

VADE-MECUM COTUTELLE DE THESE

Objective

Strengthen the international dimension of doctoral schools, encourage the mobility of French and foreign doctoral students in different scientific and cultural environments, and develop scientific cooperation between French and foreign research teams.

General terms and conditions

Both partner institutions are equally responsible for supervising the thesis and research work. The distribution of workload and expenses is agreed in advance. On completion of the thesis, the doctoral student is awarded the degree of doctor and the equivalent diploma from both universities.

Non-exhaustive summary of the information contained in the agreement :

Each thesis cotutelle is governed by an agreement concluded, for each doctoral student, between the French higher education institution and the higher education institution in the partner country, in accordance with the provisions of the decree of May 25, 2016.

In particular, the agreement specifies :

- the student's name,
- names of thesis supervisors,
- thesis topic,
- host laboratories,
- the Doctoral School to which you belong,
- proven financing (mandatory) certified by the funding organization,
- date of registration for cotutelle and duration (forecast period at each institution),
- a provisional schedule for thesis work,
- the country in which the thesis will be defended,
- languages (defense, manuscript),
- the composition of the jury is established in accordance with the rules of the two countries concerned, and approved by the two institutions and the 2 doctoral schools to which the future doctoral student belongs.

As a reminder, the rules of the ED are :

- ✓ balanced representation of men and women (no single-gender juries)
- ✓ Equal representation of scientists from the two countries concerned (4, 6 or 8 members)

- ✓ a minimum of 50% of members from outside the partner institutions and the doctoral project, including rapporteurs (qualified to direct research or equivalent)
 - ✓ a minimum of 50% teachers (or equivalent)
- accommodation, social security and civil liability coverage.
 - participation in doctoral training courses during the stay in France to reach 30 credits.
 - the Thesis Monitoring Committee to register for the second year.
 - notice of termination must be given at least two months before the start of each academic year.

Selection procedures and criteria

The application must be submitted by the French thesis supervisor.

To save time, and above all to avoid a refusal at the time of registration, it is essential to obtain the prior agreement of the Doctoral School **before the foreign partner signs**. To do this, you need to send them the following information as soon as possible:

- Candidate's academic record: diplomas, grades (ranking) from the last 3 years, certificate of internship, M2 research work, letters of recommendation if applicable.
- Proven funding certified by the funding body (equal to or greater than the net minimum wage per month) corresponding to the duration of the stays provided for in the co-supervision agreement,
- Information on the co-director: if the HDR does not exist in the country concerned, please specify whether the prospective co-director has already directed (defended) theses. Please provide a CV of the co-director.

Please note:

Length of stay in France: normally 18 months/3 years (exceptionally 12 months, but no shorter).

Beyond the administrative admissibility of the cotutelle project, its validation is based on scientific, technical and pedagogical criteria.

Once the project has been validated, the French director can finalize the agreement with the appropriate department at his or her institution, and begin the administrative procedures for the future doctoral student: visa (do not bring the student before the cotutelle agreement has been officially signed), authorization to register with the ED, and final registration at the institution.