

Doctoral regulation of the *Académie universitaire 'Louvain'*

*Approved on 9 May 2005 by the Council of the Académie
Amended on 12 March 2007, 23 June and 15 December 2008, 30 August 2010
and 16 March 2011 on the recommendation of the Doctoral Committee of the Académie*

1. General framework

Art. 71 of the Decree of 31 March 2004 imposes on the university institutions of the French Community of Belgium, grouped into Academies (*Académies*), the requirement to draw up their own individual doctoral regulation¹.

The doctoral regulation of the *Académie universitaire 'Louvain'* sets down the general framework for doctoral programmes taken by students wishing to obtain the academic title of Doctor in one of the university institutions belonging to this *Académie*.

The principles of the present regulation, which apply to all the doctoral programmes within the *Académie*, are namely :

- a) that the academic title of Doctor can be obtained on completion of a doctoral programme with two compulsory components : the first, consisting of advanced academic training, worth 60 credits, referred to as "doctoral training" in the terms of the Decree ; and the second, a research assignment relating to the preparation of a doctoral thesis, worth at least 120 credits ;
- b) that the doctoral programme includes four compulsory stages – admission, confirmation, private defence and public defence – possibly preceded by a pre-admission stage.

As doctoral programmes are organized by the *Académie*, the Rectors of the member university institutions constitute the "academic authorities" in the sense of the Decree, in particular Articles 55 and 56. They delegate this authority to three bodies :

- The Doctoral Committee of the Académie (CODAL), whose role is to ensure the development, application and monitoring of this regulation ; the convergence of specific additional provisions ; possible appeals made by candidates against the decisions of the relevant Doctoral Committee ; arbitration between the various Doctoral Committees involving theses covering several fields ; links between the doctoral programmes offered by the Académie and the roles related to doctoral training assigned to the National Fund for Scientific Research (FNRS) ; and any role which is entrusted to it by the Rectors of the Académie's member university institutions ;
- The field-, as laid down by the Decree, specific Doctoral Committees of the Académie, whose specific role is to validate the various stages of students' doctoral programmes ; to arbitrate in conflicts arising between supervisors and doctoral students ; and any other role entrusted to them by the Rectors of the Académie's member institutions (henceforth in this regulation, the expression "Doctoral Committee" refers to the particular Committee involved) ;
- The faculty Deans, a generic term designating the local, academic authorities competent in each research field.

Within the *Académie*, only one Doctoral Committee is established for each field of studies allowed by the Decree. These Committees are constituted in such a way as to ensure representation both from those universities in the *Académie* entitled to award a doctorate in the field and also from the disciplines covered by the field. The Doctoral Committees should also include representatives from the scientific staff selected in ways they deem appropriate. A particular Doctoral Committee can draw up regulatory provisions limited to its own field of study and also delegate its roles to appropriate bodies while retaining ultimate responsibility.

Whilst doctoral programmes are coordinated at *Académie* level, academic degrees are awarded by each member university institution, unless they decide to do otherwise. Accordingly, those involved in the doctoral programmes are responsible to two authorities, the relevant Doctoral Committees and the faculty Deans.

Given the *Académie's* coordinating role, the Doctoral Committees submit an annual report to the Doctoral Committee of the *Académie* (CODAL).

2. Stages in the doctoral programme

The doctoral programme includes four compulsory stages – admission, confirmation, private defence and public defence – possibly preceded by a period of pre-admission.

2.1. Pre-admission

Pre-admission is an optional stage of the doctoral programme. It is intended to enable the candidate to carry out administrative formalities which might require prior registration at a doctoral programme. This might, for example, involve the award of a tax-exempt doctoral grant or obtaining a foreign student resident's permit. Pre-admission also makes it possible to mark the official start of a doctoral course, even though the precise subject or supervisory panel may not yet have been fully defined. It also enables the candidate to fulfil all the conditions necessary for his/her admission to the doctorate (cfr. 2.2.2).

Pre-admission is obtained on the basis of a favourable decision from the relevant Doctoral Committee ; this committee checks that the candidate meets the conditions for admission below.

If the opinion of the relevant Doctoral Committee is favourable, the relevant administrative service from the member university institution chosen by the candidate may, on this basis and on payment of the registration fees, register a candidate who has gone through the stage of pre-admission for the doctorate.

Pre-admission is possible for any candidate

1° who meets the conditions of access to third cycle studies as laid down in Articles 55, 56 and 182 of the Decree of 31 March 2004 ²,

2° who has identified a representative from the staff of the university institution where he/she is applying for pre-admission who is accredited to oversee a doctoral thesis ; in agreeing to this, the member of staff commits himself/herself to following and assisting with the different stages in the candidate's application procedure.

3° who meets the special conditions laid down by the Doctoral Committee(s) relevant to the field of his/her topic. .

Pre-admission is valid for a maximum period of 12 months. Making use of a pre-admission period must be justified with a planned set of objectives and the duration of the pre-admission period fixed accordingly. Unless otherwise decided by the Doctoral Committee, candidates awarded with a grant from FRIA or FNRS and, more generally, candidates engaged on a well-defined research project will not be authorized to go through a pre-admission stage.

A student may request to be registered only on a doctoral training programme independently of any project for a doctorate in order to gain the research qualification. Admission to a doctoral training programme is open to any candidate who fulfils the criteria for admission to third cycle studies. The decision to allow admission to doctoral training is taken by the relevant Doctoral Committee. A representative (not a supervisor) is nominated by the Doctoral Committee. The number of credits which can be gained is 60 ; a spreading of between 12 and 24 months is possible.

2.2. Admission to the doctorate

2.2.1. Admission is the first compulsory step of the doctoral programme within the *Académie*.

Requests for admission are submitted to the relevant Doctoral Committee, which issues its judgement after checking that the candidate has fulfilled the conditions cited below in 2.2.2.

When a thesis proposal cuts across several fields of study, the various Doctoral Committees involved have to decide the case ; by mutual agreement they designate a principal Committee to whom supervision of the applicant's doctoral programme is then delegated. In the absence of agreement, the Doctoral Committee of the *Académie* (CODAL) adjudicates.

If the opinion of the Doctoral Committee is favourable, the relevant administrative services of the member university institution chosen by the candidate may, on this basis, register the candidate on the doctoral programme, once the registration fees have been paid and all administrative formalities completed. Students are required to pay the full registration fee (which will be reduced if the student receives a grant (a Universities Committee for Development (CUD) grant in particular) or receives support from social services) when they first register for their doctorate. Registration is then renewed annually, including the year when the student defends his/her thesis, for payment of the annual registration fee, except in the situation given in 2.2.6. and providing that step 2 of the doctoral programme, confirmation, has been successfully completed within the time frame laid down in 2.3.1.

2.2.2. To be admitted onto a doctoral programme, the candidate must

1° meet the conditions for access to doctoral studies as defined in particular by Articles 55, 56 and 182 of the Decree of 31 March 2004 or to have been pre-admitted to a doctoral programme in one of the *Académie's* member institutions for less than 12 months,

2° have as his or her supervisor a member of staff from one of the *Académie's* member institutions who is accredited to oversee a thesis. The supervisor undertakes to oversee, effectively and in person, the work relating to the preparation of the thesis ; if the research subject justifies it, the candidate may have several supervisors, at least one of whom must be a member of the *Académie*,

3° have written a research proposal likely to lead to a doctoral thesis : this proposal must include a provisional title, a statement of the objectives of the project, highlighting its innovative aspects in relation to the state of the art, a work plan and an inventory of the human, material and financial resources required for its implementation,

4° have had the research proposal referred to in 3° above approved by his/her supervisor(s), who is/are required to specify the extent of the resources that he/she is/they are able to put at the applicant's disposal for the purposes of the project,

5° have put forward to the Doctoral Committee, by mutual agreement with his/her supervisor, a supervisory panel in conformity with the present regulation ; the composition and the role of the supervisory panel are specified in point 2.2.3. below,

6° have put forward to the Doctoral Committee, by mutual agreement with the prospective members of the supervisory panel, a proposal for a doctoral training programme, worth 60 credits, which is appropriate for the applicant's academic profile and the proposed research project,

7° meet the special conditions laid down by the Doctoral Committee(s) in the relevant field(s).

In addition, applicants may be required by the relevant Doctoral Committee to take additional training courses (2nd cycle level), the number and nature of which depend on their previous academic record and/or thesis project .As long as the additional programme does not exceed 15 credits, it may take place in parallel with the main doctoral training. When the additional programme includes from 16 to 60 credits, the candidate is required to successfully complete one additional year of study before being admitted to the doctoral programme. This affects mainly applicants with a graduate degree and/or a research qualification in an discipline completely different from that in which he/she wishes to do his/her doctorate.

2.2.3. The supervisory panel referred to in point 5° above is made up of the supervisor(s) and at least two other members. At least one of them must not belong to the research team of the supervisor(s). The members of the supervisory panel must have the title of Doctor obtained after public defence of a doctoral thesis or provide evidence of an equivalent level of expert knowledge.

The supervisory panel guides and advises the student, both in order to reinforce the role of the supervisor(s) in guiding the research and to widen the network of academic contacts available to the candidate. The members of the supervisory panel should be ready to listen to the student and give their constructive help with the research ; they are thus committed to providing the student with regular support for the duration of his/her doctorate. To this end, the supervisory committee and the candidate must meet at least once a year.

The supervisory panel advises the doctoral student in drawing up his/her doctoral training programme.

Lastly, the supervisory panel evaluates the quality of the scientific work completed by the doctoral student.

2.2.4. The 60-credit doctoral training programme mentioned in 2.2.2. 6°, comprises

- a number of advanced courses, attendance at scientific congresses, high level conferences and schools, and any other type of training which the Doctoral Committee judges to be of equivalent standard,
- developing and using scientific communication skills by drafting and presenting proposals, articles and academic papers,
- possibly providing teaching support, worth a maximum of 6 credits.

In terms of doctoral training in scientific communication, success in confirmation, private defence and public defence may be awarded 5, 10 and 5 credits respectively.

Doctoral training is provided at one or more FRS - FNRS graduate schools or graduate colleges approved by the FNRS. This leads to the research qualification referred to in Art.17 of the Decree of 31 March 2004.

Providing there is agreement from the Doctoral Committee, this training can also be either wholly or partially acquired outside an FNRS-approved Graduate college or school.. Scientific experience gained after second cycle degree and any professional activities undertaken in relation to research topic may be validated by the Doctoral Committee as a component of doctoral training.

The doctoral training programme may be spread out over the entire duration of the doctoral programme.

2.2.5. Doctoral students can use their admission to the doctoral programme to request effective and personal support from their supervisor(s) as well as the resources for an appropriate scientific environment.

2.2.6. The Doctoral Committee has the authority to withdraw the student's right to follow the doctoral programme, at the request of the supervisory panel. Each Doctoral Committee establishes the individual rules that it will apply in this regard.

2.2.7. Any conflict arising between a doctoral student and his/her supervisors or supervisory panel falls within the competence of the relevant Doctoral Committee, or, when there are several Doctoral Committees involved, of the one which has been designated as the main Committee. It is possible to appeal to the Doctoral Committee of the *Académie* (CODAL) against decisions made by the relevant Doctoral Committee.

2.3. Confirmation

2.3.1. Within a maximum of 24 months after admission to the doctoral programme by the Doctoral Committee, applicants must take the confirmation test. If circumstances justify it, the deadline can be extended by the supervisory panel, in agreement with the Doctoral Committee.

This time period may be shortened where restrictions are imposed by the sponsor, such as, for example, where an appointment or doctoral grant is renewed (e.g. renewal of FNRS research fellowships).

The aim of the confirmation test is to evaluate, on the basis of the state of progress of the student's research work, whether it is likely to lead to the presentation of a doctoral thesis.

2.3.2. In order for the supervisory panel to be able to ascertain whether students' research work is likely to lead to the submission of a doctoral thesis, students are required to

1° submit to the supervisory panel a written report, an article which they have written, or any other piece of written evidence which shows how the research is progressing,

2° give an oral presentation, in the presence of their supervisory panel, of the work completed and plans for the next stages of the doctorate.

2.3.3. On these bases, the supervisory panel reports to the Doctoral Committee, either stating that the confirmation test has been successfully completed and that the student may continue, or that the test has been failed.

In the event of failure, the Doctoral Committee can set a maximum period of 12 months within which the student may retake the confirmation test. When appropriate, it will validate the doctoral training that has been acquired.

In the event of disagreement with the decision of the supervisory panel or the Doctoral Committee, the doctoral student may lodge an appeal with the Doctoral Commission of the Académie (CODAL).

2.4. Examining board formation and private defence

2.4.1. When the supervisory panel considers that the student's research work and doctoral training programme have been satisfactorily completed, it draws up a proposal for the composition of the board of examiners, including the name of the Secretary. After this proposal has been agreed by the Doctoral Committee, it is transmitted for approval to the Dean of the concerned faculty.

The members of the board are nominated by the Rector of the university concerned or his/her representative.

The board includes the thesis supervisor(s) and at least three other members, at least one of whom must be external to the *Académie* and chosen because of their scientific expertise. All members of the board must have obtained the title of Doctor through public defence of a thesis or provide evidence of an equivalent level of expert knowledge.

The board is chaired by the faculty Dean or his/her representative, who is not counted as one of its members in the sense of the paragraph above.

The appointment of the board is dependent on verification that the candidate is registered as a doctoral student and that the registration fees have been paid.

2.4.2. The board comes to a joint decision on the date of the private defence, in agreement with the doctoral student. One month at the latest before the date chosen, the candidate submits the provisional text of his/her thesis to the board members ; this text must consist of either an original thesis, or an essay accompanied by a coherent set of publications and achievements of which the doctoral student is either the author or the co-author. These

documents can be in French or in English or, if the subject matter of the thesis justifies it, in another language agreed by the board.

The entire board should be present for the private defence (in person or virtually through videoconferencing, for example). If this is not possible, the absent member must send the President a written report before the meeting, giving his/her reasoned opinion on the value of the thesis and a list of the questions that he/she wishes to ask to the candidate.

During the private defence, the board examines the text submitted by the candidate and discusses the research results with him/her.

At the end of the private defence, the board deliberates and comes to a conclusion about the admissibility of the thesis. The result of this deliberation is communicated immediately to the candidate and forwarded to the Doctoral Committee.

If the thesis is judged admissible, the board agrees with the candidate on a date and time for the public defence, which takes place at earliest one month after the private defence, and communicates this information to the Doctoral Committee. If the thesis is judged admissible subject to amendments being made to the text, the supervisor(s) are instructed to check and approve these amendments before the date of the public defence.. The implementation of these amendments can't exceed 3 months of full-time work. If not, a new private defence has to be organized.

The board also validates the candidate's doctoral training. Doctoral training is considered acquired when the doctoral student is able to show the board that he/she has obtained 60 credits as cited in 2.2.4 above (including the 5 credits potentially granted for the forthcoming public defence), and, where appropriate, the supplementary credits cited in the last subparagraph of 2.2.2.

2.5. Public defence

2.5.1. The public defence consists of an oral presentation given by the candidate of the results of the research work which have led to the thesis ; on this occasion the candidate should lay emphasis on the qualities and originality of the work, and its relevance to a wider audience. This presentation is followed by a discussion between the candidate and the board and then with anyone else present at the defence. At least two thirds of the members of board should be present at the public defence, which may not last longer than three hours. Any member unable to attend the public defence must send the board President a written report before the meeting, giving his/her reasoned opinion on the value of the thesis and a list of the questions that he/she wishes to put to the candidate.

2.5.2. At least two weeks before the public defence, the candidate gives the board members a bound copy of his/her thesis approved by his/her supervisor(s) and one copy to the relevant Doctoral Committee. An electronic copy must also be sent to the office responsible for electronic theses within the *Académie* member institution which will award the degree.

2.5.3. Immediately after the public defence, the board members withdraw to decide on the outcome of the doctoral programme and to certify that the candidate has obtained the minimum 180 credits required for the granting of the academic title of Doctor.

The board then signs the degree certificate and other additional documents ; an official report of the deliberation is drafted. These additional documents include a report co-signed by the

board members present during the defence confirming the training and work undertaken by the student whilst preparing his/her thesis and the conclusions of the board's discussions. The President of the board then declares the result in public. The certificate is then signed by the new Doctor, and at a later date by the Rector of the university institution which has awarded the degree. The official report of the board's deliberations is kept by the faculty Dean.

3. Special and temporary provisions

3.1. Certificates for doctorates issued by one of the *Académie* member institutions should specify the awarding institution and its membership of the *Académie universitaire 'Louvain'*. It must be accompanied by a diploma supplement, in accordance with Art.82 of the Decree of 31 March 2004³.

3.2. If the certificate is issued jointly by two or more *Académie* member institutions, it should specify the awarding institutions and their membership of the *Académie universitaire 'Louvain'*. A model agreement relating to joint supervision of a doctoral thesis between institutions which are members of the *Académie* can be found in Annex 3.

3.3 If justified for academic reasons, a doctorate may be achieved within the framework of joint thesis supervision between one of the *Louvain Académie* member institutions and a university institution which is not a member of the *Académie*.

In this case, an agreement should be signed between the two institutions. The supervisors, on behalf of the *Louvain Académie* member institution must ensure that this agreement is in accordance with the model agreement drawn up by the *Louvain University Académie* and, as such, with the regulatory provisions of the *Académie*. They should submit a description of why they support a joint programme and the draft agreement to the Doctoral Committee and to the Dean of their faculty for their agreement before presenting the agreement to the Rector of their institution.

This agreement must stipulate in particular that the doctoral student spends a minimum of 25% of his/her research time in each of the two institutions and that he/she will abide by the rules in force at each of the two institutions, especially relating to doctoral training and ethics as specified in Articles 9 and 11 of the agreement which can be found at Annex 1.

3.4 A 'European doctorate' may be awarded by institutions of the *Académie universitaire 'Louvain'* when the following 3 conditions are fulfilled :

- At least two members of the board must belong to a higher education institution from two other European member states than Belgium. The report of the deliberation at the end of the private defence replaces the report authorizing the public defence ;
- A part of the public defence must be done in an official language of the European Union other than French ;
- The doctorate must have been prepared, in part, during a research stay of at least 4 months in another member state of the European Union than Belgium.

Requests for a European doctorate must be submitted by the doctorate candidate to the Doctoral Committee after the private defence. The Committee requires enough information to enable it to make a judgement as to whether the criteria for the award of a European doctorate have been fulfilled, namely :

- An official certificate from the host institution certifying that the doctoral student has stayed for research purposes in another member country of the European Union (with accurate mention of the name of the local supervisor, of the host laboratory/unit and of the start and end times of research stay(s)) ;
- A copy of the report on the deliberation of the private defence ;
- After the public defence, the report on the deliberation should specify that part of the defence was done in a language of the European Union other than French and state which language was used.

The award of a European doctorate is confirmed by the issue of a certificate from the institution which is a member of the *Académie universitaire 'Louvain'* which confers the degree of Doctor. This certificate must be appended to the doctoral degree but distinct from it. A model certificate for the *Académie universitaire 'Louvain'* can be found at Annex 4 of the present regulation.

3.5 The present regulation applies to candidates pre-admitted or admitted to a doctoral programme in one of the *Académie* member institutions from the 2005-2006 academic year on.

In accordance with a decision of the authorities of the *Académie*, it will also apply to candidates admitted before or during the 2004-2005 academic year who have not finished their thesis by the end of the 2011-2012 academic year.

3.6 The special conditions laid down by the relevant Doctoral Committees enter into force after they have been approved by the Rectors of the *Académie* member institutions, following a procedure established by them. These provisions apply according to the same timetable as the present regulation.

3.7 During the procedure described under 3.6, Rectors must seek the opinion of the Doctoral Committee of the *Académie* (CODAL) and also confirm the Committee's composition and role.

3.8 At the request of the Rectors, the Doctoral Committee of the *Académie* (CODAL) will evaluate the implementation of the present regulation. Where appropriate, it will submit proposals to amend the regulation to the competent authorities of the *Académie*.

Annexes :

Annex 1 : Agreement for a joint doctoral programme

Annex 2 : Equivalence of foreign degrees to 3rd cycle degrees (doctorate)

Annex 3 : Accord-type en matière de supervision conjointe d'une thèse de doctorat entre institutions membres de l'Académie universitaire 'Louvain' (*only in french*)

Annex 4 : Modèle d'attestation pour la délivrance du « Label de doctorat européen » (*only in french*)

Notes

¹ Article 71. - (...) Pour les jurys chargés de conférer le grade de docteur, un règlement unique est fixé pour l'académie universitaire.

² Article 55. - Aux conditions générales fixées par les autorités académiques, ont accès aux études de troisième cycle en vue de l'obtention du grade qui les sanctionne, les étudiants qui portent :

1° soit un grade académique de master à finalité approfondie - visée à l'article 16, § 4, 2° - du même domaine ;

2° soit un autre grade académique de master conféré après des études de deuxième cycle de 120 crédits au moins ou de master complémentaire, en vertu d'une décision des autorités académiques, aux conditions complémentaires qu'elles fixent et après avis motivé du jury ;

3° soit un grade académique similaire à ceux mentionnés aux littéras précédents délivré en Communauté flamande, en Communauté germanophone ou par l'Ecole royale militaire, aux mêmes conditions ;

4° soit un grade académique étranger reconnu équivalent à ceux mentionnés aux littéras précédents en application de ce décret, d'une directive européenne ou d'une convention internationale, aux mêmes conditions ;

5° soit, aux mêmes conditions, un ou plusieurs titres ou grades étrangers sanctionnant des études de deuxième cycle valorisées pour au moins 300 crédits par le jury ou sanctionnant des études de deuxième cycle de 240 crédits complétées par 60 crédits, le tout devant être valorisé par le jury. Dans ce dernier cas, les 60 crédits doivent correspondre :

- soit à d'autres études, parties d'études ou formations spécialisées ou approfondies accessibles exclusivement aux porteurs d'un titre ou grade sanctionnant des études de deuxième cycle au moins ;

- soit à une année supplémentaire au 2e cycle organisée en Communauté française conformément aux dispositions du 2e alinéa et comprenant 60 crédits de formation fixés par le jury.

Les crédits ainsi valorisés par le jury pour permettre l'accès aux études ne peuvent donner lieu à dispenses ni à réduction de la durée de ces mêmes études.

Lorsque les conditions d'accès consistent en un ou plusieurs enseignements complémentaires dont la charge dépasse 15 crédits, le programme d'études de l'étudiant comprend, selon la répartition déterminée par le jury, une année d'études supplémentaire. Toutefois, les étudiants inscrits à cette première année supplémentaire ne sont pas pris en compte pour le financement.

Article 56. - Aux conditions que fixent les autorités académiques, ont également accès aux études et travaux relatifs à la préparation d'une thèse de doctorat en vue de l'obtention du grade qui les sanctionne, les étudiants qui ont suivi avec fruit l'année de formation à la recherche visée à l'article 17, § 2.

Article 182. - Les porteurs d'un grade académique de deuxième cycle délivré en vertu des dispositions antérieures à ce décret jouissent des mêmes capacités de poursuite d'études et d'accès professionnels que les porteurs d'un grade de master introduit par ce décret sanctionnant des études de deuxième cycle de 120 crédits au moins.

³ Article 82. - Les diplômes sont délivrés accompagnés d'un supplément au diplôme reprenant notamment la liste des enseignements du programme d'études suivi par l'étudiant, les conditions d'accès aux études et les évaluations sanctionnées par le grade académique conféré.

Le supplément au diplôme est signé par le secrétaire du jury.

Les éléments personnels de ce supplément liés à chaque étudiant peuvent être regroupés en une annexe au supplément. Dans ce cas, seule cette annexe doit être signée par le secrétaire du jury, la partie commune du supplément étant certifiée par l'établissement.

Le supplément au diplôme respecte la forme et le contenu fixés par le Gouvernement.





**COMMISSION DOCTORALE DE L'ACADEMIE
UNIVERSITAIRE LOUVAIN
(CODAL)**

CONVENTION DE COTUTELLE DE THESE / AGREEMENT FOR A JOINT DOCTORAL PROGRAMME (English / French version)

Seule la version en langue française fait foi / Only the French version is valid

Convention de cotutelle de thèse (modèle approuvé par le Conseil de l'Académie universitaire 'Louvain' du 16/03/2011)	Agreement for a joint doctoral programme (approved by the Council of the Académie universitaire 'Louvain' on 03/16/2011)
<p>ENTRE</p> <p>[Nom de l'université partenaire] [adresse], représentée par Prof. [Nom du Recteur], Recteur/Président (<i>choisir l'intitulé adéquat</i>)</p> <p>ET</p> <p>[Nom de l'université de l'Académie universitaire 'Louvain'], [adresse], représentée par Prof. [Nom du Recteur], Recteur</p>	<p>BETWEEN</p> <p>[Name of the partner university] [address], represented by its Rector, Prof. [the name of the Rector/President of the university] (<i>select as appropriate</i>)</p> <p>AND</p> <p>[Name of the university of the Académie universitaire 'Louvain'] [address], represented by its Rector/President, Prof. [name of the Rector],</p>
<p>Pour [Nom de l'université partenaire]</p> <p>VU</p> <ul style="list-style-type: none"> - [références légales organisant les études universitaires [intitulé du pays¹], et plus particulièrement les études qui débouchent sur la délivrance du titre de docteur] ; - [les statuts et/ou règlements internes de l'Université de [intitulé de l'université] spécifiques à l'organisation des études débouchant sur la délivrance du titre de docteur] ; <p>[ajouter d'autres rubriques si nécessaire]</p>	<p>For [name of the partner university]</p> <p>IN VIEW OF</p> <ul style="list-style-type: none"> - [the legal authorities organising university education in [the name of the country²] and more specifically, the courses of study which are awarded the rank of Doctor] ; - [the statutes and/or internal regulations of [the name of the university] University relating to the organisation of courses of study which are awarded the rank of Doctor] ; <p>[additional details to be added where necessary]</p>

¹ Si la cotutelle est négociée avec une université flamande, remplacer « pays » par « Communauté ».

² If the joint agreement is negotiated with a Flemish university, replace 'country' with 'Community'.

<p>Pour [Nom de l'université de l'Académie universitaire 'Louvain']</p> <p>VU</p> <ul style="list-style-type: none"> - le décret du 31 mars 2004 définissant l'enseignement supérieur, favorisant son intégration à l'espace européen de l'enseignement supérieur et finançant les universités ; - le règlement doctoral unique de l'Académie universitaire 'Louvain' pris en application de l'article 71 du décret du 31 mars 2004 précité ; <p>sont convenues les dispositions suivantes.</p>	<p>For [name of the university of the <i>Académie universitaire 'Louvain'</i>]</p> <p>IN VIEW OF</p> <ul style="list-style-type: none"> - the Decree of 31 March 2004 defining higher education, promoting its integration into the European space for higher education, and refinancing its universities ; - the single doctoral regulation of the <i>Académie universitaire 'Louvain'</i> made in application of Article 71 of the aforementioned Decree of 31 March 2004 ; <p>the following provisions are agreed.</p>
<p>PRÉAMBULE</p> <p>Dispositions générales</p> <p>La procédure de cotutelle de thèse mise en place entre [Nom de l'université partenaire] et [Nom de l'université de l'Académie universitaire 'Louvain'] a pour objet d'instaurer et de développer une coopération académique et scientifique en favorisant la mobilité des doctorants.</p> <p>Les dispositions générales de la convention, notamment celles concernant la protection des sujets de thèse ainsi que la publication, l'exploitation et la protection des résultats de recherche communs aux deux [facultés/départements/instituts/écoles/... (<i>choisir l'intitulé ad hoc</i>)] d'accueil du doctorant doivent être assurées conformément aux procédures spécifiques à chacun des deux pays ainsi qu'aux règlements internes de chacun des établissements en la matière. En cas d'éventuelles dispositions contradictoires, celles-ci feront l'objet d'un arbitrage entre [Nom de l'université partenaire] et [Nom de l'université de l'Académie universitaire 'Louvain'].</p>	<p>PREAMBLE</p> <p>General provisions</p> <p>The procedure for a joint doctoral programme between [name of the partner university] and [name of the university of the <i>Académie universitaire 'Louvain'</i>] is designed to establish and develop academic and scientific cooperation by promoting the mobility of doctoral students.</p> <p>The general provisions of the agreement, particularly those relating to the protection of thesis topics as well as the publication, use and protection of the results of research common to the two host [Faculties/Departments/Institutes/Schools etc. (<i>select as appropriate</i>)] of the doctoral student are required to be in conformity both with the specific procedures in each of the two countries as well as the relevant internal regulations of each institution. Any cases of potential conflict in the provisions will form the subject of arbitration between [name of the partner university] and [name of the university of the <i>Académie universitaire 'Louvain'</i>].</p>
<p>TITRE I</p> <p>Modalités administratives</p> <p>Article 1</p> <p>Après avoir obtenu l'avis favorable des autorités concernées et conformément à la réglementation en vigueur en matière d'études doctorales dans chaque pays, le doctorant est admis à poursuivre la préparation de sa thèse dans les deux établissements en veillant à respecter les modalités suivantes en matière d'inscription au doctorat :</p>	<p>TITLE 1</p> <p>Administrative procedures</p> <p>Article 1</p> <p>Having obtained the agreement of the relevant authorities and in conformity with the regulations in force relating to doctoral studies in each country, the doctoral student may gain admission to pursue the preparation of his or her thesis in the two institutions by observance of the following procedures for enrolment on the doctoral programme :</p>

A [Nom de l'université de l'Académie universitaire 'Louvain'] :

Pour obtenir le diplôme délivré par la Communauté française de Belgique, le doctorant devra, lors de la première inscription au doctorat dès la date d'entrée en vigueur de la présente convention mentionnée à l'article 2, acquitter les droits d'inscription complets à [Nom de l'université de l'Académie universitaire 'Louvain'].

Toutes les années suivantes, et en ce compris l'année de soutenance de la thèse, le doctorant devra acquitter les droits d'inscription au rôle à Nom de l'université de l'Académie universitaire 'Louvain'].

A [Nom de l'université partenaire] :

Le doctorant devra, lors de la première inscription à [Nom de l'université partenaire] acquitter (*indiquer le montant à payer*).

Les années suivantes, le doctorant devra acquitter..... (*indiquer le montant à payer*) à [Nom de l'université partenaire].

et

A [Nom de l'université de l'Académie universitaire 'Louvain'] :

Le doctorant s'inscrit au programme de doctorat en [Domaines d'études] (option : [nom de l'Ecole Doctorale])

A [Nom de l'université partenaire] :

Le doctorant s'inscrit au programme de doctorat en (*à préciser*)

Sujet de thèse déposé par le doctorant :

.....
.....
.....
.....
.....

Une description de la thèse est annexée à la convention (cf annexe 1).

At [the name of the university of the Académie universitaire 'Louvain']:

In order to gain the degree awarded by the French Community of Belgium, the doctoral student is required, at the first enrolment for the doctorate from the date cited in Article 2 when the present agreement comes into force, to pay his or her enrolment fees in full to [name of the university of the Académie universitaire 'Louvain'].

In all the following years, including the year of the doctoral defence, the doctoral student is required to pay his or her enrolment fees to [the name of the university of the Académie universitaire 'Louvain'].

At [name of the partner university] :

The doctoral student is required, at the first enrolment at [name of the partner university] to pay - (*to be filling in*)

In the following years, the doctoral student is required to pay (*to be filling in*) to [name of the partner university]

And

At [the name of the university of the Académie universitaire 'Louvain']:

The doctoral student is enrolled on the doctorate of [field of research] (option [Doctoral School]).

At [name of the partner university] :

The doctoral student is enrolled on the doctorate of (*to be filling in*).

Thesis topic registered by the doctoral student :

.....
.....
.....
.....
.....

A description of the thesis forms an annex to the agreement (cf. Annex 1).

<p>Article 2</p> <p>L’inscription du doctorant pour une thèse en cotutelle prend effet le [date d’entrée en vigueur]. La durée prévisionnelle des travaux de recherche est fixée à [à préciser]. La soutenance de la thèse est prévue lors de l’année académique/universitaire [année t]-[année t+1].</p> <p>Cette durée ne pourra être prolongée qu’à titre exceptionnel après avis favorable des deux établissements et sur proposition des promoteurs/directeurs de thèse (cités à l’article 5). Cette demande doit intervenir six mois avant la date prévisionnelle de fin de thèse.</p>	<p>Article 2</p> <p>Enrolment of the doctoral student on a joint programme takes effect on [the date of entry into force]. The projected length of research is fixed at [to be filled in] years.</p> <p>This period may only be extended as a special exception with the agreement of the two institutions and at the recommendation of the thesis supervisors (cited in Article 5). Such a request must be made six months before the date at which the thesis is scheduled to end.</p>
<p>Article 3</p> <p>La durée de préparation de la thèse se répartit entre les deux établissements signataires par périodes alternatives. Les travaux de recherche seront ainsi effectués dans les deux établissements selon un calendrier élaboré conjointement par les deux promoteurs/directeurs de thèse, cités à l’article 5. Ce calendrier est repris en annexe 2.</p> <p>Toute modification de ce calendrier devra être demandée aux deux établissements signataires par les promoteurs/directeurs de thèse au moins un mois à l’avance.</p>	<p>Article 3</p> <p>The period in which the thesis is being prepared should be divided alternately between the two signatory institutions. Research work should therefore be conducted in both institutions according to a timetable jointly drawn up by the two thesis supervisors cited in Article 5. This timetable is also set out in Annex 2.</p> <p>Any amendment to this timetable should be requested from both signatory institutions by the thesis supervisors at least one month in advance.</p>
<p>Article 4</p> <p>(Si établissement partenaire situé hors Belgique)</p> <p>Le doctorant bénéficie de la couverture sociale, conformément à la législation en vigueur dans chaque pays à condition d’être en ordre d’inscription dans l’établissement concerné.</p> <p>Toutefois, le doctorant devra justifier d’une assurance principale en [un des deux pays Belgique/X (<i>à préciser selon l’étudiant</i>)]. En outre, il doit pouvoir justifier d’une assurance complémentaire qui couvre les risques maladie et/ou civils pour la durée des séjours effectués au [un des deux pays – X/Belgique] et à l’étranger.</p> <p>(Si établissement partenaire situé en Communauté flamande de Belgique)</p> <p>Le doctorant bénéficie de la couverture sociale, conformément à la législation en vigueur en Belgique, à condition d’être en ordre d’inscription. Le doctorant doit par ailleurs pouvoir justifier d’une assurance complémentaire qui couvre les risques maladie et/ou civils pour la durée des séjours éventuels effectués hors Belgique.</p>	<p>Article 4</p> <p>(If the partner institution is outside Belgium)</p> <p>A doctoral student is covered by social security insurance in line with the legislation in force in each country providing that he or she has fulfilled the enrolment requirements in the institution of the relevant country.</p> <p>However, a doctoral student must provide evidence of a main insurance policy in [one of the two countries, either Belgium or X (<i>to be filled in as appropriate</i>)]. Moreover, he or she must be able to provide evidence of an additional insurance policy to cover illness and civil risk for the duration of the periods of time he or she spends in [one of the two countries – X/Belgium] and overseas.</p> <p>(If the partner institution is in the Flemish Community of Belgium)</p> <p>A doctoral student is covered by social security insurance in line with the legislation in force in Belgium providing that he or she has fulfilled the enrolment requirements. In addition, a doctoral student must provide evidence of an additional insurance policy to cover illness and civil risk for the duration of any periods of time he or she may spends outside Belgium.</p>

<p>TITRE II</p> <p>Modalités scientifiques</p> <p>Article 5 Les candidats à une préparation de doctorat en cotutelle effectuent leurs travaux sous le contrôle et la responsabilité d'un promoteur/directeur de thèse dans chacun des deux établissements :</p> <p>A [Nom de l'université partenaire] : nom du promoteur/directeur de thèse [Nom]</p> <p>A [Nom de l'université de l'Académie universitaire 'Louvain'] : nom du promoteur/directeur de thèse [Nom]</p> <p>Ils s'engagent à exercer pleinement la fonction de tuteur auprès du doctorant et assurent l'encadrement de celui-ci dans les conditions en vigueur dans chaque établissement signataire. Ils se concerteront régulièrement sur l'avancement des travaux de recherche du doctorant.</p>	<p>TITLE II</p> <p>Academic procedures</p> <p>Article 5 Candidates who are preparing for a joint doctorate must conduct their work under the supervision and responsibility of a thesis supervisor in each of the two institutions:</p> <p>At [name of the partner university]: name of thesis supervisor [name]</p> <p>At [name of the university of the <i>Académie universitaire 'Louvain'</i>] : name of thesis supervisor [name]</p> <p>They undertake to exercise to the full the role of supervisor of the doctoral student and to do so according to the conditions in force within each signatory institution. They will hold regular meetings on the progress of the doctoral student's research.</p>
<p>Article 6 L'autorisation de défense de la thèse est accordée conjointement par les deux établissements, selon les dispositions légales et réglementaires en vigueur dans ceux-ci.</p> <p>Les membres du jury de thèse sont désignés d'un commun accord par les deux partenaires. La composition du jury répond aux dispositions légales et réglementaires en vigueur dans les deux établissements. Le jury comprend obligatoirement les promoteurs/directeurs de thèse (prévus à l'article 5) et un membre extérieur aux deux établissements. Le jury doit être composé d'au moins cinq membres, tous porteurs du titre de docteur obtenu après soutenance d'une thèse ou faisant preuve d'une expertise équivalente.</p>	<p>Article 6 Approval for defence of a thesis is granted jointly by the two institutions, according to the legal and regulatory provisions in force in both places.</p> <p>The members of the board of examiners are jointly nominated by the two partner institutions. The composition of the board must be in conformity with the legal and regulatory provisions in force in the two institutions. The board must include the thesis supervisors (see Article 5) and an external examiner from outside the two institutions. The board must be formed of at least five members, all of whom are required to have gained the academic rank of Doctor after having defended a thesis or provided evidence of expert knowledge of an equivalent level.</p>

<p>Article 7</p> <p>La thèse de M./Mme [Nom et prénom du doctorant], préparée en cotutelle, sera rédigée en langue [<i>choisir</i> : langue française ou langue anglaise ou, si la nature de la thèse le justifie, dans une langue acceptée par le jury].</p> <p>La thèse de M./Mme [Nom et prénom du doctorant] sera soutenue en langue [<i>choisir</i> : langue française ou langue anglaise ou, si la nature de la thèse le justifie, dans une langue acceptée par le jury].</p>	<p>Article 7</p> <p>The thesis of Mr/Ms [surname and first name of the doctoral student] prepared on the joint programme, shall be written in [<i>select as appropriate</i>: French or in English or in a language approved by the board where the thesis justifies an alternative].</p> <p>The thesis of Mr/Ms [surname and first name of the doctoral student], shall be defended in [<i>select as appropriate</i>: French or in English or in a language approved by the board where the thesis justifies an alternative].</p>
<p>Article 8</p> <p>Conformément au règlement doctoral de l'Académie universitaire 'Louvain' et aux conditions fixées en la matière par ce règlement, la thèse donnera lieu à une défense privée, organisée dans l'un des deux établissements, en présence de l'ensemble des membres du jury.</p> <p>Ensuite, la thèse donnera lieu à une soutenance publique unique reconnue par les deux établissements, dont la présentation aura lieu à [<i>lieu à préciser</i> : [Nom de l'université partenaire] OU [Nom de l'université de l'Académie universitaire 'Louvain']].</p> <p>Préalablement à la soutenance publique, le doctorant présentera les résultats de sa recherche dans un séminaire qui sera organisé dans établissements partenaire où ne se déroule pas la soutenance publique.</p> <p>La date et le lieu de la soutenance publique sont fixés d'un commun accord et sont notifiés par écrit par les directeurs/promoteurs de thèse dans les deux établissements partenaires aux doyens des facultés concernées.</p>	<p>Article 8</p> <p>In conformity with the doctoral regulation of the <i>Académie universitaire</i> 'Louvain' and with the relevant provisions of the regulation, there shall be a private defence of the thesis, held in one of the two institutions, in the presence of all the members of the board.</p> <p>There shall then be a single public defence, recognised by both institutions, to be held at[<i>fill in place name</i>, name of partner university] OR [name of the university of the <i>Académie universitaire</i> 'Louvain']].</p> <p>In advance of the public defence, the doctoral student shall present the results of his or her research at a seminar held at the partner institution where the public defence is not being held.</p> <p>The date and the place of the public defence are jointly agreed and notified in writing by the thesis supervisors in the two partner institutions to the Deans of the relevant faculties.</p>
<p>Article 9</p> <p>Le doctorant s'engage à respecter le règlement des études doctorales en vigueur dans les établissements liés par cette convention. En particulier, il se conformera aux règles prévues pour le dépôt, le signalement et la reproduction des thèses.</p> <p>En ce qui concerne le programme de formation doctorale, M/Mme/Melle [nom et prénom du doctorant] devra satisfaire aux exigences en vigueur dans les deux établissements. Néanmoins, il/elle est autorisé(e) à faire valoir une même activité dans les deux programmes pour autant que cette activité soit reconnue par chacun des deux établissements comme prise en compte dans le cadre de la formation doctorale.</p>	<p>Article 9</p> <p>The doctoral student undertakes to abide by the regulations on doctoral studies in force in the institutions bound by this agreement. In particular, he or she shall follow the rules on the deposit, description and reproduction of theses.</p> <p>Mr/Ms [surname and first name of the doctoral student] will have fulfilled the requirements to the doctoral training program in force in both institutions. Nevertheless, he/she is authorized to take into account the same activity in both programs if it is recognized as part of a doctoral training program in both institutions.</p>

<p>Article 10</p> <p>Conformément à la réglementation en vigueur dans chaque pays³ et sur la base du rapport de soutenance publique unique, le titre de Docteur en [(à préciser)] de [Nom de l'université partenaire] et celui de Docteur en [Domaine d'études] de [Nom de l'université de l'Académie universitaire 'Louvain'] sera conféré sur base d'une délibération conjointe à M/Mme [Nom et prénom du doctorant] par l'intermédiaire d'un diplôme [choisir : unique ou spécifique à chaque établissement].</p> <p>[en cas de diplôme unique, choisir : Ce diplôme fait explicitement référence à la convention de co-tutelle.]</p> <p>ou</p> <p>[en cas de diplômes spécifiques à chaque établissement, choisir : Les diplômes délivrés font explicitement référence à la convention de cotutelle et mentionne l'autre diplôme délivré.]</p> <p>Les diplômes délivrés font explicitement référence à la convention de cotutelle et mentionne l'autre diplôme délivré.</p> <p>Un seul supplément au diplôme sera délivré. Celui-ci sera constitué de deux parties, reprenant respectivement les textes habituellement annexés aux diplômes dans les deux établissements concernés, dans leur langue respective. Ce supplément unique est signé par le secrétaire du jury.</p>	<p>Article 10</p> <p>In conformity with the regulations in force in each country⁴ and on the basis of the report on the public defence, the rank of Doctor in [(to be filling in)] from [name of the partner university] and that of Doctor in [(to be filling in)] from [name of the university of the <i>Académie universitaire 'Louvain'</i>] shall be conferred, on the basis of joint deliberation, on Mr/Ms [surname and first name of the doctoral student] as... (select as appropriate)</p> <p>[In a joint degree, select as appropriate : These degree certificate shall make specific reference to the joint doctoral programme.]</p> <p>or</p> <p>[In a degree from each institution : select as appropriate : The degree certificate shall make specific reference to the joint supervision of the thesis and to the second degree awarded.]</p> <p>There shall be a single supplement to the degree certificate, composed of two parts containing respectively the texts usually appended to degree certificates in the two institutions, in the relevant languages. This single supplement must be signed by the board secretary.</p>
<p>Article 11</p> <p>Les établissements partenaires s'engagent à respecter les règles éthiques en vigueur en leur sein et à se conformer aux plus contraignantes d'entre-elles.</p>	<p>Article 11</p> <p>The partner institutions undertake to abide by the strictest ethical rules in force.</p>
<p>TITRE III Dispositions finales</p> <p>Article 12</p> <p>La présente convention est signée pour une durée de [à préciser – cf article 2] ans à partir de [date précisée à l'article 2 de la présente convention]. Les modifications de la présente convention de cotutelle doivent être confirmées par les deux établissements.</p>	<p>TITLE III Final provisions</p> <p>Article 12</p> <p>The current agreement is for a length of [to be filled in – cf. Article 2] years from [the date in Article 2 of the current agreement]. Any amendments to the current joint agreement must be confirmed by both institutions.</p>

³ Si la cotutelle est négociée avec une université flamande, remplacer « pays » par « Communauté ».

⁴ If the joint agreement is negotiated with a Flemish university, replace 'country' with 'Community'.

Fait en autant d'exemplaires que de signataires,

Made in as many copies as signatories,

Pour [Nom de l'université partenaire] For [Name of the partner University] :	Pour [Nom de l'université de l'Académie universitaire 'Louvain'] For [name of the University of the <i>Académie universitaire</i> 'Louvain'] :
Le promoteur/directeur de thèse Thesis Supervisor	Le promoteur/directeur de thèse Thesis Supervisor
Prof. Date : Signature	Prof. Date : Signature
Le Président/Recteur President/Rector	Le Recteur Rector
Prof. Date : Signature	Prof. Date : Signature

Le doctorant/the doctoral student

Nom :

Prénom :

Date :

Email :

Signature

Annex 2. Equivalence of foreign degrees to 3rd cycle degree (doctorate)

A2-1. Equivalence committees

An equivalence committee is formed for each area of study :

- It is competent to grant equivalence for foreign academic third cycle (doctorate) degree relating to the relevant area in the French Community of Belgium ;
- It is made up of a President, a Secretary and a third member of the relevant doctoral committee ; at least one of these three members is on the academic staff of the university where the request for equivalence has been submitted ;
- It rules on the basis of a file provided by the applicant, in conformity with the provisions cited in point A2-2 of the current annex and with the opinion given by the body formed for this purpose, in conformity with the provisions cited in point A2-3 of the current Annex.

In the case of a favourable decision, an equivalence certification, on the model set out in **point A2-4 of the current Annex**, is issued by the Equivalence Committee. The original is then sent to the Rector's office of the university where the request was submitted. A copy is also sent to the President of the Doctoral Committee of the *Académie* (CODAL).

A2-2. Submission of equivalence applications

Requests for equivalence for a third cycle (doctorate) degree must be submitted to the Rector's office of one of the member universities of the *Académie* which is authorised to award the relevant rank of Doctor. Requests for equivalence for a third cycle degree relating to applications for an F.R.S.-F.N.R.S. post must be submitted to the Rector's office of one of the member universities of the *Académie* through which the application will be made. If this university institution is not able to confer the relevant academic rank of Doctor, a request for recognition of equivalence may be made to the Rector's office at the *Université catholique de Louvain*.

The applicant must produce the following documents to ensure that his or her request is admissible:

- A certified copy of the doctoral degree certificate together with a translation achieved by a sworn translator (translation is not required for certificates in English, French, Dutch, Italian, Spanish, Portuguese or German) ;
- A copy of the second cycle degree certificate, as well as copy of certificate(s) for post-graduate degrees if relevant;
- A paper copy of the doctoral thesis (which will be returned to the applicant) together with an abstract in English or French if the thesis is written in another language ;
- A curriculum vitae including the applicant's full contact details as well as the titles (and any special results) of the years of study he or she has pursued, a list of publications (particularly those relating to the thesis) and contributions to international conferences together with any other details which he or she considers relevant to the application ;
- If needed, the name of a contact person from the university where the request for recognition has been submitted (compulsory for requests relating to applications for an F.R.S.- FNRS post).

- If it is available, the doctoral regulation of the university which has awarded the doctorate for which recognition of equivalence has been requested or any other document which enables verification of the entry criteria for doctoral studies as well as the accreditation or the recognition by the competent foreign authorities of the institution which has awarded the degree and the status of the degree as recognised by the competent foreign authorities.

A2-3. Advisory body

An advisory body shall be formed to consider all requests for equivalence and to submit a reasoned opinion to the relevant Equivalence Committee.

The advisory body shall be made up of **three members** nominated by the Equivalence Committee, at least two of whom belong to the university to which the request for equivalence has been submitted.

**Accord-type en matière de supervision conjointe d'une thèse de doctorat entre institutions
membres de l'Académie universitaire 'Louvain'**

(modèle approuvé par le Conseil de l'Académie universitaire 'Louvain' le 28/11/2008)

ENTRE

[Dénomination de l'Institution]
sise(s) *[adresse du siège social]*
représentée(s) par *[nom et prénom du Recteur]*, Recteur
ci-après désignée(s) "**Institution gestionnaire**"

ET

[Dénomination de l'Institution]
sise(s) *[adresse du siège social]*
représentée(s) par *[nom et prénom du Recteur]*, Recteur
ci-après désignée(s) "**Institution partenaire**"
toutes deux membres de l'Académie Universitaire Louvain.

VU

- le décret du 31 mars 2004 définissant l'enseignement supérieur, favorisant son intégration à l'espace européen de l'enseignement supérieur et refinançant les universités ;
- le règlement doctoral unique de l'Académie universitaire 'Louvain' pris en application de l'article 71 du décret du 31 mars 2004 précité ;

PRÉAMBULE

Dispositions générales

La procédure de supervision conjointe de thèse mise en place entre les deux Institutions membres de l'Académie universitaire Louvain a pour objet d'instaurer et de développer une coopération scientifique tout en favorisant la mobilité des doctorants.

Conformément aux dispositions arrêtées dans le cadre d'une codirection des travaux de doctorat, les deux Institutions signataires donnent leur accord à la préparation d'une thèse de doctorat dont la réalisation et la soutenance s'effectuent sous la responsabilité conjointe de promoteurs appartenant aux deux Institutions.

L'Institution gestionnaire est en charge du suivi administratif de l'étudiant. Elle assure le suivi de son dossier tant en interne qu'au niveau des relations avec l'Institution partenaire. C'est également à son initiative que sont entreprises les démarches de fin de thèse notamment la procédure de composition du jury, l'élaboration du diplôme commun et la déclaration auprès des instances communautaires.

TITRE I

Modalités administratives

Article 1

La supervision conjointe des travaux de doctorat est organisée au bénéfice de :

M / Mme *[nom et prénom du doctorant]*

Né(e) le *[date de naissance]* à *[lieu de naissance]*

Nationalité : *[pays]*

e-mail : *[adresse courriel]*

ci-après désigné(e) "doctorant".

Le sujet de thèse déposé par le doctorant consiste en *[titre de la thèse]*

.....
.....
.....

Une description de la thèse est annexée à la présente convention (cf. annexe 1).

Article 2

Le doctorant prend une inscription annuelle comme étudiant doctorant en *[Intitulé du domaine d'études choisi parmi les 22 domaines d'études prévus à l'article 31 du décret du 31 mars 2004]* dans l'Institution gestionnaire et dans l'Institution partenaire.

Lors de la première inscription, les droits d'inscription complets sont acquittés auprès de l'Institution gestionnaire et une inscription au rôle est prise auprès de l'Institution partenaire.

Pour les années suivantes, seul le droit d'inscription au rôle et les frais administratifs seront perçus par l'Institution gestionnaire et l'Institution partenaire.

Article 3

Le montant que représente l'encadrement de la thèse au sein des subventions versées par la Communauté française de Belgique ("allocations de fonctionnement") et par la Coopération Universitaire au Développement ("frais de formation") au titre du financement des doctorats est octroyé pour moitié à l'Institution gestionnaire et pour moitié à l'Institution partenaire.

Article 4

Le doctorant est couvert en responsabilité civile et en accidents corporels, dès lors qu'il est régulièrement inscrit dans au moins une des deux Institutions.

TITRE II

Modalités scientifiques

Article 5

Dans chaque Institution, le doctorant effectue ses travaux sous le contrôle et la responsabilité d'un promoteur :

Au sein de l'**Institution gestionnaire**, le doctorant effectue ses travaux sous le contrôle et la responsabilité de *[nom et prénom du promoteur]*

Au sein de l'**Institution partenaire**, le doctorant effectue ses travaux sous le contrôle et la responsabilité de *[nom et prénom du promoteur]*

Les promoteurs s'engagent à exercer pleinement la fonction de tuteur auprès du doctorant et à assurer l'encadrement de celui-ci. Ils se concerteront régulièrement sur l'avancement des travaux de recherche du doctorant.

TITRE III

Modalités de soutenance et diplôme

Article 6

La thèse donnera lieu à une soutenance publique unique reconnue par les deux Institutions, dont la présentation aura lieu à *[dénomination de l'Institution]*. Préalablement à la soutenance publique, le doctorant présentera publiquement les résultats de sa recherche lors d'un séminaire qui sera organisé dans l'Institution qui n'abritera pas la défense publique.

Article 7

Conformément à la réglementation en vigueur en Communauté française et sur base du rapport de soutenance publique, le grade de Docteur en *[nom du domaine voir article 2]* sera conféré conjointement par *[Institution gestionnaire]* et *[Institution partenaire]* à M/Mme *[nom et prénom du doctorant]* par l'intermédiaire d'un diplôme unique.

Le rapport de soutenance fera explicitement mention de la supervision conjointe de la thèse.

TITRE IV

Dispositions finales

Article 8

La présente convention est passée pour toute la durée du doctorat et prendra cours le *[date de prise d'effet]*.

Les éventuelles modifications à la présente convention doivent être confirmées par les deux Institutions.

Fait en trois exemplaires,

Pour *[Dénomination de l'Institution gestionnaire]*

Pour *[Dénomination de l'Institution partenaire]*

Le promoteur

Le promoteur

Prof. *[nom et prénom du promoteur]*

Prof. *[nom et prénom du promoteur]*

Date : *[date signature]*

Date : *[date signature]*

Signature

Signature

Le doctorant

M/Mme *[nom et prénom du doctorant]*

Date *[date signature]*

Signature

LABEL DE DOCTORAT EUROPÉEN

Année académique/....

Attestation de label de « doctorat européen » conféré à [Nom et Prénom du récipiendaire], né(e) à [Ville/Pays], le [date de naissance] et titulaire du diplôme de docteur en [domaine d'études] délivré par [préciser : Facultés universitaires Notre-Dame de la Paix, Facultés universitaires catholiques de Mons, Facultés universitaires Saint-Louis ou Université catholique de Louvain].

Le jury certifie que [Nom et prénom du récipiendaire] a satisfait aux conditions prévues à l'article 3.4 du règlement doctoral de l'Académie universitaire 'Louvain' en vue de l'obtention du label de doctorat européen.

▪ Titre de la thèse :

▪ Promoteur(s) de la thèse :

[nom(s), prénom(s), institution(s) d'appartenance du(des) promoteur(s) avec mention du pays]

▪ L'autorisation de soutenance publique a été accordée au vu du rapport de délibération de la défense privée auquel ont contribué :

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-
-
-
-
-

[Noms, pré noms, institutions d'appartenance des membres du jury avec mention du pays]

▪ La thèse a été soutenue en [préciser une langue de l'UE y compris le français] et, partiellement, en [préciser une langue de l'UE y compris le français].

▪ Le(s) séjour(s) de recherche à l'étranger s'est (se sont) déroulé(s) du [date de début du séjour] au [date de fin du séjour] dans l'équipe du Prof./Dr. : [nom de l'encadrant dans l'entité d'accueil] de/du [Nom du laboratoire ou unité d'accueil] de [Nom de l'établissement d'accueil, adresse avec mention du pays].

En foi de quoi le jury décerne à [Nom et Prénom du récipiendaire], le label de « doctorat européen ».

Fait à, le [date de la soutenance publique]

(Nom, prénom et signature)
Président du jury

(Nom, prénom et signature)
Secrétaire du jury