



UNIVERSITY OF NOVI SAD

DOCUMENTS, ANALYTICS AND ARCHIVES

## **REGULATIONS FOR JOINT SUPERVISION OF DOCTORAL THESIS AND DOUBLE DOCTORATES**

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Pursuant to Article 87, Paragraph 10 of the Law on higher education ("*Službeni glasnik RS*", issue 76/05, 100/07 - an authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 - an authentic interpretation, and 68/15), Articles 16 and 73, Paragraph 1, Line 45 of the Statute of the University of Novi Sad Statute (the Council of the University of Novi Sad Council on 28 December 2010, the amendments on 23 March 2012, 11 October 2012, 26 February 2013, 15 November 2013, 30 May 2014, 4 June 2015, and 29 January 2016) the Senate of the University of Novi Sad hereby adopts:

## **REGULATIONS FOR JOINT SUPERVISION OF DOCTORAL THESIS AND DOUBLE DOCTORATES**

### **INTRODUCTORY PROVISIONS**

#### Article 1

The Regulations for joint supervision of doctoral thesis and double doctorates (hereinafter "Regulations") define the terms, conditions and realisation of international agreements, i.e. agreements on joint supervision of doctoral thesis and double doctorates.

By regulating this area, the University of Novi Sad (hereinafter "University") promotes international cooperation at the level of doctoral academic studies, improves scientific research cooperation with partner universities from abroad and strengthens the University's participation in the European area of higher education and research as an integral part of the higher education internationalisation process, in accordance with the positive legal regulations and generally accepted European standards.

### **BASIC TERMS**

#### Article 2

The terms **joint supervision of doctoral thesis** and **double doctorate** refer to a mode of doctoral academic studies implemented at the University and a foreign institution of higher education, mentored by professors from both partner universities, which is based on the Agreement on joint supervision of doctoral thesis and double doctorate and an individual Contract on joint supervision of doctoral thesis and double doctorate, in accordance with these Regulations.

**The foreign higher education institution** is a higher education institution based abroad which meets all the requirements for issuing a PhD diploma in accordance with the laws of the country where the institution is based. The Ministry of Education of the Republic of Serbia acquires the information on the foreign higher education institution and the doctoral academic study programme in which the candidate was enrolled abroad.

**The Agreement on joint supervision of doctoral thesis and double doctorate** (hereinafter "Agreement") is an agreement between the University and a foreign higher education institution, establishing cooperation in the field of doctoral academic studies in the form of joint supervision of doctoral thesis with the aim of enabling students to study at both universities, where contracting parties undertake to issue a double diploma to students who have successfully defended their doctoral thesis.

**The Contract on joint supervision of doctoral thesis and double doctorate** (hereinafter "Contract") specifies the conditions and the mode of doctoral academic studies and joint supervision of doctoral thesis at partner universities and the issuance of double diplomas. The Contract is concluded individually for each doctoral dissertation, i.e. the candidate, and must be in line with the previously signed Agreement and these Regulations.

**The Partner University** is a foreign higher education institution which has signed the Contract or the Agreement with the University.

**The Double diploma** is the diploma issued to the student by the University and the partner university after the student completes his or her doctoral studies in accordance with the Agreement and the Contract. Each of the partner universities issues their diploma separately and in accordance with their regulations, indicating the joint supervision of the thesis (*cotutelle de thèse*).

## AGREEMENT

### Article 3

The Agreement is of a general nature and is used by the University and the foreign higher education institution to arrange the possibility of joint supervision of doctoral thesis for the students who are enrolled in the programs of doctoral academic studies at both partner universities, who are bound by it to issue a double diploma.

The Agreement arranges the general rules of the double doctorate mode (such as academic aspects, tuition fees, administrative procedures, the status of students, financial aspects, issuance of diplomas, etc.).

## **CONTRACT**

### Article 4

The contract is signed separately for each doctoral thesis, i.e. candidate.

The requisite elements of the Contract are:

- the legal basis;
- the candidate's personal data (name, surname, date and place of birth, residence, email address, phone number, status);
- the exact name of the academic programme and the faculty at which the candidate was enrolled / will be enrolled at both partner universities, the area or the topic of the doctoral thesis, the data on the academic year of enrolment and the date scheduled for the completion of doctoral studies;
- the names and contact information of mentors from both partner universities, their duties;
- the plan of the candidate's period of stay and research at each of the partner universities, which must be signed by both mentors and represents an integral part of the Contract. It is also necessary to specify the minimum time that a candidate should spend at each partner university;
- the conditions and the manner of defending the doctoral thesis.
- financial liabilities related to the implementation of the Contract (the issues of tuition fees, insurance, academic and living expenses during the period of mobility, the compensation to members of the Committee for evaluation/defence of doctoral thesis, etc.);
- the composition of the Committee for evaluation / defence of doctoral thesis (hereinafter: the Committee) - The committee consists of representatives from both partner universities. The number of the Committee members is an element of the Agreement which is not mandatory; the Committee is usually, although not necessarily, composed on the principle of parity. A member of the Committee of the University can only be a teacher of the University or a person elected to a scientific position, having scientific references in the scientific field relevant to the topic of the doctoral thesis, in accordance with the relevant regulations. The Committee may include external members as well. The Contract must also specify the issue of financial costs that may be incurred in relation to the employment of the Committee members. After the defence of the doctoral thesis, the Committee shall draw up a report which offers an evaluation of the scientific results of candidate's work on the subject of research within the thesis as well as the evaluation of the defence of the doctoral dissertation by the candidate (hereinafter: the Committee Report). The Committee Report will be made in the languages of the Contract and has to be signed by all the Committee members and submitted to both partner higher education institutions.
- the language of the doctoral thesis and the defence of the doctoral thesis - if the doctoral thesis is written and defended in a foreign language, it must contain a detailed summary in the Serbian language (of at least 27000 characters);

- the conditions that must be met in order to proceed with the defence of the doctoral thesis - the candidate must meet the requirements defined at both partner universities, taking into account that the mobility periods are mandatorily recognised and regulated by the Contract. The doctoral thesis is defended only once, and it is necessary to specify in the Contract which partner institution should host the defence of the thesis;
- the conditions and manners of issuing the diploma, as well as its content - the diploma must indicate the joint supervision of doctoral thesis, stating the partner university where the part of the studies took place as well as the original title of the thesis;
- the regulation of intellectual property rights arising based on the implementation of the Contract;
- the data on the administrative aspects of double doctorates (the authorised offices, the manner of programme monitoring, record keeping, the reports that must be submitted by the candidate and the mentors, etc.)

In addition to the requisite elements of the preceding paragraph, the Contract may also contain optional elements in accordance with the peculiarities of the particular case.

## PROCEDURE FOR THE CONCLUSION OF THE CONTRACT

### Article 5

In order to conclude an individual Contract, it is necessary have an Agreement previously concluded with the foreign higher education institution, i.e. the partner university.

### Article 6

The initiative for the conclusion of the Contract is started by the dean of the faculty of the University where the study programme takes place, based on a proposal by the candidate.

All the communication regarding the details of the Contract is maintained between the Faculty, the candidate, and the partner University.

The initiative referred to in Paragraph 1 shall be sent out to the Rector of the University in writing and it must contain the following documents:

- the certificate of enrolment in doctoral academic studies at the University and at the partner university, which indicates the name and duration of the study programme and the faculty where the programme is implemented, unless the candidate's enrolment in doctoral academic studies is not conditioned by a previous Agreement, or Contract, in which case it is sufficient to state the required information in the initiative in writing;

- a statement of the proposed or the approved mentors for candidate from the University and the partner university expressing their consent to guide the candidate in the

research and writing of the doctoral thesis (a statement by the foreign mentor must also contain an English translation).

- the plan of the candidate's period of stay and research at each of the partner

Universities from Article 4, Paragraph 2, Line 5 of this Regulation;

- a detailed and complete financial plan of the study programme signed by the Dean of the faculty of the University, with the obligatory note that the faculty of the University will cover all the reasonable expenses incurred under this Contract.

- the candidate's application which must contain a statement that the candidate is familiar with the rules of doctoral academic studies at the University and the partner university, and will adhere to the same if he or she is granted to carry out the doctoral studies in accordance with the Contract;

- the text of the Contract proposal (the Contract must be made in Serbian and English, and it is also possible to provide a copy of the Contract in the language of the country where the foreign institutions of higher education, i.e. the partner university is based.

The provisions of this Article also shall apply accordingly in the case of the study programme being implemented at the University or an institute within the University; in that case the initiator, i.e. the signatory of those documents is the head of the higher education/organisational unit within the University, or the director of the institute. The unforeseen expenses from Paragraph 3, Line 4 of this Article are in this case covered by the University, or the institute within the University.

#### Article 7

The Contract is signed by the rectors of the University and the partner university, the dean of the faculty of the University (or the head of the higher education/organisational unit within the University or the director of the institute if the study programme is implemented at the University or an institute within the University) and dean of the faculty or some other authorised person (e.g. the head of the department) from the partner university, the candidate's mentors and the candidate.

The Contract needs to be signed in all the languages in which it is made. Each signatory shall retain a copy of the Contract in all the languages in which it is made.

The Contracts must be identical, and if there is a need for interpretation, the authoritative copy is the copy of the Agreement in the English language.

Any potential disputes will be resolved by the parties peacefully by mediation.

## CONTRACT TERMINATION

### Article 8

The Contract termination may be initiated by either party in the form of a written request that is submitted to the partner universities - the signatories of the Contract.

If the Contract termination is initiated by the candidate, his or her request from the previous paragraph must indicate the university at which he or she wishes to pursue the doctoral studies and a list of inventions and solutions that he or she reached in the context of the research up to the moment of submitting the request for Contract termination.

The Contract termination Agreement must contain the details specified by the parties regarding the intellectual property rights arising from the previous research within the mode of joint supervision of doctoral thesis and parallel studies on partner universities.

## TRANSITIONAL AND FINAL PROVISIONS

### Article 9

The provisions of the Contract and the Agreement which are not in accordance with these Regulations, University regulations and positive legal regulations shall be deemed null and void and will not produce legal effects for the University.

These Regulations shall enter into force on the eighth day of its publication.

PRESIDENT OF THE SENATE

PROF. DR. DUŠAN NIKOLIĆ