

université  
PARIS-SACLAY

LA MAISON  
DU DOCTORAT

# The international cotutelle of doctorate



## Table of contents

<b>1. International cotutelle of doctorate</b> .....	2
1.1. Presentation of the cotutelle system.....	2
1.2. Eligibility criteria .....	3
1.3. Steps of the implementation process .....	4
1.4. Modification, extension or termination of the joint supervision .....	5
1.5 Defending a cotutelle doctorate .....	6
<b>2. Funding and assistance</b> .....	6
<b>3. Contact details</b> .....	7

## 1. International cotutelle of doctorate

The aim of the international cotutelle of doctorate is to give doctoral students an international outlook by carrying out their research work from the 1st year in two higher education establishments in France and abroad.

Doctoral students carry out their work under the responsibility of two thesis supervisors, one belonging to Universit  Paris-Saclay and the other belonging to the partner institution. During the doctorate, **a 12-month period of mobility** in each partner institution is required.

The doctoral student defends his/her doctorate in one of the partner institutions and obtains a double doctoral degree from the two partner institutions accredited to award it.

### 1.1. Presentation of the cotutelle system

The international dimension of the doctoral programme is emphasised by Universit  Paris-Saclay. For this reason, the University is committed to promoting the international cotutelle and to extending scientific cooperation with its international partners by concluding an agreement.

The international cotutelle programme is regulated by the decree of [25 May 2016](#).

According to **articles 20 to 23**, "the agreement may be either a framework agreement accompanied, for each doctorate, by an application agreement, or an agreement concluded specifically for each doctorate".

In the absence of a framework agreement, the individual agreement is concluded specifically for the thesis. It sets out the administrative, pedagogical and financial terms and conditions.

It specifies in particular

1  The title or subject of the doctorate, the name of the thesis director, the name of the doctoral student, the names of the contracting higher education establishments, the research units and doctoral schools, and the nature of the degree being prepared;

2  The language in which the thesis is written; when this language is not French, the writing is supplemented by a substantial summary in French;

3  The procedures for recognising training activities carried out in one or other of the higher education establishments;

4° The arrangements for payment of tuition fees in accordance with the educational provisions adopted, without the doctoral student being obliged to pay fees at several establishments at the same time;

5° The conditions under which social security cover is provided, as well as the accommodation conditions and financial aid from which the doctoral student may benefit to ensure his/her mobility.

6° The place and language of the viva; if this language is not French, the text is supplemented by a substantial summary in French.

## 1.2. Eligibility criteria

The international doctoral cotutelle agreement is set up by Maison du doctorat of Université Paris-Saclay, if the following criteria are met:

- The future doctoral student must have a Master 2 or equivalent, or be enrolled in the first year of a doctorate at Université Paris-Saclay or in the partner institution, except for certain teaching systems such as American programmes (PhD) for example.
- The project must have an international dimension and must be able to complement the thesis work.
- The doctoral student must have an HDR (qualified to supervise research) thesis supervisor in France and a thesis supervisor at the partner institution who undertakes to supervise the thesis.
- The doctoral student must have funding for the entire duration of the thesis (36 months) in compliance with the threshold indicated in [article 10-2-12 of the doctoral regulations](#).
- The doctoral student must have been admitted by one of [the doctoral schools](#) of Université Paris-Saclay.
- Be able to carry out a **12-month period of mobility at the University of Paris-Saclay**, and a minimum of **12 months within the partner institution**.

**NB:** Before submitting the cotutelle application, it is necessary to check that the partner institution is accredited to award a double doctoral degree.

### 1.3. Steps of the implementation process

Doctoral students applying for cotutelle after being admitted by the doctoral school must contact their future thesis supervisor to discuss the cotutelle project together.

- The application submission

The thesis supervisor fills in all the sections on [the online interface](#) for the cotutelle application, including those where the foreign institution is responsible for drawing up the text of the agreement. The subject of the thesis must be provided at the time of application.

The thesis director, the doctoral school and the doctoral student receive an e-mail notification of the submission of the application, which is a summary of the information provided on the online interface.

- The drafting of the agreement

The international PhD Axis of the Maison du doctorat examines the application submitted by the thesis director, as well as all the documents attached to the application.

If the doctoral student is eligible and the application meets all the conditions, the international PhD Axis of the Maison du doctorat prepares the cotutelle agreement and sends it to the thesis director and the doctoral school, if further information is required.

- Negotiation and approval of the agreement

The international PhD Axis of Maison du doctorat sends the agreement to the administrative contact in charge of cotutelle agreements at the foreign institution so that negotiations can begin.

During the negotiation period, the partner institutions must agree on the text. All the parties involved must approve the content and the terms and conditions of the agreement.

The international PhD Axis of Maison du doctorat and its foreign counterpart validate the agreement.

- Signing the agreement

The agreement can be signed either:

a) via the digital signature system:

The digital signature box allows all parties (Université Paris-Saclay and partner institution) to issue certified electronic signatures. The partner is asked to send the email addresses of the signatories in order to create them on the electronic platform. Once the digital circuit has been finalised, each signatory will automatically receive a digital copy.

Or,

b) Follow a standard procedure:

The parties are asked to affix their original signature to the paper document. The partner institution will start signing and will send the original copies by post to the international PhD Axis of Maison du doctorat. Once the documents have been signed Université Paris-Saclay, at least one original copy is sent back to the partner and another copy is archived in digital and paper form within this department.

## 1.4. Modification, extension or termination of the joint supervision

- Modification

During the doctorate, certain information may be modified in the agreement, such as a change in the thesis supervisor, a change in the timetable for the stay or a change in the distribution of the payment of tuition fees. To take these changes into account, an addendum must be drawn up.

- Extensions

If the doctoral student wishes to extend the duration of his/her thesis and the provisions of the agreement, an addendum to the agreement must be drawn up with the agreement of the doctoral school.

The total duration of the doctorate may not exceed 6 years.

- Withdrawal

The international cotutelle may be abandoned due to administrative, pedagogical, financial or personal difficulties. In such cases, the doctoral school and the international section of the Maison du doctorat must be kept informed, specifying whether the abandonment concerns:

-The doctoral cotutelle programme in favour of a single thesis registration at Université Paris-Saclay or at the partner institution,

or

-The cotutelle programme and the doctorate

### → Requesting an amendment

The steps involved in setting up an addendum are the same as for the international cotutelle of a doctorate.

The thesis supervisor makes the request via [the online interface](#).

The addendum is examined by the international PhD Axis of Maison du Doctorat and sent to the thesis supervisor and the doctoral school supervisor for further information. The addendum is then sent to the partner for validation.

Once the addendum has been validated, the procedure and monitoring of the original or electronic signature circuit via Université Paris-Saclay platform is carried out by the international PhD Axis of Maison du Doctorat.

Once the signature circuit has been finalized, a copy of the addendum is sent to the partner and at least one copy is archived by the international PhD Axis.

## 1.5 Defending a cotutelle doctorate

In order to organise the defence of an international cotutelle doctorate, it is necessary to initiate the procedure steps 3 months before the planned date.

The jury is joint and made up of members from the two partner institutions as well as members from outside the two institutions.

## 2. Funding and assistance

- [The fundings](#)

Université Paris-Saclay proposes a funding programme for international cotutelle doctorate (ADI), to promote university cooperation and the mobility of doctoral students.

→ [Learn more about this programme](#)

Every year, the French government launches a call for applications for the Eiffel Excellence Scholarship. This grant finances foreign doctoral students for periods of between 6 and 36 months.

→ [Learn more about this call for applications](#)

- The aids

Foreign doctoral students under international cotutelle or co-supervision thesis receive funding under the agreement between the two institutions. However, contingencies may arise due to the failure of the foreign party or the inadequacy of the grant paid by the home institution or country.

The aim of the call for expressions of interest (AMI) is to support these doctoral students by paying social assistance.

→ [Learn more about this aid](#)

### 3. Contact details

→ For any questions relating to the international doctoral co-supervision scheme, please send your requests to: [cotutelles.internationales@universite-paris-saclay.fr](mailto:cotutelles.internationales@universite-paris-saclay.fr)

→ For any questions relating to international welcoming, please consult the [International welcoming website](#).



