

Guidelines and Procedure for the Implementation of a Joint Doctoral Degree at the University of Lucerne

These guidelines serve to prepare the implementation of a joint doctoral degree at the University of Lucerne. The target audience of these guidelines are mainly doctoral candidates that are interested in earning a joint doctoral degree, as well as their supervisors.

The guidelines discussed below are binding when implementing a joint doctoral degree at the University of Lucerne.

Guidelines for a Joint Doctoral Degree

1.1 Agreement

It is a prerequisite that for each doctoral candidate the two partner institutions involved must close an agreement on the implementation of a joint doctoral degree. The agreement must be signed by the Rectors/Presidents, Deans, and supervisors of both universities as well as by the doctoral candidate. The cooperation agreement must be signed one year after enrollment of the doctoral candidate the latest. There exists no entitlement of a joint doctoral degree with the participation of the University of Lucerne.

The International Relations Office of the University of Lucerne provides a standard joint doctoral degree agreement, which respects the existing regulations of the University of Lucerne. Doctoral candidates must only use this standard agreement.

1.2 Language

The language in which the doctoral thesis will be written as well as the language in which the thesis will be defended has to be defined by both universities and is subject to the cooperation agreement.

1.3 Enrolment

Doctoral candidates must pay tuition fees at their home university; the host university will waive tuition fees during the joint doctoral degree. One month before coming to the University of Lucerne, incoming doctoral candidates must register by using an application form at the student administration office of the University of Lucerne and pay a non-recurring registration fee.

1.4 Admission

Doctoral candidates need be admitted to a doctoral degree at their home university as well as to a joint doctoral degree at their host university. The admission to the joint doctoral degree at the partner institution should take place before the closing of the cooperation agreement.

1.5 Research Stay

The University of Lucerne recommends that the doctoral candidates complete two third of their dissertation at their home university and one third at the partner university. After completion of the doctoral thesis, the doctoral candidate has to file in recognition of his/her research stays to his/her supervisor at the University of Lucerne. The supervisor will provide the International Relations Office with a copy of the signed recognition.

1.6 Diploma

The doctoral candidate receives a diploma from both partner institutions. Each partner institution issues a diploma for the same doctoral thesis. It must be mentioned on the diploma that the obtained degree is a joint doctoral degree.

The diploma does not entitle to two doctoral degrees.

1.7 Funding

Possible costs regarding the doctoral exam (e.g. travel expenses for the supervisors) are to be paid of the partner institutions. At the University of Lucerne those costs are at the expense of the corresponding department or faculty.

The State Secretariat for Education and Research SER grants scholarships for joint doctoral degrees with European universities. The Rectors' Conference of the Swiss Universities CRUS is charged with the administration of the process. Please consult the following link for further information regarding the financial support of joint doctoral degrees: <http://www.crus.ch/information-programme/cotutelles-de-these.html>

Applications for the CRUS scholarships need to be filed in by March 1st at the International Relations Office of the University of Lucerne.

Implementation Procedure

- Obtain the agreement of the two thesis supervisors (home and host university), who will then jointly supervise the dissertation work. If needed, consult the student advisor of your department or faculty.
- Contact the International Relations Office of the University of Lucerne (Dr. Chantal Vögeli, T: +41 41 229 50 70; chantal.voegeli@unilu.ch), which will consult you regarding the cooperation agreement and the next steps to take. If necessary, a joint meeting with the corresponding student advisor is held.
- Apply for enrolment at the partner university.
- Complete the agreement form, including the names and functions of the various signatories, and prepare the demanded enclosures.
- Submit the complete application to the International Relations Office of the University of Lucerne. Doctoral candidates that have earned their educational requirements outside Switzerland need to add a copy of the diploma authentication issued by the deanery of the corresponding faculty of the University of Lucerne. Amendments to the cooperation agreement can only be made after consultation with the International Relations Office. If necessary, the International Relations Office contacts the International Relations Office of the partner institution.
- The doctoral candidate obtains the signatures from the thesis advisor and the signatories of the partner university. Enclosures 1 and 2 of the cooperation agreement – „Regulations regarding research stays and motivation of the choice of the partner institutions” and “Regulations regarding the composition of the board of examiners” – need to be signed by both supervisors as well as by the doctoral candidate. The International Relations Office of the University of Lucerne will obtain the Rector’s and the Dean’s signature. The agreement will be signed in seven copies.
- After the signing, the copies are distributed among the signatories. The doctoral candidate is in charge of the forwarding of the copies to the signatories of the partner universities. The International Relations Office sends the copies to the Rector and the Dean of the University of Lucerne.