations.

**§ 6**

**Assessment process**

1. The Academic Council of………………………………….. of the University of Warsaw takes steps in the procedure for awarding the doctoral degree, with the reservation that the supervisors are appointed by the Council of the Doctoral School. The Academic Council also accepts the reviews of doctoral dissertation in accordance with the regulations in force in Poland. The above activities are also carried out by the partner institution in accordance with the applicable regulations.
2. At the University of Warsaw, a doctoral student is obliged to take doctoral examinations in the scope specified by the Academic Council of Discipline. The defence of the doctoral dissertation is carried out in accordance with the provisions applicable to both institutions.
3. The University of ……………… *(partner institution)* may additionally oblige the Ph.D. student to carry out the stages of the procedure for awarding the doctoral degree in accordance with the applicable regulations.
4. Both institutions issue doctoral diplomas in accordance with the applicable national regulations.
5. The Academic Council of Discipline of the University of Warsaw grants the academic degree of *doktor* in the field of relevant scientific discipline (abbreviation ‘dr’) according to the regulations in force in Poland.
6. ……………... *(partner institution)* grants ………….. (abbreviation: „…“) in accordance with the regulations in force in ………….

**§ 7**

**Examination procedure**

1. Members of the examination committee appointed to conduct the examinations mentioned in § 6 it. 2 of the present Agreement are appointed in accordance with the regulations in force at the University of Warsaw, as it is an activity required by the UW.
2. Members of the doctoral committee, appointed to propose candidates for reviewers, to permit the defence of the Ph.D. student and to carry out the defence of the thesis, shall be chosen in accordance with the rules applicable in both institutions. The doctoral committee consists of representatives of both institutions, entitled to perform this function, and has at least ………. members.
3. Three reviewers and …… supervisors appointed by the Polish and ……….. side are also the members of the doctoral committee, unless it is contrary to the provisions of any of the Parties to the Agreement.
4. It is also possible to appoint members of the doctoral committee from outside both institutions.
5. The supervisors’ renumeration will be paid by ………..*(to be agreed)*
6. The renumeration of the reviewers will be paid by ………..*(to be agreed)*
7. The costs related to the travel and stay of the members of the doctoral committee from …………., shall be divided equally between the Parties to the Agreement. *(to be agreed)*

**§ 8**

**Defence of thesis**

1. The doctoral examination and the defence of a doctoral thesis shall be conducted in the language agreed by the Parties to the Agreement.
2. The doctoral dissertation will be written in ………………..
3. The summary of the doctoral dissertation will be written in…………....
4. The defence of the doctoral dissertation will be held at the University of Warsaw.

**§ 9**

**Data recording**

The entity responsible for entering the data of the procedure for awarding the doctoral degree to the POL-on system is the University of Warsaw.

**§ 10**

**Entry into effect**

The present Agreement is concluded on the date of its signing by representatives of both Parties and shall remain in force until the completion of the procedure for awarding the doctoral degree under the doctoral programme.

**§ 11**

**Termination**

1. Each Party may terminate the Agreement if it considers that the quality of research and the progress in the research work of the Ph.D. student are unsatisfactory or for other important reasons, this Agreement cannot be performed.
2. Each Party may terminate this Agreement in writing with a 30-day notice period, counted from the date of delivery to the other Party of the declaration of termination.
3. The present Agreement shall be terminated if the Ph.D. student ……………….. is expelled from the doctoral programme at either institution as of the date of expulsion.

**§ 12**

**Modification**

Any changes to the present Agreement and its termination must be made in writing under pain of nullity.

**§ 13**

**Final provisions**

1. The provisions of the present Agreement shall not supersede the national provisions applicable to both Parties related to the education of doctoral students and the awarding of the doctoral degree. The Parties to this Agreement are bound by these regulations and established procedures relating to the awarding of academic degrees. Should any provision in this Agreement prove to be illegal or inapplicable, that shall not constitute grounds for contesting the remaining provisions of this Agreement. The said provision will not be deleted, but should be modified by mutual consent in such a way that it becomes lawful and applicable.
2. In the event of any disputes arising from this Agreement, these disputes shall be settled amicably by the Parties, and in the event of disagreement by Polish courts. The law applicable to this Agreement is Polish law.
3. The present Agreement has been drawn up in four copies in English. All copies of the Agreement have equal legal force.

**§ 14**

**Processing of personal data**

Information regarding the processing of personal data by the University of Warsaw for representatives, proxies, and members of corporate bodies or other entities cooperating or contacting the University of Warsaw is attached to the present Agreement.

|  |  |  |
| --- | --- | --- |
| The University of Warsaw |  | ……………………………..……………………………………………………….. |
| RectorProfessor Alojzy Z. Nowak*(academic degree, name and surname)* |  | …………………………. *(academic degree, name and surname)* |
| Place: .................... Date: ................ |  | Place: ...................... Date: ................ |
| Signature:......................................... |  | Signature: ............................................ |
|  |  |  |
|  |  |  |

**I have accepted this Agreement and I approve of its content with regard to the obligations imposed on the supervisor**:

|  |  |  |
| --- | --- | --- |
| Doctoral dissertation supervisorat the University of Warsaw |  | Doctoral dissertation supervisorat …….…………………….. |
| ………………………………………..*(academic degree, name and surname)* |  | *…………………………………………**(academic degree, name and surname)* |
| Place: ..................... Date: ............. |  | Place: ......................... Date: .............. |
| Signature:....................................... |  | Signature:............................................ |
|  |  |  |
|  |  |  |

**I have accepted this Agreement:**

Mr/Ms………………………………………

*(doctoral student)*

Place: ....................... Date: ...................

Signature: ..............................................

|  |  |  |
| --- | --- | --- |
| Head of the Doctoral School of ………………………………………of the University of Warsaw………………………………………*(academic degree, name and surname)* |  | ……………………………………….…………………………………….…………………..………………………........................................................*(academic degree, name and surname)* |
| Place: .................. Date: ……...... |  | Place: ...................... Date: ……..... |
| Signature:..................................... |  | Signature:........................................ |

Chair of the Academic Council

of Discipline ………………………

of the University of Warsaw

…………………………………...…

*(academic degree, name and surname)*

Place: .................. Date: ..............

Signature: ....................................