

BRNO UNIVERSITY OF TECHNOLOGY

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GUIDELINE NO. 1/2020

DOCTORAL STUDIES WITH A JOINT SUPERVISION OF A DOCTORAL THESIS

Article 1

Introductory Provisions

1. This guideline unifies the procedures of faculties and university institutes of BUT (hereinafter “the faculties”) during the implementation of doctoral studies with a jointly supervised doctoral thesis (hereinafter “Cotutelle Studies”).
2. Cotutelle Studies are undertaken in co-operation with a foreign university (hereinafter “Foreign University”) pursuant to the applicable provisions of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Higher Education Institutions Act), as amended (hereinafter the “Higher Education Institutions Act”).
3. Joint supervision of a doctoral thesis is ensured by two supervisors, one from each participating university; the student spends a part of their studies at BUT and a part at the Foreign University.
4. Cotutelle Studies are specified for each student in a relevant agreement on joint supervision of a doctoral thesis, the requisites of which are listed in Article 4.

Article 2

Conditions for Studies with a Joint Supervision of a Doctoral Thesis

1. At BUT, Cotutelle Studies are performed pursuant to the Higher Education Institutions Act, in particular Section 47a, and the internal regulations and ordinances of BUT and internal regulations and ordinances of the relevant faculty. Studies on the Foreign University are performed pursuant to internal regulations of the Foreign University and the laws of the country in which the Foreign University is based.
2. The student is enrolled in a doctoral programme at BUT and simultaneously in a doctoral programme at the Foreign University.
3. Each student is assigned an individual study plan pursuant to Article 32 of the Study and Examination Rules of BUT.
4. The schedule for preparation of the doctoral thesis at BUT as well as on the Foreign University is specified in the student’s individual study plan.
5. The study requirements fulfilled at the Foreign University must subsequently be recorded in the BUT information system.

6. The doctoral state examination at BUT is organised pursuant to the relevant provisions of the Study and Examination Rules of BUT and the internal ordinances of the faculty in charge of the specific studies.
7. The doctoral thesis defence is organised as a joint defence, held before a doctoral defence board appointed on the basis of proportional representation of both universities with possible participation of both supervisors and reviewers.
8. Studies at BUT as well as at the Foreign University are completed upon successful defence of the diploma thesis, on the basis of which the student is awarded with university diplomas issued by BUT and the Foreign University.

Article 3

Framework Agreement on Interuniversity Co-operation

1. BUT may conclude a framework agreement with the Foreign University on interuniversity co-operation on organisation of cotutelle doctoral studies. Individual agreements on joint supervision of doctoral theses of individual students may be concluded based on the framework agreement on interuniversity co-operation. In such cases, this framework agreement shall be included at the beginning of each individual agreement.
2. However, the existence of the framework agreement is not a necessary prerequisite for concluding an agreement on joint supervision of a doctoral thesis.
3. The framework agreement shall always be signed by the Rector on behalf of BUT; it may simultaneously also be signed by the dean of the faculty/the head of the university institute in charge of the specific co-operation. The official representative, or, as the case may be, also the official representative of its component part, always signs on behalf of the Foreign University.
4. Minimum requisites of the framework agreement:
 - a. name and address of BUT and the Foreign University, name of the corresponding BUT faculty and the corresponding component part of the Foreign University;
 - b. reference to relevant legal regulations and internal regulations of both universities;
 - c. conditions for admission to studies with joint supervision of a doctoral thesis or the manner of their specification;
 - d. provisions which state that the student shall be considered a regular student of both universities,
 - e. provisions on tuition fees, if applicable;
 - f. general conditions for studies with joint supervision of a doctoral thesis.

A recommended sample agreement is attached to this Guideline as Annex 1.

Article 4

Agreement on Joint Supervision of a Doctoral Thesis

1. Cotutelle Studies of individual students are implemented on the basis of an agreement on joint supervision of a doctoral thesis, concluded individually for each student.
2. The Agreement is executed by:
 - a. Rector of BUT in case the agreement is not concluded on the basis of an existing framework agreement;
 - b. the dean of the relevant faculty/head of the relevant university institute and an official representative of the faculty or a corresponding part of the foreign university;
 - c. the student.
3. The agreement shall be governed by the laws of both countries, the Study and Exam Rules of BUT and other internal regulations and ordinances of BUT and the regulations of the Foreign University.
4. The agreement is executed in the English language. Should the partner Foreign University require an agreement in a different foreign language, a corresponding version in the English

language must also be drawn up. In case of any disputes or discrepancies, the English version of the Agreement shall be considered decisive.

5. A recommended sample agreement is attached to this Guideline as Annex 2. Should the other party desire to use its own sample agreement, it is necessary that it be sent to the Study Affairs Department of the BUT Rectorate for approval.
6. Minimum requisites of the agreement:
 - a. name and address of BUT and of the foreign university, name of the relevant BUT faculty and the corresponding part of the partner university;
 - b. name, surname, academic degree and date of birth of the student;
 - c. name, surname, academic degree and department of both of the supervisors;
 - d. topic and the language of the doctoral thesis;
 - e. date of commencement of the doctoral studies with joint supervision;
 - f. timeline for the doctoral thesis preparation and other requisites of the student's individual study plan;
 - g. location where the defence of the doctoral thesis shall take place, i.e. the name of the university and its part;
 - h. the structure of the doctoral defence board: the number of members based on the relative representation of both universities and the manner of appointment of its chairman;
 - i. number of reviewers of the doctoral thesis and the manner of their appointment, the language of reviews of the doctoral thesis;
 - j. manner of classification of the doctoral thesis defence;
 - k. contents and the format of the minutes of the doctoral thesis defence;
 - l. number of dates of the defence of the doctoral thesis, where at least one resit date must be allowed;
 - m. information regarding issuing of diplomas and diploma supplements (the diploma or the diploma supplement must contain information that the studies were conducted under joint supervision);
 - n. provisions regarding publication of the doctoral thesis, reviews and the report on the course of the defence in accordance with relevant legislation and regulations of both partner institutions.
 - o. reference to relevant legal regulations and internal regulations of both universities;
 - p. provisions which state that the student is considered a regular student of both universities,
 - q. provisions on tuition fees, if applicable.
7. Conditions specified in the framework agreement under Article 3 need not be specified again in the agreement.

Article 5

Procedure of Submitting a Framework Agreement on Interuniversity Co-operation and the Agreement on Joint Supervision of a Doctoral Thesis to the Rector of BUT for Signature

1. The faculty shall prepare a framework agreement or individual agreement in co-operation with the corresponding department of the foreign university and send it to the Study Affairs Department of the BUT Rectorate (hereinafter "SAD") for approval.
2. SAD shall check the formal aspects of the framework agreement or the individual agreement. SAD may request the opinions of other departments of the rectorate for this purpose.
3. After incorporation of SAD's comments, the faculty shall arrange for signing by the dean/head of the university institute (in case of an individual agreement also by the student)

and forward the framework agreement or individual agreement to the Rector of BUT for signature.

4. The framework agreement or the individual agreement shall be drawn up in at least such a number of counterparts that each of the parties receives one counterpart. The original counterparts of the framework agreements and individual agreements shall be kept by the faculty.
5. After its execution by the Rector of BUT, the framework agreement or individual agreement shall be sent back to the faculty, which shall then obtain signatures of representatives of the Foreign University (unless the signatures have already been obtained).

Article 6

Final Provisions

1. This internal ordinance shall enter into effect on the day specified in the heading hereof.

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