

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

The Vice-Rector for Teaching and International Relations at the University of Lucerne

based on § 44 of the Statutes of the University of Lucerne of 13 December 2023,

decrees:

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.

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 and must fully comply with both universities' rules and regulations, as well as the respective faculty's admission requirements. The thesis is supervised academically by two persons; in their function within the doctoral procedure they are on an equal footing. Graduates receive only one degree; its award is confirmed by two separate diplomas in which reference is made to the joint doctorate (see 7.).

2. Agreement

The prerequisite for the realisation of a joint doctoral degree is the conclusion of a cooperation agreement between the two partner universities relating to a specific project. The agreement must be signed by the rectors, the deans, the supervisors of both universities and the doctoral students no later than one year after registration as a doctoral student at the home university. There is no entitlement to a joint doctoral degree with the participation of the University of Lucerne.

The International Relations Office provides a standard contract as a basis, which takes into account the applicable provisions.

3. Sprache

The language of the dissertation and the examinations is specified in the cooperation agreement.

4. Registration

Doctoral students only pay semester fees at their home university, not at the partner university. If Lucerne is not the home university, registration must be submitted to the Student

¹ These guidelines are a translation of the German document *„Richtlinien für Doppeldoktorate an der Universität Luzern“* issued by Vice Rector for Teaching and International Relations, Professor Martina Caroni on the 10th June 2024. These guidelines come into force on the 1st July 2024.

Services of the University of Lucerne one month before the start of the stay and a one-off registration fee must be paid. Doctoral students are responsible for meeting the deadline: 31 August for the autumn semester, 31 January for the spring semester.

5. Admission

Doctoral students must fulfil the admission requirements for the doctoral programme at both the home university and the partner university. In Lucerne, the check is carried out by the Admissions Office of Student Services (formal) and by the responsible faculty (content); their admission and approval for the joint doctoral degree must be received before the co-operation agreement is concluded.

6. Research stay

Doctoral students study at the partner university for at least one semester. The University of Lucerne recommends spending two thirds of the study period at the home university and one third at the partner university. On completion of the dissertation, they submit a confirmation of their stay at the partner university, signed by the supervisor, to the International Relations Office.

7. Diploma

Both participating universities issue their own diploma, which states in the text that it is a joint doctorate. Although there are two certificates, only a single degree is awarded; doctoral graduates are expressly not authorised to use two titles.

8. Costs and funding

Costs incurred by supervisors in connection with the doctoral examination (e.g. for travelling) are borne by their home university. For members of the University of Lucerne, budgeting and invoicing is carried out by the faculty involved.

Depending on the partner institution, doctoral students may have to pay additional examination fees. The State Secretariat for Education, Research and Innovation (SERI) grants scholarships for joint doctorates with European and Israeli universities. The administrative procedure is outlined by swissuniversities.

See: <https://www.swissuniversities.ch/en/topics/promotion-of-young-talent/cotutelles-de-these>. Applications for scholarships must be submitted to the International Relations Office with all necessary documents by 1 March at the latest.

9. Implementation procedure

1. The doctoral candidate obtains the consent of both supervisors.
2. The candidate ensures that their admission to the doctoral programme is checked and confirmed by the faculty concerned.
3. The candidate contacts the International Relations Office (IRO) to prepare the cooperation agreement (Catrin Scheiber, T: +41 41 229 50 71; catrin.scheiber@unilu.ch).

4. Candidates apply to the partner university for admission.
5. Candidates prepare the cooperation agreement and the enclosures and submit the dossier to the International Relations Office. Students with a foreign educational background must enclose a copy of the diploma recognised by the Dean's Office with the agreement. Changes to the text of the cooperation agreement require the approval of the International Relations Office; if necessary, the IRO will consult with the partner university.
6. Candidates then submit the cooperation agreement to the supervisors and contact persons at the partner university for signature. Enclosures 1 and 2 of the agreement - "Arrangements for research stays" and "Composition of the examination board" - must be signed by both supervisors and the doctoral student. The International Relations Office then submits the cooperation agreement to the Dean and the Rector for signature. The contract is drawn up in seven copies.
7. After signing the contract, the doctoral student receives copies of the contract for themselves, for their supervisors and for the administration of the partner university, and they take care of distribution. The International Relations Office serves the Rectorate and the faculty.

10. Entry into force

The guidelines enter into force on 1 July 2024. They replace the guidelines of 5 June 2014.

Lucerne, 10 June 2024



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