

Guidelines for the Implementation of a Joint Doctoral Degree at the University of Lucerne¹

These guidelines serve to prepare the implementation of a joint doctoral degree at the University of Lucerne. They are intended for joint doctoral degree candidates and their prospective supervisors. These guidelines are binding.

Guidelines for a Joint Doctoral Degree

1.1 Definition

Joint Doctoral Degrees are doctorates which are completed simultaneously at two degree-awarding institutions. Joint doctoral candidates are fully enrolled at two universities, that you have to fully comply with both universities' rules and regulations, as well as the respective faculty's admission requirements. The doctoral thesis is supervised by two supervisors who are on equal terms. Joint doctoral candidates are only awarded one doctoral degree in the form of two separate diplomas, wherein it is stated that the obtained degree is joint doctoral degree. (see paragraph 1.7)

1.2 Agreement

It is a prerequisite that for each joint doctoral candidate, the two partner institutions involved must close an agreement in which the implementation of a joint doctoral degree is outlined. The agreement must be signed by the Rectors/Presidents, Deans, and supervisors of both universities as well as by the joint doctoral candidate. The cooperation agreement must be signed within one year of the initial enrollment at the home institution of the doctoral candidate. There exists no entitlement for 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.

1.3 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 in the cooperation agreement.

¹ *These guidelines are a translation of the German document ,Richtlinien für Doppeldoktorate an der Universität Luzern' issued by the Rector, Prof. Dr. Paul Richli on the 5th June 2014. These guidelines come into force on the 1st August 2014.*

1.4 Enrolment

Joint doctoral candidates must pay tuition fees at their home university; the host university will waive tuition fees for the joint doctoral degree. If the University of Lucerne is not the home university, incoming doctoral candidates must enroll at the student administration office of the University of Lucerne, one month before their intended stay and pay a non-recurring enrolment fee. Doctoral candidates are to ensure that they adhere to the following enrolment deadlines: Fall Semester: 31st August, Spring Semester: 31st January

1.5 Admission

Joint doctoral candidates must fulfill doctoral degree admission requirements at their home university as well as at their host university. At the University of Lucerne, admission documents are checked by the Student Administration Office's admissions' team followed by the relevant faculty. Admission to the joint doctoral degree at the partner institution must take place before the closing of the cooperation agreement.

1.6 Research Stay

Joint doctoral candidates must spend at least one semester at the second/host institution. The University of Lucerne recommends that doctoral candidates complete two thirds 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 for 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.

1.7 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 stated on the diploma that the obtained degree is a joint doctoral degree. Despite the fact that two diplomas are issued, this does *not* entitle the candidate to two doctoral titles.

1.8 Funding

Possible costs resulting from the doctoral exam (e.g. travel expenses for the supervisors) are to be paid by each supervisor's home institution. 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: <https://www.swissuniversities.ch/en/topics/promotion-of-young-talent/cotuelles-de-these/>

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

1.9 Implementation Procedure

1. Doctoral candidates first obtain the consent of the two thesis supervisors (home and host university).

2. Candidates must then apply for admission to the doctoral programme at their home university and await confirmation from the admissions department and the relevant faculty.

3. Contact the International Relations Office of the University of Lucerne (Catrin Scheiber, T: +41 41 229 50 71; catrin.scheiber@unilu.ch), who can advise you regarding the cooperation agreement and the next steps to take.

4. Apply for admission at the partner university.

5. Complete the agreement and prepare the demanded enclosures before submitting your documents to the International Relations Office. Doctoral candidates who have earned their educational requirements outside Switzerland need to add a copy of the diploma authentication issued by the deanery of the appropriate 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 will contact the International Relations Office of the partner institution.

6. 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 must be signed in seven copies.

7. After the signing, the copies are distributed among the signatories. The doctoral candidate is in charge of forwarding copies to the signatories of the partner universities. The International Relations Office provides copies for the Rector and the Dean of the University of Lucerne.

1.10 Inception of these guidelines

These guidelines come into force on the 1st August 2014 and replace the guidelines issued on the 10th March 2010.