**Agreement for the elaboration of a PhD thesis under international cotutelle**

**between Universidade de Lisboa, through Instituto Superior Técnico and the (Partner University), through the (Partner School)**

The **Universidade de Lisboa**, located in the Alameda da Universidade, 1649-004 Lisboa, represented in this act by its Vice-Rector, Prof. Doutor Eduardo Manuel Baptista Ribeiro Pereira, in the use of delegated competences according item f) of nr. 1.5 of Despacho nr. 7980/2016, published in the *Diário da República*, 2nd series, nr. 115, of June 17th, in accordance with the Regime Jurídico of Degrees and Diplomas of Higher Education, as published by the Decreto-Lei nr. 63/2016, of September 13th, and by the “Regulamento de Estudos de Pós‑Graduação da Universidade de Lisboa” (henceforth assigned REPGUL), published in the *Diário da República*, 2nd series, nr. 155, August 11th, by the Despacho nr. 7024/2017, as well as by the “Regulamento de Elaboração de Tese de Doutoramento em Regime de Cotutela Internacional da ULisboa”, published in the *Diário da República*, 2nd series, nr. 45, of March 5th, by the Despacho nr. 2305/2015;

through the Instituto Superior Técnico, located in Av. Rovisco Pais, 1, 1049-001 Lisboa, represented in this act by its President, Prof. Doutor Arlindo Manuel Limede de Oliveira, in accordance with the specific rules, namely the “Regulamento Geral dos Doutoramentos do IST” and the “Regulamento dos Diplomas IST do 3º ciclo de Estudos Superiores”

and the [**name of the partner Institution**], represented in this act by its Rector, [identification], located in [address], in accordance with the [Regulation in force],

through the

[Faculty/Institute/School], located in the [address], represented in this act by its President, [identification] [nome], in accordance with the [specific regulation, if exists]

DECLARE

to be their common interest to develop scientific cooperation, both parties celebrate this agreement that sets out the guidelines for the elaboration of a PhD thesis under international cotutelle between the **Instituto Superior Técnico of Universidade de Lisboa** and the (Partner University / School) , according to the following norms:

**Article 1**

**Scope**

This agreement contains the guidelines for the elaboration of PhD thesis’ in cotutelle between the **Universidade de Lisboa** (ULisboa), through the Instituto Superior Técnico (IST), and the (Partner University / School). Specific information regarding each project is defined in an additive term, which template is part of this agreement.

**Article 2**

**Scientific domain and specialization**

The scientific domain and/or specialization of the PhD degrees conferred by both institutions must be defined and listed in the additive term of this agreement.

**Article 3**

**Supervision**

The supervisory team must be appointed by both Institutions and be fully committed to supervise the doctoral students work, being their names listed in the additive term mentioned in article 1 of this agreement. The supervisory team must not exceed three elements.

**Article 4**

**Leave periods at each institution**

1. Doctoral students are entitled to alternating leaving periods at both institutions following the regulations enforced by each country and institution.
2. The preparation of the thesis must not exceed five years total time. Each leaving period must have duration between one semester and one academic year and should preferably be spent equitably in each institution. The student must stay at the IST - ULisboa for at least 30% of the whole time, enrolling at least in one academic year, with at least nine months of effective presence.
3. The leaving periods, their duration and location, must be defined in the additive term mentioned in article 1 of this agreement.
4. Other relevant research activities can be conducted in different research units according to the PhD work-plan.

**Article 5**

**Registration and tuition fees**

1. Doctoral students must be enrolled in the doctoral programs from both institutions, at the specified scientific domain and/or specialization.
2. The tuition fees must be paid following the leaving periods and the rules and regulations of both institutions.

**Article 6**

**PhD thesis document**

1. The PhD thesis document must be written in English and include an abstract that must be written in the official languages of the institutions involved.
2. The PhD thesis abstract should have at least 1.000 words in English or (Official language of partner school), and at least 1.200 words in Portuguese.
3. The PhD thesis cover page should include the official name of both institutions, the title of the thesis, the name of the doctoral student, the supervisors, the scientific domain and/or specialization, and the year of conclusion of the thesis.
4. The remaining pages of the PhD thesis document must follow the formatting rules in force at both institutions.

**Article 7**

**Nomination and composition of the PhD thesis jury**

1. The PhD thesis jury is nominated by mutual agreement between both institutions, following the rules and regulations of each institution.
2. In case otherwise agreed, both institutions must be equally represented in the PhD thesis jury.
3. Exceptionally, if it is not possible to respect the jury composition enforced by the legislation and regulation in both countries and Universities, those in force in the University in which the examination takes place shall be respected, but not without giving notice or having the agreement of the partner University.
4. In all cases there must be an official consent from the institutions declaring their acceptance of the PhD thesis jury composition.

**Article 8**

**Location and defence of the PhD thesis**

1. The PhD thesis defence location must be decided by mutual agreement between both institutions and be indicated in the additive term mentioned in article 1 of this agreement.
2. The PhD thesis defence must be performed in English language through ‘viva voce’ examination.
3. In case different grading scales are used by each institution, the jury must perform the evaluation of the PhD thesis defence using both scales and present the final results in the appropriate evaluation form.
4. The PhD thesis supervisors are responsible for supporting the travel expenses and expenditures from external examiners invited to participate in the PhD thesis defence.

**Article 9**

**Degree and diploma**

1. The institution that hosts the PhD thesis defence should provide to the other institution a copy of the PhD thesis evaluation report made by the jury which, if required, must be translated into the official language of the other institution or, alternatively, in english.
2. The Doctoral degree diplomas granted to the PhD student will be issued separately from both institutions, mentioning that the thesis was made in cotutelle.
3. In what concerns the Universidade de Lisboa, a diploma will be issued – in the form of a *certidão de registo* – and a *Carta Doutoral* may also be issued, if required.
4. In what concerns the **(Partner University / school name)** , a <official diploma denomination > will be issued.

**Article 10**

**Publication, exploitation and protection of the theme of the PhD thesis**

The research results that arise from the doctoral research belong to both institutions, so that the publication, exploitation and protection of the theme of the PhD thesis and of the research results are assured by the two doctoral programs involved, according to the specific procedures of each university and of each country.

**Article 11**

**Social protection and insurance**

1. PhD students must be insured by the general school insurance during the period of stay at Instituto Superior Técnico from Universidade de Lisboa.
2. PhD students may subscribe for themselves a personal insurance.
3. The institutions can not be held responsible for any damage caused to the students or to a third party.
4. PhD students commits themselves to taking out health insurance, insurance against accidental physical damage and civil liability during the execution of the tasks concerning their doctoral research at the partner institutions, in accordance with the institutional and national regulations that apply in the partner institutions involved.

**Article 12**

**Visa application, travel expenses and student housing**

1. PhD students are in charge of the visa application, as well as of any other travel authorizations that might be necessary.
2. PhD students are in charge of finding the funds to cover the expenditures of their housing and/or their travelling.

**Article 13**

**Validity**

This agreement is valid for a maximum duration period of five years, being automatically renewed in case none of the partner institutions revokes it.

Drawn up in 3/4 (same number as signatures) original copies, all signed and with the same validity.

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| **By the Universidade de Lisboa,** | **By the (Partner University/ school name) ,** |
|  |  |
| Vice-Reitor of the Universidade de Lisboa,by delegation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sig.)Professor Eduardo PereiraLisboa, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) | President/Rector/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sig.)Professor xxxxxxx(Town of partner school), \_\_\_\_\_\_\_\_\_\_ (date) |
| President of Instituto Superior Técnico\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sig.)Professor Arlindo OliveiraLisboa, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) | Director/President of the [School] of the [partner University],\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sig.)Professor xxxxxxx(Town of partner school), \_\_\_\_\_\_\_\_\_\_ (date) |

**Additive term of the Agreement for the elaboration of a PhD thesis in international cotutelle between Universidade de Lisboa, through Instituto Superior Técnico and the (Partner University), through the (Partner School)**

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| --- |
| **Identification:** |
| Student’s name |  |
| Nationality |  |
| E-mail |  |
| Previous Degrees |  |
| **Registration:** |
| Date of registration | IST | **(Partner school)** |
|  |  |
| PhD programs | IST | **(Partner school)** |
|  |  |
| Duration of the leaving periods at each institution | IST | **(Partner school)**  |
| **(Repeat as many times as necessary)** |  |
| **Supervisors:** |  |
| Name | IST | **(Partner school)**  |
|  |  |
| Affiliation |  |  |
| E-mail |  |  |
|  |
|  |  |  |
|  |  |
| **PhD thesis:** |
| Thesis title |  |
| Scientific domain and/or specialization | IST | **(Partner school)**  |
|  |  |
| PhD thesis defence location |  |

Drawn up in 6/7/8 (same number as signatures) original copies, all signed and with the same validity.

|  |  |
| --- | --- |
| By the Universidade de LisboaDate/Location: Professor Eduardo PereiraVice-Rector of the Universidade de Lisboa | By the **(Partner University / school) name**Date/Location: Professor xxxxxxxxxRector / President of the **(Partner University / school)**  |
| Date/Location:Professor Arlindo OliveiraPresident of the Instituto Superior TécnicoDate/Location:Supervisor at ISTProfessor xxxxxxxxxxxxxxxxxxxx | Date/Location:Professor xxxxxxxxxRector / President of the **(Partner University / school)** Date/Location:Supervisor at **(Partner school)** Professor xxxxxxxxxxxxxxxxxxxxxxx |
| PhD Student Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |