# **AGREEMENT**

**on the system of joint supervision – co-tutelage (*co-tutelle*) in PhD programme of**

# **Mr/Ms**

between

**Uniwersytet Warszawski (the University of Warsaw)**, ul. Krakowskie Przedmieście 26/28, Warsaw, Poland, represented on behalf of the Rector of the University of Warsaw prof. UW dr hab. Marcin Pałys, by Vice-Rector **for Student Affairs and Quality of Teaching and Learning**, prof. UW dr hab. Jolanta Choińska-Mika

and

….….……………………………..……………………………..(**the University of……..**)

……………………………………., represented by the Rector, prof. ………………….

of the following contents:

# 

# In accordance with the mandatory provisions of law listed in the attachment to the Agreement:

**§ 1**

A joint supervision of doctoral thesis (co-tutelle) of Mr/Ms mgr ………………………………………………... *(Name and Surname)* is established*,* thesis title: „………………………………………………………………………………………”, on the date of its signature.

**§ 2**

Scientific Supervision of doctoral thesis prepared at the Faculty/  
at the Institute………………………….….. *(in a unit entitled to give a PhD title)* on the University of Warsaw shall be conducted by:

1. Mr/Mrs ………..…… …………………… *(Academic degree, Name and Surname),* from   
   theFaculty……………..….………..….. / Institute …………………………….…..……,
2. Mr/Ms …………… …………………… *(Academic degree, Name and Surname),* from …………………………………………………………………………………………,

who after the commencement of the doctoral assessment process at the   
Faculty…..........………………………… / at the Institute…………… …………………,   
shall become supervisors.

**§ 3**

The terms of doctoral thesis publication, the use of the thesis before its publication, protection of the topic and the research results protected by copyright law are subject to legal regulations of the country in which the thesis shall be presented.

**§ 4**

**Matriculation, health and social insurance**

1. The PhD student is admitted into doctoral studies programme at both universities with simultaneous mutual exemption from administrative fees and with the exemption from tuition fees of the partnership university, with the reservation of separate state regulations.

Date of admission to doctoral studies programme:

University of Warsaw, ……………….

University of………….., …………………

2. The PhD student has a right to social insurance and a right to common health insurance according to universal regulations in force in both countries.

3. The PhD student while residing in …………. should pay on his/her own for insurance covering the unfortunate results of accidents (accident insurance), and also fulfil the formalities needed in order to be admitted for free treatment.

**§ 5**

1. Period needed for preparing and writing doctoral thesis is organized by the doctoral student in accordance with a schedule determined in agreement with the supervisors and heads of relevant units in charge of doctoral programmes at both universities.
2. Period designated for preparation of the doctoral thesis on PhD programme must not exceed 4 years. An extension that does not exceed two years on the PhD student’s request must meet with the approval of both sides of the Agreement, in accordance with state legal regulations, counting from………………………… *(date of admission to doctoral studies in Poland).*

**§ 6**

1. The Board of the Faculty ………………………………………….. of the University   
   of Warsaw adopts resolutions regarding the initiation of a doctoral assessment process and the appointment of supervisors and reviewers. It also accepts the reviews of doctoral thesis in accordance with Polish legal regulations. The partner institution shall conduct the above mentioned stages of doctoral assessment process in accordance with its legal regulations.
2. The PhD student is obliged to take doctoral examinations at the Faculty …………………………………………….. of the University of Warsaw in the scope of: the basic discipline corresponding to the subject matter of the doctoral thesis concerned, a supplementary discipline and a modern foreign language, in the case of a candidate not holding a language certificate. The open defense (viva) of doctoral thesis shall be held in accordance with Polish and……. legal rules.
3. The University of ……………… may additionally oblige the PhD student to conduct stages of the doctoral assessment process in accordance with …………. legal rules.
4. The units of both Universities shall issue PhD diplomas in accordance with legal state regulations.
5. The Board of the Faculty ………………………… of the University of Warsaw grants a title of doktor in ……………………………. in the scope of proper scientific discipline (abbreviation “dr”) in accordance with Polish legal regulations.
6. The University of ……………... grants a PhD title in …………………(abbreviation: „dr“) in accordance with …………………….. legal regulations.

**§ 7**

**The examination committee and the doctoral jury**

1. The members of the doctoral jury, appointed to accept the doctoral thesis and its admission to an open defense (viva) and to accept the open defense (viva) of the doctoral thesis, shall be chosen in accordance with legal rules prevailing in Poland and in accordance with …….….. legal regulations. Members of the examination committee appointed to hold PhD examinations, which were mentioned in §6 point 2, 1st sentence of the present Agreement, shall be appointed in accordance with Polish legal regulations.
2. Supervisors and reviewers appointed by the Polish and ……….. side are the members of the doctoral jury in accordance with Polish and ……….. legal regulations.
3. Travel expenses and residence expenses in Poland of the members of doctoral jury and examination committee from the University of ………. shall be covered by………………………….*(subject to negotiations).*
4. Possible travel and residence expenses of the members from Polish side in …………………. shall be covered by…………………..*(subject to negotiations)*, in case of what is stated in § 6 point 3 of the present Agreement.

**§ 8**

PhD examination in the elementary field and the presentation (defence) of the PhD thesis shall be held in a language agreed by both sides of the Agreement. The language in which the thesis will be written is ……………….. An abstract of the thesis shall be written in…..

The open defense (viva) of the doctoral thesis shall be conducted at the University of Warsaw.

**§ 9**

The present Agreement comes into effect on the day of its signature by the representatives of both Universities and is valid until the end of the PhD programme conducted in the course of doctoral studies.

**§ 10**

Each side can terminate the Agreement before its conclusion if it determines that the quality of the PhD student’s researches and the progress of his/her doctoral thesis are not satisfying or if there are any other significant reasons that cause the thesis completion impossible. In case of such a situation the Agreement termination should occur six months prior to the start of the academic year at minimum.

**§ 11**

The present Agreement becomes invalid if the PhD student……………………………….. is expelled from the doctoral studies programme.

**§ 12**

Any changes to the present Agreement require an annexe in a written form, under pain of nullity.

**§ 13**

The present Agreement has been prepared in six equivalent copies: two in Polish, two in ………….. and two in English language. The copies have the same legal force.

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| --- | --- | --- | --- | --- | --- |
| Vice-Rector **for Student Affairs and Quality of Teaching and Learning** of the University of Warsaw |  | | | Rector of the University of ……………  ………………………………………….. | |
| dr hab. Jolanta Choińska-Mika, prof. UW  *(Academic degree, Name and Surname)* |  | | | Prof. ………………………….  *(Academic degree, Name and Surname)* | |
| Place: .................... Date: ................ |  | | | Place: ...................... Date: ................ | |
| Signature: .......................................... |  | | | Signature: .............................................. | |
|  |  | | |  | |
|  |  | | |  | |
| Dean of Faculty …………….of the University of Warsaw |  | | |
| ………………………………………  *(Academic degree, Name and Surname)* | |  | Dean……..…………………………..   |  | | --- | | of the University …………………. |   ............................................................  *(Academic degree, Name and Surname)* | |
| Place: .................... Date: ……....... | |  | Place: ........................ Date: ............... | |
| Signature: .......................................... | |  | Signature: ............................................... | |
|  | |  |  | |
|  | |  |  | |

The stamp of the University of Warsaw, The stamp of the University ……..….,  
Poland ………..

**I have taken into account this here Agreement and I accept its contents concerning the duties assigned to the PhD supervisor**:

|  |  |  |
| --- | --- | --- |
| PhD supervisor  at the University of Warsaw |  | PhD supervisor  at the University …………………….. |
| ………………………………………..  *(Academic degree, Name and Surname)* |  | *…………………………………………*  *(Academic degree, Name and Surname)* |
| Place: ..................... Date: ............. |  | Place: ......................... Date: .............. |
| Signature: .......................................... |  | Signature: ............................................... |
|  |  |  |
|  |  |  |

**I have taken into account this here Agreement**

Mr/Ms

*(doctoral student)*

Place: ..................................................... Date: .................................................

Signature: ...................................................................................

**I have taken into account this here Agreement**

|  |  |  |
| --- | --- | --- |
| Head of the PhD studies programme at the Faculty ………………………  in the University of Warsaw |  | Representative/Head of…...…………..  …………………………………………  in the University of ………………….. |
| ………………………………………...  *(Academic degree, Name and Surname)* |  | ............................................................  *(Academic degree, Name and Surname)* |
| Place: .................... Date: ... |  | Place: .................... Date: ....... |
| Signature: ...................................... |  | Signature: ........................................... |

**Attachment to the Agreement**

**of Mr/Ms**

**Legal regulations mandatory in Poland:**

1. Act of 27 July 2005 Law on Higher Education (consolidated text, Official Journal of Laws of 2016, item 1842 as amended);
2. Act of 14 March 2003 Law on Academic Degrees and Title and Degrees and Title in the Arts (consolidated text, Official Journal of Laws of 2017, item 1789);
3. Regulation of the Minister of Science and Higher Education of 19 January 2018 on the specific procedures and conditions to carry out activities in the doctoral and habilitation proceedings, and proceedings for awarding the title of professor (Official Journal of Laws of 2018, item 261);
4. Regulation of the Minister of Science and Higher Education of 9 August 2017 on doctoral studies and doctoral scholarships (Official Journal of Laws of 2017, item 1696);
5. Regulation of the Minister of Science and Higher Education of 10 February 2017 on education offered at doctoral studies held by establishments of higher education and research institutions (consolidated text, Official Journal of Laws of 2017, item 256);
6. The Rules of doctoral studies at the University of Warsaw.

**and legal regulations mandatory in…...:**

**1)**

**2)**

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