

CHARTER FOR INTERNATIONAL CO-SUPERVISION OF A THESIS

1- Regulatory framework for international co-supervision of a thesis

The terms and conditions of international co-supervision of a thesis are set out in the Order of 25 May 2016 establishing the national framework for training and the terms and conditions leading to the award of the national doctoral diploma (in particular Title III of the order).

Art. 20 - [...] A French higher education institution accredited to award the doctorate may conclude an agreement with one or more foreign higher education institutions, which enjoy the same prerogatives in their country, with a view to organising an international co-supervision of a thesis. The co-contracting institutions are bound by a principle of reciprocity. [...]

Art. 21 to 23 - The agreement may be **either a framework agreement accompanied, for each thesis, by an application agreement, or an agreement concluded specifically for each thesis.**

The thesis directors and the doctoral student sign, for the thesis concerned, the application agreement or, in the absence of a framework agreement, the agreement concluded specifically for the thesis.

In addition to the information provided for in article D. 613-19 of the Education Code concerning the training and certification procedures, in compliance with the quality requirements of this order, the agreement specifies the conditions for alternating training periods in the countries concerned.

It determines the procedures for setting up the jury and for providing material, pedagogical and linguistic support for students. It specifies in particular:

- 1° The title of the thesis, the name of the thesis director, the student, the name of the contracting higher education institutions 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 completed by a substantial summary in French;
- 3° The methods of recognition of training activities carried out in one or other of the higher education establishments;
- 4° The terms of payment of tuition fees in accordance with the pedagogical provisions adopted, without the doctoral student being obliged to pay fees in several institutions simultaneously;
- 5° The conditions of social security coverage as well as the accommodation conditions and the financial aid that the doctoral student can benefit from to ensure his/her mobility.

The doctoral student carries out his or her work under the responsibility, in each of the countries concerned, of a thesis director who carries out his or her supervisory functions in collaboration with the other thesis director(s).

The thesis shall be defended at a single defence. In accordance with the provisions of article 19 of the present decree, the president of the jury signs a defence report countersigned by the members of the jury.

The doctoral diploma(s) is (are) awarded by the academic authorities empowered to do so, on the basis of a proposal from the jury, after the defence of the thesis.

2 - Setting up the international co-supervision agreement

The international co-supervision agreement is established **at the time of the first registration for a PhD at the University Lyon 1 and in the partner university.** However, a **difference of one year** between the first registration at Lyon 1 University and the partner university (or vice versa) is tolerated. **Beyond that, it's impossible to set up a cotutelle.**

The cotutelle agreement must be drawn up in 6 original copies and its implementation must be completed before the end of the first year of the PhD. **After 18 months of negotiation, the procedure will be abandoned.**

In accordance with articles 21 to 23 of the Order of 25 May 2016, the cotutelle agreement must specify :

- the arrangements for material, pedagogical and linguistic support for students (title of the co-supervision agreement);
- the arrangements for recognition of training activities carried out in one or other of the higher education institutions
- the arrangements for payment of tuition fees
- the arrangements for setting up the jury for the defence of the thesis

The procedure for setting up the cotutelle agreement is initiated by the thesis director. The examination of cotutelle applications is managed by the « Pôle doctorat & HDR (DRED) » according to the following procedure:

Step 1 - After checking with the doctoral school to which the student belongs that it's in favor of the registration of the doctoral student concerned and the setting up of a cotutelle, the thesis director must contact the « Pôle doctorat & HDR » to check the feasibility of the cotutelle project.

Contact: **Gisèle BARBIER** (gisele.barbier@univ-lyon1.fr) - 04 72 4 316 45

This contact must be made in all cases, including when the foreign university is responsible for drawing up the text of the agreement.

Requirements for the establishment of a cotutelle :

- The student must hold a Master 2 or equivalent degree,
- The foreign university must be authorised to award the doctoral degree,
- The doctoral student must have funding of 1300 euros net per month (funding is only required during the time the doctoral student is at Lyon 1 University)
- The regulations concerning the doctorate in the partner country must be in line with French regulations.

Step 2 - The thesis director receives by e-mail:

- **An information sheet** that he or she must fill in precisely. This document will be used to draw up the cotutelle agreement. A proof of financing of the thesis and a summary of the thesis project will be attached to the information sheet.

- **The cotutelle charter**, which must be read and signed by himself, the Director of the doctoral school and by the doctoral student.

These 2 documents and the requested documents will be sent by mail to gisele.barbier@univ-lyon1.fr

Step 3 - Unless the foreign partner institution wishes to take charge of it, the « Pôle Doctorat & HDR » initiates and prepares the draft international thesis co-supervision agreement in collaboration with the thesis director and, if necessary, with the "Agreements and Partnerships" Unit (DRED).

Once the draft international thesis co-supervision agreement has been drawn up, it's sent to the correspondent of the partner institution abroad for validation or modification.

The « Pôle Doctorat & HDR » is responsible for negotiating with the foreign partner institution.

Step 4 - Once the negotiations have been completed and the content and terms of the draft agreement have been approved, the signature circuit can be initiated.

There are two possible ways of signing the agreement:

a) The partner university obtains all the signatures of the various representatives of its institution and sends all the copies by post to the Doctorate & HDR Unit. The signature circuit is then organised at the University of Lyon 1. At the end, three copies are kept (one for the « Pôle Doctorat & HDR », one for the ED and one for the thesis director). The rest of the documents are sent to the partner university.

b) Lyon 1 University obtains all the signatures of its various representatives and sends all the copies to the partner university by post. The signature circuit is then organised in the partner university. At

the end, three copies must be sent by post to the « Pôle Doctorat & HDR » (one for the « Pôle Doctorat & HDR », one for the ED and one for the thesis director).

3 - Registration of the doctoral student at the University of Lyon 1 and payment of registration fees.

The doctoral student registers simultaneously and without interruption in both institutions, **each year**, even if the agreement is being set up or signed.

Each academic year, registration and tuition fees **will be paid to only one university**, the other institution will agree to exempt the doctoral student (subject to any fixed fees imposed by the legislation in force in that same institution).

As each university will issue a diploma, the student will have to pay at least once the registration fees to the Claude Bernard Lyon1 University during his/her doctoral studies.

4 - Defense of the thesis and delivery of diplomas

The co-supervision thesis will be defended at **a single defence**, which will take place in one of the two institutions.

The defence files and in particular the documents concerning the selection of the rapporteurs and jury members **must be submitted for validation to the administrative services of both institutions at the same time.**

The jury, appointed jointly by the two institutions, is composed as follows:

- The number of members of the jury may not exceed 8
- A balanced proportion of members from each institution. **For the University of Lyon 1, the presence of the thesis director and a Lyon 1 professor-researcher (Professor or Associate Professor with HDR) on the jury is obligatory** (decision of the CS on 16 June 2008 - this rule can't be derogated)
- at least **50% of the members must be external to the two institutions and the doctoral student's research units** (this rule may be derogated - the request must be justified)
- at least **50% of professors or equivalent staff** (this rule cannot be derogated)
- **a balanced representation of women and men** (this rule may be derogated - the request must be justified)

At the end of the defense and if he/she is admitted, the doctor will have to take an oath before his/her peers (the text of the oath will be annexed to the cotutelle agreement).

When the thesis is defended in a language other than French, **it must be completed by an oral summary in French.**

When the thesis manuscript is written in a language other than French, **it must be completed by a summary in French.**

5- Conditions for the completion of the co-supervision thesis

The co-supervision thesis is conducted in compliance with :

- The University of Lyon's doctoral charter and the University Claude Bernard Lyon 1's amendment,
- The present cotutelle charter,
- The international thesis co-supervision agreement signed with the partner university.

The thesis co-supervision agreement must include the following principles:

- Co-ownership of the results of the thesis,
- Confidentiality of the parties' information,
- Any publication or communication related to the thesis must be carried out with the agreement of the parties, and in compliance with the University of Lyon's publication protocol.

The non-acceptance by the partner university of these principles will make it impossible to set up an international thesis cotutelle.

The undersigned declare that they have read the Cotutelle Charter of the University Claude Bernard Lyon 1 and agree to respect all its provisions.

The Thesis Supervisor

LYON1

I, the undersigned ----- declares to have been informed of the charter of the international co-supervision of thesis.

Date

Signature

The Doctorale school Director

LYON1

Name, First name

Date

Signature

Name of the doctorale school :

The laboratory Director

LYON1

Name, First name

Date

Signature

Nom de l'Unité de Recherche:

The doctoral student

Name, First name

Date

Signature