**INTERNATIONAL ACADEMIC AGREEMENT FOR A MASTER / DOCTORAL PROGRAM IN COTUTELLE**

**BETWEEN**

THE UNIVERSIDADE ESTADUAL DE CAMPINAS (UNICAMP), address: Cidade Universitária Zeferino Vaz, Barão Geraldo, CEP 13083-970, Campinas – São Paulo (Brazil), represented in this act by the Pro-Dean of Graduate Studies, (INSERT THE NAME), and the Graduate Program in (INSERT THE NAME OF THE PROGRAM) of the College/Institute (INSERT THE NAME) of UNICAMP, represented by its Coordinator, (INSERT THE NAME)

and,

THE INSTITUTION/SCHOOL, (INSERT THE NAME OF THE FOREIGN UNIVERSITY), address: (INSERT ADDRESS), represented by its Dean/Director, (INSERT NAME), and the Program (INSERT NAME OF THE PROGRAM), represented by its Coordinator, (INSERT NAME)

Herein, also designated individually as Party or collectively as Parties.

Whereas the Parties recognize the importance of establishing study and research opportunities abroad for their Master´s/Doctoral students to promote the development of intercultural competence; to give students the experience of working in multinational investigation teams, and provide valuable exposure to multiple disciplinary and research perspectives;

Whereas the Parties intend to establish procedures and provisions that will govern the Master´s/Doctoral Program Agreement, as well as the rights and obligations of each party concerning the implementation and execution of this Agreement;

The Parties mutually accept the provisions below, defined within the scope of creating a Master´s/Doctoral Program in Cotutelle between the two institutions.

**CLAUSE ONE - PURPOSE**

Allow Students to pursue coordinated studies at both Universities, and if successful in their dissertations/thesis defenses, grant them the title of Master/Doctor at each University.

**CLAUSE TWO - ADMISSION**

2.1. Each University will decide which Graduate Programs at its institution can participate in the Master´s/ ’Doctoral Program in Cotutelle (“Program”).

* 1. Students interested in a specific Master´s/Doctoral Program in Cotutelle must be admitted to the Master´s/Doctoral Programs of each University following their internal admission regulations.
  2. Students accepted into the Master´s/Doctoral Program in Cotutelle must comply with the policies, rules, and regulations applicable to the Master´s/Doctoral Programs at both Universities unless one or both Universities agree to waive or modify their practices in the event of a particular Program.
  3. The conditions of registration, admission, and defense, within the scope of the Cotutelle procedure, will be governed by (INFORM THE CURRENT LEGISLATION AT THE FOREIGN INSTITUTION) for students enrolled in (INSERT THE NAME OF THE FOREIGN INSTITUTION), and by the CONSU-A-10of August 11, 2015 (UNICAMP - BRAZIL) for students enrolled at UNICAMP.
  4. With the Student's consent, each University will provide the other University with the necessary documentation to verify the Student's admission to its Master's/Doctoral Program.
  5. Both Universities agree to provide a safe learning environment for Students during the Master's/Doctoral Program in Cotutelle and make available to students the necessary resources, such as laboratory space, comparable to the resources provided to students of regular Master's/Doctoral Programs at their respective institutions
  6. The details of the Master's/Doctoral Program in Cotutelleree for a specific Student, including start and completion dates, details of qualifying exam dates, the rules and procedures that will be followed for the dissertation/thesis defense, the location of the thesis defense, the names of advisors, financial obligations and commitments, course requirements, language requirements and titles to be conferred on the student by the Universities must be agreed in writing by the Parties before the Student is accepted into the Doctorate Program in Cotutelle.
  7. The Addendum/Form to the Cotutelle Agreement for Master’s or Doctoral Studies **(“Addendum/Form No. ... to the Cotutelle Agreement”)**, Annex 1 to this Agreement, must be completed for each student and submitted to each University. It must be signed by the competent authorities at each university and by the designated supervisors and the Student if approved. Any changes to the details of the Master's/Doctoral Program Agreement in Cotutelle, set out in the **Cotutelle Addendum/Form,** must be approved in writing by both Universities.

**THIRD CLAUSE - FEES AND FINANCIAL INFORMATION**

3.1. This agreement shall not entail any obligation on the part of the Parties relating to student funding.

3.2. Academic fees, if any, will not be Unicamp's responsibility (the name of the Partner University may also be included, if applicable). The student will bear travel, accommodation, and other expenses.

3.3. Students must provide information on Cotutelle Addendum/Form if they will be the beneficiary of any scholarship, funding or be responsible for their own expenses.

**CLAUSE FOUR - INSURANCE**

During periods of stay at the foreign University, the student must hire personal insurance that necessarily provides for repatriation. Neither University is responsible for providing medical, hospital, or private property insurance to Students.

**CLAUSE FIVE - TERM**

* 1. The specific start and end date of each student's Cotutelle Program must be established in the Cotutelle Addendum/Form.
  2. The duration of the master's dissertation/doctorate thesis preparation will be divided between the two institutions in alternating periods. The Student will carry out research and study activities at both Universities according to the schedule agreed upon by both Universities. The period that the Student must be at each University may vary depending on what is established in the **Agreement**. The total period of stay in one of the two countries must not be less than 6 (six) months. The agreed schedule will be set out in the Cotutelle Addendum/Formbut may be changed during the CotutelleMaster´s/Doctoral Program Agreement with the approval of the Student Advisors.
  3. The competent authorities must approve student withdrawal sites of both Universities

**CLAUSE SIX - SUPERVISION**

6.1. Each University will designate a Professor as the Dissertation/Thesis Advisor. The powers attributed to the supervisor by (INSERT THE LEGISLATION OF THE FOREIGN UNIVERSITY) and by the CONSU-A-10 Deliberation of August 11, 2015 (UNICAMP - Brazil), will be exercised jointly by the two thesis supervisors.

* 1. The two Advisors must jointly act as the Student's scientific guide and are responsible for the student's Master's/Doctoral education and research training. Each Advisor is responsible for providing advice and assistance to the Student while the Student is at their University.
  2. Each Advisor must ensure that the other Advisor is informed of the Student's progress and notified if issues arise related to the Student's progress in the Master's/Doctoral Program in Cotutelle.
  3. Each Advisor is responsible for ensuring that the other Advisor is aware of all research activities in which the Student is involved during the Master's/Doctoral Program in Cotutelle.

**CLAUSE SEVEN - THE DEFENSE OF THE DISSERTATION/THESIS**

7.1. After successfully completing the requirements of the Master's/Doctoral Program at both Universities, including the required subjects (if any) and the qualifying exam, the Student must defend his/her dissertation/thesis. If the Student does not comply with their Master’s/Doctoral Program requirements or other rules and regulations of one of the Universities, their Master's/Doctoral Program Agreement in Cotutelle will automatically terminate. The University that terminates the Student must notify the other University immediately.

* 1. The Master's dissertation/Doctoral thesis must be subject to a single defense recognized by the two institutions, if the student succeeds in the defense, the institutions agree to confer the degree(s) specified in the **Addendum/Form No. ... to the Cotutelle Agreement** and to issue the respective diplomas, which must include a statement indicating that the degree was awarded within the framework of a cotutelle agreement between the Universities. To recognize the contributions to the supervision of the Master's/Doctoral research, the dissertation/thesis must also include a reference to the Cotutelle Agreement signed between both Universities.
  2. The location **of the** dissertation/thesis defense, as well as the languagein which it will be written and defended, must be be specified in the Cotutelle Addendum/Form.

7.4. The dissertation/thesis submitted under Cotutelle shall be written in the official language of the country in which the defense will take place. It must be accompanied by an abstract in the official language of the partner institution’s country and in English.

* 1. A dissertation/thesis presented in one of the official languages of the two countries must be accompanied by an oral summary delivered in the other official language.
  2. The Examining Committee of the defense, designated by the partner institutions, will be composed of at least four members, in the case of the Master's degree, and by five members, in the case of the doctoral degree, among which will be the two supervisors of the dissertation/thesis. (IF THE UNIVERSITY DOES NOT ACCEPT THIS COMPOSITION, THE COMPOSITION AGREED UPON BETWEEN THE UNIVERSITIES MUST BE EXPLAINED IN THIS ARTICLE). The competent authorities must approve the examiners at each University.
  3. The protection of the dissertation/thesis theme and its publication, the use, and safety of the research results common to the two institutions receiving the Master's/Doctoral students must be ensured by the specific legislation of each country.

**CLAUSE EIGHT - INTELLECTUAL PROPERTY**

8.1. The rights relating to intellectual property resulting from the work carried out within the scope of this agreement will be subject to the legal provisions in force in the countries of the participating institutions.

* 1. In the case of creation of inventions, improvements, innovations, etc. through the activities object of this agreement, it is stipulated that:
     1. The intellectual property rights over any creation developed under this agreement will belong to Unicamp and (NAME OF THE FOREIGN UNIVERSITY) in equal parts.
     2. The Parties must communicate with each other if results susceptible to protection are obtained, maintaining the necessary secrecy to protect such results.
     3. The Parties undertake to grant powers of attorney necessary for registering the intellectual property resulting from this agreement whenever necessary and requested by the party responsible for requesting protection.
     4. If the Parties are interested in protecting the rights mentioned in clause 8.2.1, their costs and management will be regulated in a specific amendment according to current legislation.
     5. If the Parties are interested in the use and licensing of the rights mentioned in clause 8.2.1, the costs, management, licensing, assignment, transfer, or free use will be regulated in a specific amendment by current legislation.

**CLAUSE NINE - CONFIDENTIALITY**

9.1. Each University agrees to protect the confidentiality of any information disclosed to it by the other university it identifies as confidential and shall use it only for the purposes for which it was disclosed. Each University must ensure that its faculty, staff, and students are aware of what information is subject to this confidentiality obligation.

9.2. The Universities agree to share academic and other information about Students enrolled in the Master´s/Doctoral Program in Cotutelle to the extent necessary to carry out the Program. Each University shall maintain the confidentiality of all Student information provided to it by the other University and shall use it only for the purposes of the Agreement. Such information must not be disclosed to third parties without the consent of the University that provided the information.

**CLAUSE TEN - CIVIL LIABILITY**

The contracting parties will not assume civil liability for damages resulting from acts of force majeure.

**CLAUSE ELEVEN - DISPUTES**

To resolve doubts that may arise in the execution and interpretation of this agreement, the Parties will make efforts to seek a consensual solution. If consensus is not possible, the parties shall, by mutual understanding, appoint a third party, an individual, to act as a mediator.

**CLAUSE TWELVE - TERM OF THE AGREEMENT**

This agreement will be valid for five years from the date of its signature and will may be automatically renewable, unless one of the two parties expresses the desire to terminate it with three months' notice, ensuring continuity for the ongoing Cotutelles. The registration conditions will be defined in an Addendum to this agreement for each student.

IN WITNESS WHEREOF, the parties have executed the present instrument in four (3) counterparts with the same contents in Portuguese and English (CHANGE LANGUAGE, IF IT IS NOT ENGLISH), and for a single purpose.

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| Campinas,..... ..........  ......... | ..................., ...  ................ .......... |
| .......................................................  Vice-Rector for Graduate Affairs  UNICAMP | ........................................................         (position/function)         Foreign University |
| ...........................................................  CPG Coordinator | ...........................................................         Coordinator |

**ANNEX 1. MASTER´S/DOCTORAL PROGRAM AGREEMENT FORM IN COTUTELLE BETWEEN UNIVERSITY OF CAMPINAS AND (INSERT THE NAME OF THE PARTNER UNIVERSITY)**

|  |  |  |
| --- | --- | --- |
| Student name: |  | |
| Country of nationality / Nationality |  | |
| Email address |  | |
| Educational qualifications |  | |
|  |  | |
| Date of enrollment at UNICAMP |  | |
| Date of enrollment at (Insert the name of the foreign University) |  | |
| Start date of the Master's/Doctoral Program in Cotutelle |  | |
| Expected completion date (NOTE: cannot be later than the student's completion date) |  | |
| Proposed periods of study in each Institution: | UNICAMP | (Insert the name of the foreign University) |
|  |  |
|  |  | |
| Advisors' data | UNICAMP | (Insert the name of the foreign University) |
| Name |  |  |
| Qualification |  |  |
| Research Area |  |  |
| email |  |  |
|  | | |
| **FINANCIAL SUPPORT** | | |
| Scholarships / Financial Aid (if any) | UNICAMP | (Insert the name of the foreign University) |
|  |  |  |
| If the student is not a beneficiary of a scholarship or financial aid, inform how he/she will remain in the foreign country. | | |
| **PROJECT DETAILS** | | |
| Thesis Proposed Title |  | |
| Academic Requirements | UNICAMP | (Insert the name of the foreign University) |
|  |  |  |
| Place of dissertation/thesis defense | The dissertation/thesis will be defended at (Inform in which Institution the defense will be held) | |
| Dissertation/thesis writing language | The dissertation/thesis will be written in (Inform the language of the writing), with an abstract in English and another in (Inform the other language, if applicable) | |
| Language of the dissertation/thesis oral defense | The dissertation/thesis will be defended in (Inform the language), with an oral abstract in (Inform the language) | |
| Titles to be awarded to the Student after the successful defense of the thesis: | At UNICAMP: | At (Insert the name of the foreign University) |

|  |  |
| --- | --- |
| Date/Place:  Vice-Rector for Graduate Affairs  Universidade Estadual de Campinas | Date/Place:  Rector/Director of (Insert the name of the foreign University) |
| Advisor, Universidade Estadual de Campinas | Advisor, (Insert the name of the foreign University) |

Master/Doctoral Student