**Agreement**

**on the Joint Supervision of Doctoral Work**

between

University of Kassel, Germany

represented by the President Prof. Dr. Ute Clement

and

University of name

represented by name

The collaboration between the name and the University of Kassel offers a great opportunity for exchange of research experiences within similar although different topics, disciplines, and academic environments. The project is highly trans- and interdisciplinary. Both universities supplement each other well in the given project. The name will hereby act as lead university.

The undersigned universities agree to the preparation of a doctoral dissertation/thesis, whose completion and defence takes place under the joint responsibility of both institutions in accordance with the following conditions.

This agreement applies to

1. Full name of candidate (thereafter designated as „doctoral candidate“)

born on DD.MM.YYYY

in City/Country

1. The research topic is:

**Research title**

1. Thesis supervisors:

For the University of Kassel: Title and full name of supervisor

For Name of university: Title and full name of supervisor

Both agree to undertake the specific role of supervisor for the doctoral candidate as defined by the regulations in force at their respective institutions, and to support each other in the execution of their duties as supervisors. They will confer regularly with regard to the progress of the doctoral candidate. They will be appointed as experts in the doctoral examination procedure. Travel costs incurred in the performance of their expert tasks shall be borne by the respective university.

1. Doctoral title and doctoral certificate

at the University of Kassel: Doctor of Please select: Select a degree

at the name: Please insert degree.

Both universities hereby agree to issue  a joint certificate /  two single certificates (double degree). Both, the joint and the double degree certificate will state that the underlying doctoral thesis has been prepared by both universities within the scope of a joint doctoral examination procedure.

1. Legal basis for the doctoral degree

at Name of university are Legal Basis.

and

at the University of Kassel are the General Provisions on Doctoral Degrees at the University of Kassel from 14 July 2021 and the Special Provisions of the faculty the doctoral candidate will be registered in.

**Administrative Regulations**

The conditions for enrolment, supervision of the doctoral candidate, thesis work, defence examination, doctoral award are as follows:

1. **Registration, admission and enrolment**

The doctoral candidate must register in both universities according to the terms and regulations specific to each of them.

The doctoral candidate applied for admission / is admitted at the faculty of Please select at the University of Kassel. The admission procedure is pending. If necessary, an admission under the condition to pass additional courses in order to meet the admission criteria, is possible. The University of Kassel will not charge any registration/admission fees. Only if the candidate opts for enrolment as a student, enrolment will be due for payment.

1. **Tuition fees**

There are not tuition fees at the University of Kassel, unless the doctoral candidate opts for enrolment.

Please add if enrolment and tuition fees have to be paid at partner university.

1. **Duration of doctoral studies**

The doctoral examination procedure shall be completed within five (5) years. In compliance with the General Provisions for Doctoral Studies at the University of Kassel, the time limit can be extended upon request.

1. **Duration of stay at either university**

The doctoral candidate and the supervisors will agree on how the doctoral candidate’s time is to be divided between the two universities, taking into account the needs of the research and circumstances of the doctoral candidate. The duration of the research stay at each of the two universities must be at least time. If required, a timetable with the exact dates can be included in the appendix.

The doctoral candidate will be involved in the local research environment and be introduced to current research topics with complimentary trans- and interdisciplinary foci to those of both universities. Also, both universities shall provide a suitable work place, including access to libraries and technical facilities.

1. **Health insurance**

The doctoral candidate is responsible for appropriate insurance coverage (health, accident, civil liability).

1. **Travel costs**

Travel and subsistence expenses shall be borne by the doctoral candidate, if not agreed otherwise.

1. **Length of the Agreement**

This agreement will start from the initial registration of the student and will finish with the oral presentation of the doctoral thesis. / This agreement enters into force upon its signing by the doctoral candidate and the respective authorities of both universities.

**Academic Details**

1. **Dissertation**

The dissertation shall contain a Please select. The rules and regulations for Please select of both universities will be respected, especially with regard to publication and authorship.

The thesis will be written in the following language: Select language.

The doctoral thesis summary will be written in the following languages: Select language.

On its title page the doctoral thesis will mention that the thesis results from a joint doctoral agreement and the names of both institutions. The logos of both universities are not to be included.

1. **Thesis evaluation**

The thesis will be submitted at both universities. The submission of the dissertation is given in agreement between the institutions in conformity with their regulations. If the thesis will be admitted at one university, regulations need to be made, how the partner university receives their copies.

In order to be admitted to the oral exam, the thesis has to be evaluated by at least two reviewers, who will be appointed by the academic boards of the two universities involved.

Please name the regulations for possible reviewers.

1. **Display and acceptance of thesis**

If the majority of the examination reports recommend acceptance, the thesis must be displayed together with the examination reports for a period of 14 calendar days. The display will be in the Dean’s office of the faculty in which the thesis was written at the University of Kassel for inspection by members.

1. **Conditions for the oral defence**

If both universities have accepted the doctoral thesis, it must be defended at the name in the following language: language.

The procedures at each university for defending the thesis must be respected. The result of the defence of the dissertation will be recognized by both universities.

The thesis defence can be attended by the professors of the partner university.

Both universities must be informed of the composition of the assessment committee as soon as possible after its establishment.

The defence may be held online via a secure internet connection that serves the legal stipulations of data protection of both countries.

The defence will be graded by the members of the assessment committee.

1. **Grading**

The grading systems of both universities will be maintained. The reviewers committee and the assessment committee shall assign a grade in both grading systems for the dissertation and the oral defence.

If the dissertation or the oral defence is assessed as "failed", the doctoral candidate may   
apply for one repetition each.

1. **Publication**

Upon passing the viva voce, the doctoral candidate must meet the publication requirements based on both universities. A proof of the publication must be submitted to the Doctoral Office of the University of Kassel within two years after the oral defence. Prior to the publication the examination committee can issue the condition of content changes of the dissertation.

The publication and the use of the thesis and of any research findings, which are the result of the candidate’s work at both institutions, are protected at both institutions in accordance with their respective regulations for doctoral work.

1. **Final recommendation and content of the doctoral certificate**

Following the public defence, the assessment committee must forward a recommendation as to whether the doctoral candidate should be awarded the doctoral degree to both universities. The recommendation must be written and reasoned and signed by the members of the assessment committee. Upon submitting the proof of publication, the doctoral degree will be awarded by both universities.

The doctoral degree diploma will include the following information

* Name and date of birth of the graduate
* Time and place of the defence
* Title of the doctoral thesis
* Name of the academic area
* Information on both institutions: university and department

1. **Intellectual property**

The candidate, the supervisors and the institutions will comply with the relevant institutional policies with regard to intellectual property in order to protect the doctoral (Dr./PhD) research and the publication of research results.

**Additional Clauses**

1. The Doctoral candidate will have to possess a social security cover to stay at each university, as well as an individual insurance valid in both countries.
2. Each university has rules and regulations which the doctoral candidate is expected to comply with. In any dispute between the doctoral candidate and one of the two universities, where these regulations differ, the student will be subject to the rules and regulations, academic and disciplinary procedures, of both universities.
3. The present agreement for the joint supervision of doctoral thesis is an individual agreement and it is valid only for the doctoral candidate signing it.
4. The present agreement is valid until the date of the final exam. The agreement may be terminated under explicit request of one of the parties or the doctoral candidate. The present agreement may be modified only through a written amendment agreed by both parties.
5. **Exchange of information**

Administrative contact persons at each institution must be established and any information concerning the execution of this agreement will be addressed in English or other administrative language agreed upon to:

For the University of name:

Please insert contact details.

For the University of Kassel:

Diema Janakat and/or Christian Bischoff

University of Kassel

Doctoral Office

Mönchebergstraße 19, D-34125 Kassel, Germany

Tel.: +49-561-804-2205

E-mail: janakatd@uni-kassel.de and/or c.bischoff@uni-kassel.de

1. **Termination of agreement**

In case the doctoral candidate does not meet the terms of the agreement the institutions may consider to bring the present agreement to an end, by a joint decision. If the candidate transfers to one of the institutions to complete the doctoral education, the doctoral degree which then may be awarded, will not be a double degree. In such a case, the doctoral degree will only be awarded according to the regulation of the institution’s country in which the enrolment has been maintained.

1. **Signatures and Stamps**

This agreement enters into force after it has been signed by the authorized representatives of both institutions and the doctoral candidate:

Doctoral Candidate

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

**For the University of Name**

President of the University of Name

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

Dean of the faculty

Faculty

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

Supervisor

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

**For the University of Kassel**

President of the University of Kassel

Prof. Dr. Ute Clement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

Dean of the faculty

Select a faculty

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

Supervisor

Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date and signature*

Written in three copies.

A copy of the document will be sent to the respective contact person as mentioned in article 19. A copy will be send to the doctoral candidate.

**If applicable an annex can be included, in which additional information can be included, such as copies of the respective certificates, grading systems, etc.**

**Annex**

1. It is to ensure that the doctoral candidate has obtained the ethics approval in accordance with the regulations and follows the guidance on questions of research ethics related to the thesis work so that any form of misconduct is avoided.
2. Grading scheme at the University of Kassel:

For the evaluation of the dissertation and the disputation the following grades are used

* Grade 0,7 (With distinction)
* Grade 1 (Very good)
* Grade 2 (Good)
* Grade 3 (Passed)
* Grade 4 (Fail).

For a differentiated evaluation of the individual grades of the dissertation and the disputation according, the grades can be raised or lowered by 0.3 to intermediate values as follows: "Very Good" raised by 0.3, "Good" lowered or raised by 0.3, "Passed" lowered by 0.3. The grades 3.3, 3.7 and 4.3 are excluded.

The overall grade of the doctorate is calculated from the individual grades of the dissertation and the disputation as follows

* up to 0.99 (summa cum laude) – With highest honour
* 0.99 to 1.50 (magna cum laude) – With great honour
* 1.50 to 2.50 (cum laude) – With honour
* 2.50 to 3.50 (rite) – Passed.

1. Grading scheme at the name:
2. Draft of the doctoral certificate for collaborative doctorates in English reads:

The Faculty of

[**Faculty**] of the **University of Kassel**

and the Faculty of [**Faculty**] of the [**University**]

confer upon

[Vorname Name]

born on [DD. Month YYYY] in [City/Country]

the

[**doctoral degree**] (**lat. name**).

Having completed the formal academic procedure for being awarded a doctorate in a joint supervision by both universities by achieving the grade

[Grade] (lat. name)

in the dissertation

[**Title of research**]

as well as a successful oral defence thereof, the candidate has proven the academic ability and, based on this, achieved the overall grade

„**Rating**“

(**lat. name**)

Kassel, [DD. Month YYYY] [Place], [DD. Month YYYY]

The President The President

The Dean The Dean

# **Endnote for binational doctorates**

# [Full Name] has the right to bear the title of Doctor either in the German form or in the form specific for the participating university. No further governmental approval is necessary to bear the title of Doctor in the Federal Republic of Germany. Apart from that, the laws of the country of the participating universities apply as regards the right to bear the title of Doctor.