



## **PROCEDURES TO ESTABLISH A JOINTLY SUPERVISED (co-tutelle) of PhD THESIS**

**(Double PhD Degree, UniBS as administrative seat)**

### **Preamble**

#### **CRITERIA**

The basis of co-supervision is the stipulation of a framework agreement between the Universities and a specific (nominative) agreement for each PhD student who decides to activate a double degree.

The jointly-supervised PhD agreements are promoted by the Conference of Italian University Rectors (CRUI) which, at present, has signed four framework agreements with the [French Conference of University Presidents on February 13, 1998](#), the [Conference of Rectors of Spanish Universities on June 15, 1998](#), the [Conference of Rectors of Universities in Germany on November 17, 2000](#) and the [Conference of Rectors of the Swiss Universities on February 26, 2003](#).

PhD individual agreements (aimed at individual PhD candidates) on double-degrees (co-tutelle) shall be signed with universities of any of the above-mentioned Countries.

**If you are interested in signing a PhD Double Degree (co-tutelle) Agreement with universities of other Countries bear in mind that the foreign partner university must sign a framework agreement with UniBS other than the PhD individual agreement aimed at a particular PhD candidate.**

In order to start a jointly supervised PhD agreement, the following requirements are needed:

- PhD Double Degree (co-tutelle) Agreements can be activated during the 1<sup>st</sup> and maximum within the first half of the 2<sup>nd</sup> year at a PhD Programme of UniBS or in non-Italian University (“incoming” PhD Double Degrees”).
- The PhD Board of Professors must give a favourable opinion. In case UniBS is the partner university, the PhD Board of Professors must also decide the cycle of enrolment of the student and the supervisor at UniBS.
- An individual agreement must be arranged between the two Universities and signed by their legal representatives.
- The PhD student must be enrolled, following the subscription of the agreement, in a PhD programme at each University involved in the agreement.
- PhD Double Degree (co-tutelle) Agreements for non-Italian University (“incoming” PhD Double Degrees”) enrolled students must envisage a period of at least 18 months to be spent at UniBS, even not continuously, to obtain the PhD University Degree.

UniBS PhD student must take care of inquiring about the requirements set by the partner Institution for the launch of a cotutelle / joint degree. For example, many institutions, unlike UniBS, set a deadline for the submission of cotutelle projects, or require it to be approved by a specific committee. It is therefore recommended that UniBS PhD student or his/her professor checks these requirements with the competent office.

## PROCEDURES

**1)** Identify at the foreign University a:

- PhD Programme / Course similar or related, from a scientific point of view, to the PhD Programme of enrolment at UniBS
- one or more PhD / scientific supervisor(s).

**2)** Your PhD research project in co-tutelle (double degree) must be approved by UniBS PhD Board of Professors. Done so, the Agreement will be approved by UniBS Department seat of the PhD Programme and sent for approval of UniBS bodies to the U.O.C. Dottorati / Secretariat of the PhD Office.

**3)** The partner Universities must sign the Co-tutelle (double degree) agreement (samples in English and French are available herein online and by contacting the U.O.C. Dottorati / Secretariat of the PhD Office). The U.O.C. Dottorati / Secretariat of the PhD Office support the PhD Board of Professors in the administrative procedures to be finalised (definition of the individual PhD agreement, approval of the Academic Senate, etc.).

**4)** UniBS PhD student/candidate enrolls at the foreign University partner in the co-tutelle (double degree) agreement, pursuant to the rules in force at the foreign University.

**5)** Methods and frequency of the evaluation of PhD students abroad are established by the foreign scientific representatives in agreement with UniBS PhD Board of Professors and as provided in the individual co-tutelle (double degree) Agreement, in respect to UniBS PhD Regulations in force.

For UniBS PhD students the provisions are set in the PhD Regulations, issued by Rector's Decree of 29<sup>th</sup> March 2022, Index n. 294, Prot. no. 153432, and subsequent amendments.

## Financial Support

UniBS students holding a PhD scholarship can apply for a 50% increase of the scholarship in case of authorized period of research abroad. This increase may be benefitted for up to a maximum of 18 months (not necessarily for consecutive periods of time).

PhD students not benefitting a scholarship are also entitled to apply for a 50% increase of the yearly gross value of a PhD scholarship, in case of authorized period of research abroad. This increase can be benefitted for up to a maximum of 18 months (not necessarily for consecutive periods of time), in the form of reimbursement of expenses.

PhD students can apply to obtain grants from other sources, such as the Vinci Call (only for jointly-supervised PhDs involving a French institution), or to Erasmus Programme funds.