# Open Dissertation/Thesis Cotutelle Cooperation Agreement entered into by and between the Federal University of Rio de Janeiro - UFRJ and *name of the foreign institution.*

The Federal University of Rio de Janeiro (UFRJ), a Higher Education Institution acknowledged by Decree 14.343, dated September 7, 1920, under the name of University of Rio de Janeiro, reorganized by Act 452, dated July 5, 1937, under the name of University of Brazil, which was granted autonomy by Decree-Law 8.393, dated December 17, 1945, then changing its name to Federal University of Rio de Janeiro pursuant to Act 4.831, dated November 5, 1965. It is currently organized in accordance with the Restructuring Plan approved by Decree 60.455-A, dated March 13, 1967.

UFRJ, a legal entity governed by public law, structured as a self-governing institution of a special nature, located at Av. Pedro Calmon, 550, Cidade Universitária, Ilha do Fundão, Rio de Janeiro, RJ, Brazil, registered with the CNPJ under the number 33.663.683/0001-16, represented by its Rector, Professor Denise Pires de Carvalho, and the Foreign Institution, \_\_\_\_\_\_\_\_\_\_\_\_\_ , located at \_\_\_\_\_\_\_\_\_\_\_\_, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sign this Agreement under the following terms and conditions in accordance with the rules of international dissertation/thesis cotutelle standards of the Education Council for Graduates (CEPG, in Portuguese) and the legislation on graduate studies in force in Brazil at the time of signature of the Agreement.

# GENERAL PROVISIONS

The parties responsible for the cotutelle are: at UFRJ, the Academic Unit (XXXXXX), and at the (*foreign institution).*

The purpose of this agreement is to establish the mobility guidelines for graduate students enrolled in the graduate program(s) (specify one or more Programs or areas of knowledge, or all programs) at UFRJ and (*name of foreign institution).*

# Article 1 - REGISTRATION AND DURATION

* 1. The cotutelle candidate must be enrolled in a master's/PhD program at UFRJ evaluated by CAPES and have completed a total of credits compatible with the study program and the research project to be developed at the host institution.
  2. The master's/PhD student must comply with all the documentary requirements necessary to be enrolled in UFRJ's Integrated System of Academic Registration (SIGA, in Portuguese) and must stay enrolled in such System until the defense of the dissertation/thesis.
  3. The master's/PhD student must be regularly enrolled in the (*name of the foreign institution).*
  4. The master's student must remain in *(name of the foreign institution)* for a period of six months, extendable for up to six more months, and the master's degree shall be issued and conferred upon the student in both countries, in accordance with this dissertation/thesis cotutelle agreement, signed by the Brazilian and foreign institutions.
  5. The PhD candidate must remain at *(name of the foreign institution)* for a period of 12 months, extendable for up to 12 more months, and the title of doctor shall be issued and conferred upon the candidate in both countries in accordance with the dissertation/thesis cotutelle agreement, signed by the Brazilian and foreign institutions.
  6. As long as justified in the work plan, the master's student may remain in *(name of the foreign institution)* for a period of less than six months and the PhD student for a period of less than 12 months.
  7. The permanence of the master's/PhD student at *(name of the foreign institution)* may be subdivided in stages, provided that this division is justified in the work plan and the student is duly enrolled at UFRJ.

# Article 2 - MATERIAL CONDITIONS

* 1. **Registration fees**

*In this item, we should define whether fees shall be paid, establish them, and inform when and how much will be paid*. *Suggested model*:

At UFRJ, no fees shall be paid. At *(name of the foreign institution),* the student will pay X fees, in the amount of x and in a X basis.

# Social Security

*In this item, we should define who shall cover candidate's social security and civil liability. Suggested model*:

The student's social security and civil liability shall be covered under the following conditions:

* + 1. At UFRJ, the master's/PhD student will benefit from the Brazilian social security system, but is advised to hire private health insurance with wide coverage.
    2. When staying at the *name of foreign institution*, the master's/PhD student must take out private social insurance with broad coverage.

# Conditions of accommodation and financial aid for which the student may apply

* + 1. At the Federal University of Rio de Janeiro, the candidate will not be count on financial assistance. In *name of foreign institution*, the master'/PhD student will receive/will be entitled to XXXXXXXXX.

# 2.4- Award of scholarship

If the master's/PhD student receives funds only from Capes social scholarship, according to Article 12 of Capes Ordinance 76, dated April 14, 2010, he/she can keep it during their time abroad, provided that absence is no longer than six months for master's students and not longer than twelve months for PhD students, and that the cotutelle is formally approved by the Scholarships Committee of the Graduate Program in which the student is enrolled.

# Article 3 - SUPERVISION

The orientation will be the responsibility of two supervisors, one at UFRJ, a member of the active faculty of the graduate program in which the student is regularly enrolled, and one at *name of the foreign institution*. Both must have a PhD or equivalent.

# Article 4 - DEVELOPMENT

*In this section, we should establish:*

* *if the load of pedagogical activity provided for in Art. 40 of Res. 1/2006 can be done partially in each institution or entirely in one of them;*
* *the conditions and procedures for the validation or equivalence of the courses taken at the foreign university when the limits provided for in Article 41 of Res 1/2006 are exceeded;*
* *whether the reading and comprehension of texts in foreign languages will be required in accordance with Art. 49-III of Res 1/2006, and*
* *the assessment method, the equivalence or exemption of other complementary curricular requirements mentioned in Art.49, sole paragraph, of Res. 1/2006 and provided for in the regulation of the Graduate Program.*

# Article 5 - DEFENSE

*In this item, we should define whether there will be one or two defenses and the details of the procedures. Suggested models:*

*Model 1:*

The dissertation/thesis shall be defended only once before an examining committee and shall be recognized by the two institutions.

The dissertation/thesis examining committee shall be made up of XXXX members appointed at par by the two institutions. The committee shall necessarily include the two supervisors of the dissertation/thesis, two members from other institutions, XXX internal members of the programs involved (pursuant to CEPG resolution 01/2006).

- The two parties to this Agreement undertake to seek all possible financial means so that the joint defense of the thesis can take place, including using different means of communication, such as videoconference.

The dissertation/thesis supervisors shall define:

* the language of the dissertation/thesis, pursuant to CEPG Resolution 02/2018;
* the language of the dissertation/thesis, pursuant to CEPG Resolution 04/2012;
* Institution where the defense shall take place and
* the defense date.

*Model 2:*

The dissertation/thesis shall have *two defenses, following the procedures of each of the institutions*.

The dissertation/defense examining committee at UFRJ shall be composed according to CEPG resolution 01/2006.

At (*name of the foreign institution):*

- The two parties to this Agreement undertake to seek all possible financial means so that the joint defense of the thesis can take place, including the use of different means of communication, such as videoconference.

The dissertation/thesis supervisors shall define:

* - the language of the dissertation/thesis, pursuant to CEPG Resolution 02/2018;
* - the language of the dissertation/thesis, pursuant to CEPG Resolution 04/2012;
* The estimated date for the defense.

The protection of the subject matter of the dissertation/thesis, as well as the publication, exploration, and the protection of results of the research of the master's/PhD student in the two institutions shall be subject to the regulations in force and shall be guaranteed according to the specific procedures of each country involved in the cotutelle.

Upon request, the provisions relating to the protection of intellectual property rights shall be established through a specific schedule to this Agreement.

# Article 6 - ISSUANCE OF DIPLOMAS

After favorable opinion of the examining committee,

the Federal University of Rio de Janeiro undertakes to confer upon the student the master's/doctor's degree of the program in which the student is enrolled and to issue the corresponding diploma;

and *name of the foreign institution* undertakes to confer upon the student the master's/doctor's degree of the program in which the student carried out the research activities and to issue the corresponding diploma.

# Article 7 - DEPOSIT, FORMAT, AND REPRODUCTION OF THE DISSERTATION/THESIS

In each country, the deposit, format, and reproduction of the dissertation/thesis shall be carried out according to the regulations of the graduate programs of the institutions participating in this agreement.

# Article 8 - RIGHTS AND DUTIES:

# The *(foreign institution)* student, during their stay at *UFRJ*, shall be subject to the regulations and rules of conduct thereof, as well as have the same rights and privileges of the other students.

The UFRJ student, during their stay at *(foreign institution)*, shall be subject to the regulations and rules of conduct thereof, as well as have the same rights and privileges of the other students.

# Article 9 - TERM

This Open Dissertation/Thesis Cotutelle Agreement becomes effective on the date of its signature and shall be valid for XXXX months. It may be extended, by means of an Addendum by mutual agreement of the parties concerned.

The term of each student's cotutelle must be indicated in the cotutelle request case file, in accordance with CEPG Normative Instruction No. 2/2017.

# Article 10 - TERMINATION

This Open Dissertation/Thesis Cotutelle Agreement may be terminated by any of the parties upon at least 30 days' notice to the other party. It may also be terminated due to noncompliance with any of its clauses, and each party shall be responsible for their respective burden arising from the agreed obligations.

**Article 11 JURISDICTION FOR DISPUTE RESOLUTION**

To resolve disputes arising from the construction or execution of this Cooperation Agreement, the parties agree upon the jurisdictions provided for by the respective institutional regulation, namely, the Teaching Council for Graduates (CEPG), at UFRJ and the ######### at #############.

# Article 12 - PUBLICATION

This Open Dissertation/Thesis Cotutelle Cooperation Agreement shall be drawn up in Portuguese in 03 (three) copies of equal content and form, and in the foreign language, if applicable, in 03 (three) copies also of equal content and form.

In witness whereof, the parties sign this Agreement:

Federal University of Rio de Janeiro

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head(s) of the Academic Unit(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXXXXXX Graduate Program Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rector

*name of the foreign institution*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of the Academic Unit or equivalent body(ies)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXXXXXX Graduate Program Coordinator *(only the*

*programs in charge of the initiative must sign here)* or equivalent body(ies)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rector