**Cotutelle**

**Instructions for procedure**

This instructional document for Cotutelle application has been prepared according to the Resolution 013/2021-CEP. It is valid for the international graduate student applying for the Cotutelle at UEM and the University’s students applying abroad. This instruction does not discharge the knowledge and fulfillment of the Resolution 013/2021-CEP.

1. The graduate student interested in the Cotutelle must contact, along with the advisor at the home institution, the advisor at the partner institution in order to establish the details of the Cotutelle and prepare the required documents.

2. The following documents must be provided:

a) project of the dissertation, thesis, or final paper;

b) memorandum of understanding between the graduate student and the advisors for the development of a project in Cotutelle, with justification for the choice of institution and advisor abroad, and the information of the place for presentation (defense) of the dissertation, thesis, or final paper; the number and affiliation of the members of the examining committee (specifying how many of them are UEM staff, external guests, international and/or Brazilians); and the language in which the dissertation, thesis, or final paper will be written and presented;

c) work plan informing the activities to be developed at the foreign institution (FI);

d) the schedule of the activities to be developed at the FI and the period of stay abroad;

e) document confirming the enrollment in a master’s or doctoral program at the home institution;

f) updated academic transcript;

g) curriculum vitae of the advisor at the FI;

h) acceptance letter of the two advisors with the approval of the FI;

i) statement of social coverage with information about the funding of the activities, assuring that the student interested in the Cotutelle is committed to the expenses of the stay, trip and transport, health insurance, academic fees, diploma costs, visa, and all the expenses related to the execution of the Cotutelle activities, with personal resources, or assured by external sources and, in that case, informing the funding agency and the number of the corresponding process;

j) draft of the Cotutelle agreement in Portuguese and the official language of the FI.

These documents, translated into Portuguese language, will be submitted to the academic council of the graduate program at UEM related to the Cotutelle.

3. The Graduate Program at UEM will submit those documents to the Office of Research and Graduate Affairs (PPG/UEM), including the document of the Cotutelle approval by the academic council of the graduate program with a detailed report regarding didactic and pedagogical aspects, the relevance and pertinence of the work plan, and the definition of the place of the dissertation’s, thesis’ or final paper’s presentation, the number and affiliation of the members of the examining committee, and the language in which the dissertation, thesis, or final paper will be written and presented.

4. PPG will contact the International Cooperation Office (ECI) for the signature of a broad agreement with the FI (in case there is no valid agreement between the parties). ECI will submit the details of the signed broad agreement to PPG.

5. PPG will contact the Technological Innovation Nucleus (NIT), in case of mention to intellectual property.

6. The Cotutelle agreement will be signed by the Associate Provost for Research and Graduate Affairs at the Office of Research and Graduate Affairs (PPG/UEM) and the equivalent staff at the FI, with the support of ECI.

**Template of memorandum of understanding**

State University of Maringá – UEM

Graduate Program in X

To Academic Council

**MEMORANDUM OF UNDERSTANDING FOR COTUTELLE**

I, full name, student regularly enrolled in the graduate program in X, at the X University, inform my interest in developing a thesis/dissertation/final paper in Cotutelle, in conformity with the Resolution 013/2021-CEP-UEM, having Dr. X as advisor in Brazil, and Dr. X, at X University in country, according to the attached work plan and schedule of activities.

The choice of the advisor abroad and the corresponding institution is justified by ...

The thesis, dissertation, or final paper will be written in language and presented in language. The presentation (defense) of the thesis, dissertation, or final paper will be held at X University, and the examining committee will be formed by X members, whose affiliations are...

We thank you in advance for the approval and submission of this application.

Sincerely,

Graduate student’s signature

Place and date

Signature

Advisor in Brazil

Signature

Advisor abroad

**Template of acceptance letter**

(Each advisor related in the Cotutelle must sign a corresponding acceptance letter)

State University of Maringá - UEM

Graduate Program in X

To Academic Council

ACCEPTANCE LETTER

I, Dr. X, from the program/department X, at X University, accept to advise in Cotutelle the thesis/dissertation/final paper entitled X, to be developed by the graduate student X, along with Dr. X, from the program/department X, at X University, in conformity with Resolution 013/2021-CEP-UEM, and according to the attached work plan and schedule of activities.

Place and date.

Advisor’s signature

**Template of social coverage statement**

State University of Maringá – UEM

Graduate Program in X

To Academic Council

SOCIAL COVERAGE STATEMENT

I, full name, student regularly enrolled in the graduate program in X, at the X University, interested in developing a thesis/dissertation/final paper in Cotutelle, in conformity with the Resolution 013/2021-CEP-UEM, at UEM and the X University, state that it is my responsibility and obligation to cater for the funding of the activities related to the Cotutelle, including the expenses of the trip and transport, stay and accommodation, health insurance valid for the whole period of stay abroad, academic fees, diploma emission costs, visa and passport emission costs, and additional necessary expenses associated with the Cotutelle.

I am aware that the related Universities are not responsible for the costs associated with the Cotutelle.

Place and date

Graduate student’s signature

**COTUTELLE AGREEMENT**

**BETWEEN THE**

**STATE UNIVERSITY OF MARINGÁ (BRAZIL)**

**AND THE**

**INTERNATIONAL INSTITUTION (COUNTRY)**

The **State University of Maringá**, a public institution, Treasury Department Control Number no 79.151.312/0001-56, at 5,790 Colombo Avenue, Maringá, State of Paraná, Brazil, hereafter called **UEM**, represented in this agreement by its Associate Provost for Research and Graduate Affairs, Prof. Dr. Luiz Fernando Cótica, and **….**, at (full address), hereafter called **…**, represented in this agreement by its Rector, ........................., sign this Cotutelle Agreement, in accordance with the laws of the host countries of the aforementioned universities and the following conditions:

**CLAUSE ONE – AIMS**

This Cotutelle Agreement aims at the development of dissertation, thesis, or final paper of master's or doctoral programs in both signatory universities, with the right to the title of master or doctor valid and recognized in/by both institutions as well as the respective diploma from both institutions.

**Single sub-clause –** The signature of the Cotutelle Agreement must be preceded by the signature of a broad cooperation agreement between the related institutions and the preparation of the work plan and the schedule of the activities to be developed abroad with the approval by the two related advisors.

**CLAUSE TWO – OF THE RESPONSIBILITIES**

The signatory institutions of this Cotutelle Agreement are responsible for:

I – receiving the graduate student in Cotutelle and supporting the development of the planned activities;

II – supporting the graduate student in Cotutelle on academic affairs;

III – guaranteeing the access of the graduate student in Cotutelle to the university facilities;

IV – providing the diploma to the graduate student in Cotutelle after the approval of the dissertation, thesis, or final paper and the fulfillment of the requirements related to the planned activities set on the work plan and approved by the graduate student and the advisors.

**CLAUSE THREE – OF THE DISSERTATION, THESIS, OR FINAL PAPER**

The dissertation, thesis, or final paper developed in Cotutelle will be written in …. language and presented at the …University with the possibility of online remote participation.

**CLAUSE FOUR – OF THE EXAMINING COMMITTEE**

The examining committee will be formed by … (number) PhD holders as specified: …(number) from UEM staff and …(number) external guests, of whom… (number) shall be Brazilian(s) and … (number) foreigner(s).

**CLAUSE FIVE** – **OF THE MEANS**

The financial means required for the development of the activities resulting from this Cotutelle Agreement will be provided by the interested graduate student, assured by either personal or external resources.

**Single sub-clause** – For the effect of this clause, the interested graduate student may seek the assistance from private or governmental official agencies, either national or international.

**CLAUSE SIX – OF THE INTELLECTUAL PROPERTY**

When applicable, the intellectual property of the resulting scientific works will be detailed in a specific memorandum of agreement, according to the current legislation.

**CLAUSE SEVEN – OF THE VALIDITY**

This Cotutelle agreement will be valid from the date of its signature until the date of the presentation/defense of the dissertation, thesis, or final paper, and it may be modified during this period as per agreed by its signatories.

**CLAUSE EIGHT – OF THE RESCISSION**

This Cotutelle Agreement may be rescinded:

I – by mutual understanding of the related signatories;

II – by the graduate student, in written form, indicating the reasons for the decision;

III – by any of the institutions, in case the graduate student commits any act that violates the universities’ rules and the agreed dispositions;

IV – by any of the institutions, in case the graduate student does not present satisfactory academic progress;

V – by any of the institutions, in case the graduate student does not enroll at one of the institutions during the fulfillment of this agreement.

**Single sub-clause** – The rescission will have effect after the notification receipt by the related signatories.

**CLAUSE NINE – OF THE BOARD OF REFEREES**

Queries relating to this Cotutelle Agreement for Cooperation will be resolved by the Associate Provost for Research and Graduate Affairs of the related institutions.

**CLAUSE TEN – OF THE JURISDICTION**

The responsibility to settle any possible disputes rests with the judiciary of each participant’s country.

The representatives of the participant institutions sign the Cotutelle Agreement in 02 (two) copies, in Portuguese and English, so that it produces legal effects.

| Prof. Dr. Luiz Fernando Cótica | Prof. Dr. |
| --- | --- |
| Associate Provost for Research and Graduate Affairs |  |
| State University of Maringá | University |
| Date: | Date: |