

## Checklist for binational doctoral degrees in Cotutelle programmes

In addition to our 'Guidelines on binational doctoral degrees in Cotutelle programmes', this checklist is to help supervisors of binational doctoral degrees keeping track of the progress of Cotutelle agreements.

**The process should be initiated one year before the final doctoral examination at the latest.**

The Office of Research Career Development and Graduate School will be happy to assist during the procedure ([Elena.zeissler@fau.de](mailto:Elena.zeissler@fau.de); +499131/85-20260).

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|--------------------------|---|--|
| <input type="checkbox"/> | Check if a cooperation with the partner university is supported by FAU and your faculty   | → supervisor, Doctoral Affairs Committee / Faculty Council                   |
| <input type="checkbox"/> | Request FAU model contract for binational Cotutelle programmes  | → Graduate Centre  |
| <input type="checkbox"/> | Check requirements at the partner university  | → Supervisor at partner university   |
| <input type="checkbox"/> | Are there any deadlines to meet? When is the defence planned to take place?   | → candidate, Supervisors, inform Graduate Centre                             |
| <input type="checkbox"/> | Candidate was granted admission for doctoral studies at FAU   | → candidate, Office of doctoral affairs                                      |
| <input type="checkbox"/> | Agree which party shall bear the costs (if necessary apply for third-party funding, e.g. DAAD, Deutsch-Französische Hochschule, etc.)   | → Supervisor at partner university   |
| <input type="checkbox"/> | Academic requirements and preliminary schedule agreed by both universities  | → Candidate, supervisor at partner university                                |
| <input type="checkbox"/> | Draft individual agreement  | → candidate, Supervisors, Graduate Centre                                    |
| <input type="checkbox"/> | Make sure that the Examination procedure is acceptable for doctoral affairs committee/faculty council   | → supervisor, Graduate Centre, Doctoral Affairs Committee / Faculty Council  |
| <input type="checkbox"/> | Negotiation of the agreement (can take up to several months depending on the type of contract)  | → Graduate Centre, Supervisors and partner university                        |
| <input type="checkbox"/> | Finalize agreement  | → Graduate Centre  |
| <input type="checkbox"/> | Collect signatures  | → candidate, supervisor, dean and maybe president                            |
| <input type="checkbox"/> | Keep in mind, that aspects of the doctoral procedure should be reconciled well before the defence. The "initiation of the doctoral procedure" is mandatory at FAU, irrespective of the question where the thesis is being submitted | → candidate, Office of doctoral affairs, Graduate Centre, partner university |