



UNIVERSITÉ
DE LORRAINE

DOCTORAT



HR EXCELLENCE IN RESEARCH

Direction de la Recherche et de la Valorisation
Sous-Direction des Études Doctorales



GUIDE FOR A COTUTELLE AGREEMENT

INTERNATIONAL COTUTELLE DOCTORATE

The international cotutelle doctorate is a program aiming to encourage the mobility of doctoral students by developing scientific cooperation between French and foreign research teams. Unlike cosupervision, cotutelles enable doctoral students to obtain the double title of doctor in France and in a foreign country. It is formalized by an agreement between two partner universities.

WHY A COTUTELLE? WHAT ARE THE BENEFITS?

• Double scientific expertise

The doctoral student prepares their PhD under the joint supervision of two thesis supervisors in each of the two countries concerned. They carry out their research in both countries, within two distinct teams, and thus benefits from a double scientific expertise for the supervision of their thesis.

• The opportunity of international mobility

A cotutelle involves spending significant periods of time abroad at the partner institution. These periods are an opportunity to discover another culture, or even another language, to build up a network and to work on adaptability.

• Two enrollments, only one payment

Although enrolled each year at both partner institutions, the doctoral student pays the fees at one institution only, the other agreeing to waive these fees (subject to any taxes imposed by the legislation in force), in accordance with the terms and conditions set out in the agreement.

• A single defense, two degrees

The thesis is defended during a single examination and is recognised by both partner institutions. Each institution issues its own doctoral diploma at the end of the examination.

WHAT TO EXPECT?

While cotutelle offers many benefits, it is nevertheless **an administrative arrangement with regulatory constraints**. It's important to be prepared and to plan ahead as much as possible.

Setting up the agreement between the two institutions can be a lengthy process: university regulations are sometimes difficult to reconcile, and it can be tricky to find common ground, particularly when it comes to defense requirements. In most cases, and if the cotutelle has been well anticipated, the agreement is signed before the end of the first year of the PhD. Sometimes, however, negotiations on the agreement extend beyond the first year enrollment.

In addition, the doctoral student will have to comply with the administrative and pedagogical obligations of both institutions in terms of registrations, monitoring committees, training requirements, defense procedures, and so on. They will therefore be under a double constraint.

The usual difficulties associated with mobility can also add to these obligations: obtaining a visa, health coverage, etc.

My Doc'Door (Maison du Doctorat) will be there to support you throughout your studies.

WHAT ARE THE DOCTORAL STUDENT'S OBLIGATIONS ?

A doctoral student involved in a cotutelle is subject to the same obligations as a doctoral student enrolled at UL only. These obligations are set out in the Doctoral Charter and in the cotutelle agreement.

With regard to co-supervision, it is important to remember that :

- the doctoral student must be enrolled each year in both partner institutions, as soon as the first year of the PhD.
- the doctoral student must spend a balanced amount of time at UL and at the partner institution.
- the doctoral student must complete their training at UL, but may include training taken at their other institution.
- defense procedures must be carried out at both partner institutions, in compliance with the rules in force at each institution (warning: declaration deadlines may vary from one institution to the other).

HOW TO SET UP A COTUTELLE AGREEMENT?



REQUIREMENTS FOR STARTING A COTUTELLE PROJECT

- I am about to start my thesis or I am at the beginning of my first year of thesis (2nd year tolerance if the thesis takes 4 years to complete in the partner country).
- The partner university considered for the cotutelle is authorized to award a PhD
- I have sufficient funding for my stays in France

➤ If I meet these conditions, I follow the steps described opposite.

WHEN TO START A COTUTELLE ?

A cotutelle is something you plan ahead: you cannot just improvise it during your PhD. It's a project that has to be built up beforehand or at the very beginning of your PhD.

The questionnaire prior to drawing up the agreement (STEP 1 opposite) must be sent to our services as soon as possible, and in any case before March 1st of the year in which the cotutelle starts (for a cotutelle to begin in 2023-2024, the questionnaire must be sent to our services before March 1st 2024). After this date, it will not be possible to set up the cotutelle.

The year in which the cotutelle begins is the first academic year for which the doctoral student is registered at the two partner universities. The cotutelle agreement only takes effect if the student is registered in both universities.



STEP 1 : Fill in the preliminary questionnaire

Complete the online questionnaire **as soon as possible, and before March 1st of the first year of enrolment. No applications will be accepted beyond this date..**

Access the questionnaire



STEP 3 : Preparing the agreement

Once the application has been approved by the Doctoral School, the officer in charge of cotutelles will draft a first version of the agreement based on the information provided in the questionnaire.

NB: it is best to use the "UL" template provided. However, the partner university may wish to use its own model agreement. In this case, please contact the officer in charge of your file.



STEP 5 : Wait for the agreement to be validated by the partner

Once the agreement has been drafted and validated by the cotutelle officer, it must be sent to the partner university for modifications and approval. Depending on how the partner university is organised, the UL officer may be responsible for the exchanges or may leave you in charge.



ETAPE 7 : Registration

Once the agreement has been signed, administrative registration for the 1st year can begin. Depending on the case and the alternation of payments, enrolment at UL may be offered before the agreement is finalized.

STEP 2 : Pre-register



The doctoral student's application must be approved by the Doctoral School. **No cotutelle application will be processed before this approval.** Please contact your Doctoral School for application details.

STEP 4 : Exchange to adapt the agreement



The officer in charge of cotutelles will tell you what needs to be changed or clarified.

WARNING : no agreement should be signed without prior validation.

STEP 6 : Sign the agreement



Once the agreement is validated by both the partner institution AND UL, the signing of the documents can begin. Your officer will tell you whether the signature round begins at UL or at the partner institution.

Our main partners

(non-exhaustive list)

- Université de la Sarre
- Université du Luxembourg
- Université d'Abomey Calavi
- Université Libanaise
- Université de Liège
- Université d'Augsbourg
- Université Internationale de Rabat
- Universiti Sains Malaysia
- CENIDET
- Université de Tunis - El Manar
- Université du Québec à Montréal - UQAM
- Beihang University
- Université Libre de Bruxelles
- Université catholique de Louvain
- Université Hassan II
- Université de Sousse
- Université de Carthage
- Université de Fribourg
- Université de Montréal - UdeM
- Université de Sfax
- Université de Sherbrooke
- Université du Québec à Trois-Rivières - UQTR
- Université Mohammed V de Rabat
- Ecole Nationale d'Ingénieurs de Tunis - ENIT
- King Mongkut's University of Technology North Bangkok
- Universidad Nacional de Colombia
- Université de Gênes
- Université de Sienna
- Université Mohammed VI Polytechnique
- Université Sultan Moulay Slimane
- Université du Québec en Abitibi-Témiscamingue - UQAT
- Al-Farabi Kazakh National Univeristy
- Boğaziçi University
- Coventry University
- Education University of Hong Kong (EdUHK)
- ETS Montréal
- Ghent University
- Institut Physique Nucléaire Académie des Sciences - Pologne
- Ioffe Institute
- Kazakh National University
- KU LEUVEN
- Luleå Tekniska Universitet
- Northwestern Polytechnical University
- Politechnika Wroclawska
- Saratov State University
- Shenyang
- Sun Yat Sen University
- Universidad Nacional de Quilmes
- Università di Roma
- Université AbouBekr Belkaid de Tlemcen
- Université Cadi Ayyad
- Université Cheikh Anta Diop de Dakar
- Université d'Amsterdam
- Université de Fes
- Université de Lomé
- Université de Monastir
- Université de Mons
- Université de Palerme
- Université de Sousse
- Université Fédérale d'Uberlandia
- Université Félix Houphouet Boigny
- University of Ukraine-Kyiv Polytechnic Institute
- USEK



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