**International Joint Supervision** **(PhD) Agreement**

**Between:**

The ENSAM institution, public school of scientific, cultural and professional nature (EPSCP) with the status of Institution of Higher Education as stated in the article L. 717-1 of the Education code, governed by the decree 2012-1223 of November 2nd, 2012 and whose address is located 151 boulevard de l’Hôpital 75013 Paris, France,

Represented by its Director General, Mr Laurent CHAMPANEY

Herein after referred to as “ENSAM”;

**And :**

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

*School status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Legislative framework governing this school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Represented by its Director/Rector:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereinafter referred to as “Partner Institution”

For ENSAM, considering :

- Education code and especially articles L123-7, L612-7, D123-12, D123-13 and D 123-14.

- Decree 2002-482 of 8 April 2002, modified by the decree 2004-703 of 13 July 2004.

- Decree of 25 May 2016 relative to the doctoral training.

For both institutions of higher education.

For Partner institution

Given the applicable regulations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[For both Institutions.

Vu la convention-cadre de coopération internationale entre l’ENSAM etl’Etablissement Partenaire en date du: \_\_\_\_\_\_\_\_\_\_\_\_\_]

# PREAMBLE

To strengthen the construction of the European region of ​​higher education and research and develop international cooperation, the institutions of higher education are in agreement with the preparation of a doctoral dissertation whose realization and defense are conducted under their joint responsibility.

The two higher education institutions agree as follows.

## Article 1 – Name of the doctoral student and title of the doctoral thesis

Mrs. Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Born the \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_

Hereinafter referred to as "the doctoral student" is preparing a doctoral thesis on the subject: « \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ »

at ENSAM, in the Doctorate School of “Sciences des Métiers de l'Ingénieur” (ED 432)

and at : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Article 2 - Registration International Joint Thesis

Each thesis preparation year, the doctoral student registers at the beginning of academic year in both higher education institutions.

He pays for each year, the registration fee to:

20\_\_/20\_\_: registration fees will be paid to [name of institution], [name of institution] agreeing to exempt [name of the doctoral student] registration fees.

20\_\_/20\_\_: registration fees will be paid to [name of institution], [name of institution] agreeing to exempt [name of the doctoral student] registration fees.

20\_\_/20\_\_: registration fees will be paid to [name of institution], [name of institution] agreeing to exempt [name of the doctoral student] registration fees.

## Article 3 – Research term and periods of doctoral research in each institution

The expected duration of the thesis preparation is three (3) academic years. It may be extended, by derogation, by specific agreement between the two institutions.

These derogations can be granted by the Director General of ENSAM on the proposal of the director of the graduate school and after consulting the Director of thesis and the Board of the Graduate School, upon reasoned request of the applicant.

The thesis preparation time is divided between the two partners of higher education institutions by alternating periods in each country and a balance is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Periods** *example : April 1st 2012 – September 30 2012* | institution **:** *please precise* | **Total for each period** |
| Period 1 | ENSAM or Partner Institution | Xx months |
| Period 2 | ENSAM or Partner Institution |  |
| etc | ENSAM or Partner Institution |  |
|  |  |  |
|  |  |  |

This Agreement signed by all parties shall enter into a binding agreement on the date of commencement of the doctoral studies \_\_ / \_\_ / 20\_\_ and expires at the thesis defense. The confidentiality provisions and the rights and obligations contained within will be in place for entire duration of the Doctorate thesis and beyond the expiration or termination of such thesis.

## Article 4 – Thesis Preparation Location

The doctoral student will reside

* at ENSAM within the research unit or research team : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* at the Partner institution within the research unit or research team : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Article 5 – Social security and liability

The doctoral student must ensure his insurance coverage at each institution signatories to this agreement and ensures liability insurance.

Social security coverage should be provided by Social Security or by voluntary individual insurance plan.

## Article 6 – Financial aid and housing conditions of the doctoral student

The doctoral student will be funded throughout the duration of his thesis preparation as follows:

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

at ENSAM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the Partner institution : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The doctoral student has the following financial aid to ensure mobility: \_\_\_\_\_\_

And the following conditions for living accommodations: \_\_\_\_\_\_

at ENSAM :\_\_\_\_\_\_\_\_\_\_\_

at the Partner institution: \_\_\_\_\_\_\_\_\_\_\_

**Article 7 – Specific details of the doctoral research progression**

An ENSAM the doctoral student, in addition to the work carried out under the control and responsibility of the supervisor, may participate in training courses, lectures, seminars and training required by the Doctorate School.

The training conducted under the requirements of the partner institution will be recognized by ENSAM as provided by section 9 below. The doctoral student will sign the thesis charter of ENSAM.

At the Partner institution, in addition to work under the control and responsibility of his thesis supervisor, the doctoral student can participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Article 8 – Thesis supervisors

The doctoral student will be supervised:

At ENSAM

By Mrs., Mr. \_\_\_\_\_\_\_\_\_\_\_

The supervisor functions are performed in accordance with the Decree of 25 May 2016.

At the Partner institution:

By Mrs., Mr. \_\_\_\_\_\_\_\_\_\_\_\_

Both supervisors are committed to fully and jointly exercise their supervisory and supervision according to the rules of the doctoral school.

## Article 9 – Terms of thesis defense and composition of thesis dissertation committee.

To be authorized to defend his thesis, the doctoral student must prove:

1) He has completed 120 hours of classes at the doctoral level.

2) He has presented an oral communication in English in an international conference.

3) He is the first author of at least one article submitted for publication in an international peer review.

The candidate's work is first examined by at least two referees, supervisors of similar research, appointed jointly by the two institutions of higher education. They must be external to doctoral schools and host institutions. The referees give their comments and opinions in written reports on which the school leaders authorize the defense. Reports are shared with the dissertation committee and the doctoral student before the doctoral defense.

The dissertation committee is composed on the basis of a balanced proportion of members of each institution of higher education. Half of the committee must be university professors or similar or equivalent rank and half of it must be from outside the two doctoral schools and these institutions. The number of members is between 4 and 8. The members of the dissertation committee designate from among themselves a chairman who must be a professor or similar or equivalent rank. The supervisors, if they choose to participate in the committee, cannot be selected as either referee or as chairman. The dissertation committee is appointed jointly by the heads of the two higher education institutions that deliver the doctorate. Chairman of the thesis dissertation committee stablishes a defense report countersigned by the all the members of the committee.

The thesis will result in an original defense, recognized by both higher education institutions. The defense is public unless exemption is exceptionally granted by the heads of both institutions for reasons of confidentiality proven in the thesis.

The thesis defense will take place at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Le doctoral student will conduct his thesis defense in following language(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The doctoral student will write his thesis manuscript in the following language(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ If the thesis manuscript is written and/or the defense is conducted in a language other than French , the doctoral student must include an additional written summary and/or an oral summary conducted in French.]

The draft copies of the thesis should have been filed in both institutions two and half months before the defense and before appointing rapporteurs and other members of the dissertation committee.

The organization of the defense will be managed by \_\_\_\_\_\_\_\_\_\_ which will communicate the useful information to the other institution.

The institution organizing the defense must particularly ensure the appointment and notification of the members of the dissertation committee and the transmission of the referee’s reports to the committee members and the doctoral student before the date of the thesis defense. Reports must be in possession of the appropriate authorities of both institutions fifteen (15) days before the date of the thesis defense.

The repartition of the defense costs (transport and accommodation of the dissertation committee) must be specified when the application is submitted, in conjunction with the (s) Director (s) of thesis and the relevant authorities.

When travel expenses exceed a certain cost, a thesis defense by videoconference may be considered.

## Article 10 – Deliverance of Doctorate Diploma

After the thesis defense, the higher education institutions will simultaneously deliver the degree of Doctor based on the report of a single defense.

The doctoral degree is awarded by the entitled academic authorities upon the acceptance of the candidate’s thesis defense by the dissertation committee.

Certification of the ENSAM diploma will contain the names of doctorate-granting institutions, an indication of specialty or discipline, the thesis title or title of principal research work, the name of the doctoral school or graduate schools, the mention of the international joint thesis, names and titles of the members of the examination committee and the defense date.

The degree awarded by the partner institution will comply with the rules of the institution.

## Article 11 – Procedures for delivery, reporting, reproduction, distribution and conservation of the thesis

Procedures for submission, reporting and printing of the thesis will be subject to the regulations and strict adhesion in France and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These terms shall be governed for ENSAM, by the decree of 25 May 2016 and for the aforementioned property by the applicable partnering law at this institution.

Special methods of protection or dissemination of the results of the thesis can be defined if confidentiality is required.

**Article 12: Intellectual Property**

The protection of the Thesis publication, exploitation and protection of research resulting from the work of doctoral student at both institutions are subject to the regulations and insured in accordance with the specific procedures for each country involved in the joint supervision.

The provisions relating to the protection and exploitation of intellectual property rights will be, if any, in a specific annex.

**Article 13: Termination Agreement**

This Agreement may be terminated by one and/or the other party at any time and especially in the case of disapproval of the doctoral student’s evaluations. Termination will be served to the doctoral student by a registered letter with acknowledgment of receipt, subject to a notice period of three (3) months.

Upon his reinstatement to the doctorate program, the doctoral student will inform the directors of two doctoral schools of his Termination Agreement.

## Article 14 – Other Provisions

Any specific annexes to this joint supervision agreement shall be deemed as contractual documents.

Made in 3 originals copies

|  |  |
| --- | --- |
| For  ENSAM  Le Directeur Général  Laurent CHAMPANEY  *Date*  *Signature and stamp* | For the  *Partner Institution*  *Title and*  *First Name - SURNAME of the legal representative*  *Date*  *Signature et stamp* |
| Thesis Supervisor  First name SURNAME  *Date and signature* | Thesis Supervisor  First name SURNAME  *Date and signature* |
| The doctorate candidate  First name SURNAME  *Date and signature* | |
| La Directrice de l’Ecole Doctorale ED 432 "Sciences des Métiers de l'ingénieur"  Anne BOUTEVILLE  *Date and signature* | The Dean of the concerned Doctoral school  First name SURNAME  *Date and signature* |