**Cooperation Framework Agreement**

on the joint (co-tutelle) doctoral programme and procedure of individual doctoral students

**I. The Contracting Parties**

Hereinafter: Party, or Parties jointly

I.1. **Eötvös Loránd** **University**

Seat: Egyetem tér 1-3, 1053 Budapest, Hungary

Represented by: ………………………., Rector

Contact person:

Name: …………….........................….

Address:………………………

Telephone: .................................…

Fax: …………………………..

E-mail: .......................................

I.2. and

Seat: ……………………………………………………….

Represented by: ……………………………………………

Contact person:

Name: …………….........................….

Address:………………………

Telephone: .................................…

Fax: …………………………..

E-mail: .......................................

**II. Subject Matter of the Agreement**

II.1. The Parties hereto agree in providing the possibility for preparing a doctoral dissertation under double supervision to enhance academic cooperation and promote student mobility, and with regard to (the) field(s) of study and discipline(s) specified in Annex 1 shall offer joint doctoral programmes respecting prevailing statutes and other provisions, as well as the relevant regulations of the Parties relating to the joint doctoral programme and doctoral procedure.

II.2. The Parties shall regulate herein the academic and administrative conditions pertaining to the doctoral programme and/or procedure of students, whereas conditions applying to students (hereinafter: Doctoral Student) pursuing such training and/or initiating such procedure shall be laid out in Annex 2 of this Agreement.

**III. Obligations of the parties**

III.1. The Parties hereto are obliged to cooperate and be in communication with each other, as well as to conduct affairs bona fide while exercising their rights and performing their duties, under this Agreement.

III.2. The Parties shall share with each other all information and documents through the relevant supervisors which forward the cooperation herein or are relevant to this Agreement in any way whatsoever.

**IV. Administrative and Academic Conditions**

IV.1. The Parties shall take all necessary administrative and academic measures relating to admission, enrolment, the payment of the tuition fee (or other fees), or the exemption of such fees, as well as the continuous availability of loans and/or grants provided by a public authority or other organisations of the respective country throughout the whole duration of the doctoral programme and procedure, and the preparation of the doctoral dissertation. Furthermore, the Parties shall carry out those steps which determine the conditions of preparing and defending the doctoral dissertation, and the conferment of the doctoral degree.

IV.2. The Doctoral Student shall have to conform to the admission requirements of both Parties, and to enrol in both doctoral programmes offered by the Parties, as well as to notify both Parties on the pursuit of his/her studies in each academic term. The completion of doctoral studies is marked by the obtainment of the “pre-degree certificate” (absolutorium) with respect to both Parties. The doctoral procedure at Eötvös Loránd University includes a research centre disputation for a preliminary academic review of the doctoral dissertation prior to its submission (see University Doctoral Regulations, hereinafter: EDSZ Section 61), as well as a public disputation (defence).

IV.3. The Parties shall determine the conditions of the joint doctoral programme and procedure with regard to each student attending a joint programme in Annex 2 of this Agreement, which conditions shall include in particular:

* the expected term for the preparation of the doctoral dissertation,
* the number and duration of research periods to be spent at the Parties’ institutions, all the study units (with credit value) which are required by the Parties’ curriculum and the doctoral school’s training plan,
* the type and expected sums of benefits due to the Doctoral Student preparing a dissertation (such as an academic scholarship, a research grant, travel allowance, etc.),
* the Party to whom the Doctoral Student is paying the tuition fee in the relevant academic period,
* provisions relating to the accommodation of the Doctoral Student,
* the appointment of the supervisors,
* provisions regarding the submission, announcement and making additional copies of the doctoral dissertation,
* conditions for the setting up and designation of the Assessment Committee to be convened for the public disputation of the dissertation,
* the Party where the doctoral procedure and the defence of the dissertation take place,
* the language of the doctoral dissertation and that of the public disputation, as well as the language in which the summary (abstracts) of the dissertation is written.

IV.4. The supervisors appointed by the Parties shall perform their delegated duties in cooperation, i.e. guiding and supervising the preparation of the doctoral dissertation, and shall undertake to act in their supervisory role in full scale.

IV.5. The Parties shall undertake within the cooperation pursuant to the terms of this Agreement to accept the validity of the doctoral dissertations prepared and defended within the joint doctoral programme – provided it is feasible in compliance with the prevailing provisions of law. The Parties shall not be liable if during the duration of the doctoral programme – due to an alteration of the pertaining statutory provisions – the validity of the relevant doctoral dissertation may not be acknowledged on the basis of the prevailing provisions of law. The Parties are obliged to notify each other forthwith of such modifications.

IV.6. Based on the favourable decision of the Assessment Committee and the minutes of the public disputation, each Party shall award a doctoral degree, and issue a doctoral certificate (degree) accordingly. The doctoral certificate (degree) shall contain details pertaining to the prevailing law with regard to each Party.

IV.7. A reference shall be made in the certificates (degrees) to be issued that the degree was obtained within the scope of this Agreement (double degree).

IV.8. The minutes of the public disputation shall be kept in the language of the Party’s country where it was conducted, and which shall be signed by the members of the Assessment Committee. A reference shall expressly be made to the cooperation set forth in this Agreement.

**V. The Doctoral Student’s Participation In the Joint Doctoral Programme**

Only those Doctoral Students may be admitted to the joint doctoral programme and doctoral procedure offered and conducted within the scope of this Agreement in pursuance to the relevant terms who comply with the conditions specified by the Parties in Annex 2 of this Agreement, and with regard to whom both Parties as well as the particular Doctoral Student have signed Annex 2. The Doctoral Student, by signing the declaration prescribed by Annex 3 of this Agreement, shall separately accept the terms of this programme, and undertake to bear all costs payable by the Doctoral Student pertaining to the expenses of the joint doctoral programme.

**VI. Rights Pertaining to Intellectual Property**

VI.1. The Parties shall respect each other’s rights pertaining to intellectual property.

VI.2. All rights relating to intellectual property established under the scope of this Agreement by the contribution of the Parties and their Doctoral Students shall be governed by the relevant laws and the provisions of the Parties’ internal regulations.

**VII. Funding and Costs**

Provisions pertaining to costs arising within the framework of the cooperation, thus administrative costs in particular, potential tuition fees and grantable support for Doctoral Students are comprised within Annex 2 of this Agreement.

**VIII. Supplements and Amendments**

Supplementing or amending this Agreement may merely be effective exclusively in writing and signed by the authorized representatives of the Parties.

**IX. The Scope and Termination of the Agreement**

IX.1. This Agreement shall come into effect on the day duly signed by the representatives of both Parties and shall remain in force for an indefinite period of time.

IX.2. Apart from section IX.1, the Agreement shall be terminated:

a) by mutual agreement (IX.2.1),

b) by a cancellation by either Party (IX.2.2)

IX.2.1. The Parties may terminate this Agreement at any time by mutual agreement with regard to the future.

IX.2.2. The Parties may cancel this Agreement with a cancellation notice upon the end of the relevant academic year.

IX.3. Termination of this Agreement in accordance with sections IX.1 and IX.2 shall not affect doctoral programmes and procedures which have already been commenced.

**X. Settlement of Disputes and Governing Law**

X.1. Hungarian law shall prevail and be applicable in construing and applying the terms of this Agreement.

X.2. The Parties shall attempt to settle any dispute peacefully and by attesting benevolence and good faith towards each other. In the event that such an attempt remains unsuccessful relating to legal disputes arising from this Agreement or in respect thereof, the Parties shall submit themselves to the exclusive jurisdiction of the Metropolitan Court of Budapest.

**XI. Closing Provisions**

XI.1. All statements prescribed by this Agreement shall be made in writing (via post or electronically) by the Parties. Statements relating to any violation or the termination of this Agreement may be delivered exclusively by post. Written statements regarding this Agreement shall be deemed duly communicated even if the addressee refused receipt, or it was not handed over. In such a case the time of delivery is the date on which receipt was refused, or the date of the postal report testifying the unsuccessful attempt of delivery.

XI.2. The Parties shall be obliged to handle all data which have been disclosed to them with reference to the creation and fulfilment of this Agreement as a trade secret.

XI.2.1. In the event the Parties become aware of, or receive classified information during the performance of this Agreement, they are obliged to comply with Act CXII of 2011 on Informational Self-Determination and Freedom of Information.

XI.2.2. The Parties oblige themselves to protect and guard all data, information, and documents disclosed to them over the course of the fulfilment of this Agreement, and undertake to use their best endeavours to protect such data with due care.

XI.2.3. The Parties shall be liable for all damage incurred due to the violation of their obligation to handle data lawfully and protect them as trade secrets pursuant to section IX.2.

XI.3. Matters not covered by this Agreement shall be regulated by Hungarian law, in particular the provisions of Act CCIV of 2011 on National Higher Education, Government Decree 387/2012 of 19 December 2012 on doctoral schools, doctoral procedures and habilitation, and Act V of 2013 on the Civil Code.

XI.4. The Parties hereto acknowledge that pursuant to this Agreement they are entitled but not compelled to conduct joint doctoral programmes. This Agreement is not to be construed to grant exclusive rights of cooperation in conducting a joint doctoral programme within the period specified in this Agreement.

XI.5. The Parties hereby declare that they are entitled to organise a doctoral programme, and that the joint programme - at the time of concluding this Agreement - complies with the conditions of a doctoral programme in the disciplines set out in Annex 1 hereof. The Parties qualify as state-accredited higher education institutions in their respective countries where they are officially registered, and the certificate issued by them pursuant to the domestic law of the respective country amounts to a certificate of higher education.

XI.6. The attachments hereof shall constitute an indivisible part of this Agreement; hence, this Agreement shall only be effective and construed with reference to its attachments:

Annex 1: The fields of study and disciplines covered under the scope of this Agreement

Annex 2: Conditions for attending the joint doctoral programme, provisions pertaining to the joint doctoral programme, the acquisition of the doctoral degree

Annex 3: Doctoral Student’s Statement

Annex 4: A document certifying that the representative of Eötvös Loránd University is fully authorised to sign on behalf of Eötvös Loránd University

Annex 5: A document certifying that the representative of …………………….. is fully authorised to sign on behalf of ……………………..

XI.7. This Agreement has been drawn up in Hungarian and ……………………………. The Parties hereto agree that the Hungarian version shall prevail, and that the ……………………..-language version is merely a translation of the original Hungarian document.

XI.8. The Parties may deviate from the framework agreement in writing, with both of them providing their consenting signatures.

The Parties have thoroughly read and understood the terms of this Agreement, and signed it as reflecting their true intentions.

|  |  |
| --- | --- |
| (Date) | (Date) |
| ……………………… …………………….  (Signature) | (Signature) |
| Eötvös Loránd University | ……………………. |

**Annex 1**

**Specifying Fields of Study and Disciplines Covered Under the Scope of This Agreement**

Humanities:

* Philosophy
* Literary and Cultural Studies
* Education
* Linguistics
* Psychology
* History

Engineering:

* Information Science and Technology

Social Sciences:

* Law
* Business and Management
* Politics
* Sociology

Natural Sciences:

* Biology
* Physics
* Earth Sciences
* Chemistry
* Environmental Science
* Mathematics and Computer Sciences

**Annex 2**

**Conditions for attending the joint doctoral programme, provisions pertaining to the joint doctoral programme, the acquisition of the doctoral degree**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATA OF THE DOCTORAL STUDENT** | | | | | | | |
| Surname: | |  | | | | | |
| Name: | |  | | | | | |
| Place of birth (City/Country): | |  | | | | | |
| Date of birth (day/month/year): | |  | | | | | |
| Permanent address: | |  | | | | | |
| E-mail address: | |  | | | | | |
| Discipline of the thesis (pursuant to Annex 1): | |  | | | | | |
| **DATA OF THE CONTRACTING INSTITUTIONS** | | | | | | | |
| Names of institutions: | Eötvös Loránd University | | | | ……………………… | | |
| Mailing address: | Egyetem tér 1-3, H-1053 Budapest | | | |  | | |
| Rector: |  | | | |  | | |
| Name of the office liable for the administration of the contract: |  | | | |  | | |
| Mailing address: |  | | | |  | | |
| Name of the person liable for the administration of the contract: |  | | | |  | | |
| Telephone, Fax: |  | | | |  | | |
| E-mail address: |  | | | |  | | |
| **DATA OF THE DOCTORAL DISSERTATION SUPERVISOR** | | | | | | | |
| Name: |  | | | |  | | |
| Mailing address: |  | | | |  | | |
| Telephone, Fax: |  | | | |  | | |
| E-mail address: |  | | | |  | | |
| Name of doctoral school: |  | | | |  | | |
| Head of doctoral school: |  | | | |  | | |
| Mailing address: |  | | | |  | | |
| Telephone, Fax: |  | | | |  | | |
| E-mail address: |  | | | |  | | |
| Name of doctoral programme: |  | | | |  | | |
| Head of doctoral programme: |  | | | |  | | |
| Mailing address: |  | | | |  | | |
| Telephone, Fax: |  | | | |  | | |
| E-mail address: |  | | | |  | | |
| Host research centre: |  | | | |  | | |
| Mailing address: |  | | | |  | | |
| Telephone, Fax: |  | | | |  | | |
| E-mail address: |  | | | |  | | |
| **ADMISSION, ENROLMENT, TRAINING** | | | | | | | |
| Name of degree to be obtained and/or title to be conferred upon by the partner institutions: | | Discipline of the doctoral (PhD) degree (pursuant to Annex 1 hereof)/specialisation: | | |  | | |
| Degree required for admission: | | University degree/MA, MSc | | |  | | |
| Language proficiency required for admission: | | At least a “type C” intermediate (B2), complex or an equivalent language certificate recognised by the state | | |  | | |
| Topic of the dissertation: | |  | | | | | |
| Expected time of enrolment: | |  | | |  | | |
| Expected term for the preparation of the dissertation: | |  | | | | | |
| Tuition  The Doctoral Student is only liable to pay tuition at the institution at which he/she pursues his/her studies and research as set hereunder: | | | | | | | |
| Expected number and duration of study/research periods at a particular Institution: | | 1.  2.  3.  4.  5.  6.  7.  8.  The student status, as prescribed by law, shall expire at the end of the eighth semester of the doctoral programme in which the Doctoral Student is enrolled. | | | 1.  2.  3.  4.  5.  6.  7.  8. | | |
| Study units/credits to be obtained in particular academic terms: | |  | | |  | | |
| **Comprehensive examination** | | The doctoral programme consists of research and reporting on said research. It is divided into a training and research phase (semesters 1-4) and a research and dissertation phase (semesters 5-8). Over the course of the programme, at the end of the fourth semester, the Doctoral Student is required to pass a comprehensive examination to mark the end of the training and research phase and the start of the research and dissertation phase, as an assessment of their academic and research progress. The comprehensive examination consists of two main parts. The theoretical part is designed to assess the Doctoral Student’s theoretical knowledge, while the dissertation part is where the Doctoral Student can present the progress made on their academic research. The Doctoral Student may repeat an unsuccessful comprehensive exam once in the same examination period. The Doctoral Student’s student status, and with it the present cooperation agreement, shall be terminated on the day of the comprehensive examination if they fail to pass the exam. | | |  | | |
| **SUBMISSION AND DEFENCE OF THE DOCTORAL DISSERTATION** | | | | | | | |
| Conditions for submitting the dissertation | | The condition for submitting the doctoral dissertation is the obtainment of the absolutorium. The submission of the dissertation shall be preceded by the research centre disputation. The Doctoral Student shall submit the dissertation within three academic years following the comprehensive examination, in accordance with the University Doctoral Regulations. This deadline may be extended by a maximum of one academic year in especially justified cases in accordance with the University Doctoral Regulations. The defence of the dissertation is open to the public. | | | |  | |
| **CONDITIONS FOR THE ESTABLISHMENT AND APPOINTMENT OF THE ASSESSMENT COMMITTEE** | | | | | | | |
| The Assessment Committee is designated by the doctoral councils of the Institutions on the grounds of the recommendations of the heads of the two doctoral schools. With respect to the doctoral procedure, and the defence of the dissertation, the regulations of the relevant Institution/country are applicable. | | | | | | | |
| Expected place of defence: |  | | | | | | |
| Expected time of defence: |  | | | | | | |
| Language of the dissertation: |  | | | | | | |
| Language of the dissertation’s summary/abstracts: |  | | | | | | |
| Language of the defence: |  | | | | | | |
| **SOCIAL INSURANCE AND ACCOMMODATION** | | | | | | | |
| Social insurance is required in the host country (of which the Doctoral Student is not a citizen) for the issuance of a residence permit. | | | | | | | |
| Illness, hospital facilities: | | | |  | | |  |
| Accident insurance at the workplace (workshop, laboratory, practice): | | | |  | | |  |
| Accommodation: | | | |  | | |  |
| Conditions for the submission, announcement and duplication of the thesis: | | | | See relevant provisions of the University Doctoral Regulations | | |  |
| **EXPECTED FUNDING OF STUDIES** | | | | | | | |
| Self-financed tuition: | | |  | | |  | |
| Expected annual amount: | | |  | | |  | |
| Duration: | | |  | | |  | |
| Academic/research scholarship: | | |  | | |  | |
| Expected annual amount: | | |  | | |  | |
| Duration: | | |  | | |  | |
| Other sources of funding: | | |  | | |  | |
| Expected annual amount: | | |  | | |  | |
| Duration: | | |  | | |  | |
| Travel allowance: | | |  | | |  | |
| **COMMENTS** | | | | | | | |
|  | | | | | | | |
| **ON BEHALF OF THE DOCTORAL STUDENT** | | | | | | | |
| Doctoral Student’s name: | | |  | | | | |
| Date: | | |  | | | | |
| Signature: | | |  | | | | |
| **ON BEHALF OF THE INSTITUTIONS** | | | | | | | |
| Supervisor’s name: | | |  | | |  | |
| Date: | | |  | | |  | |
| Signature: | | |  | | |  | |
| Name of head of doctoral school: | | |  | | |  | |
| Date: | | |  | | |  | |
| Signature: | | |  | | |  | |
| Name of head of disciplinary doctoral council: | | |  | | |  | |
| Date: | | |  | | |  | |
| Signature: | | |  | | |  | |
| Name of Rector: | | |  | | |  | |
| Date: | | |  | | |  | |
| Signature: | | |  | | |  | |

**Annex 3**

**Doctoral Student’s Statement**

I, the undersigned, …………………………… (place, date of birth: ……………………, mother’s maiden name: ………………………., address: ………………………….., citizenship: ……………………………) hereby declare that I have understood and accept the conditions of admission to the joint doctoral programme launched by Eötvös Loránd University and ……………………………… in the …………………… academic year in the field of …………………… and discipline of ………………………. , and the provisions relating to the joint doctoral programme and the obtainment of a doctoral degree.

I hereby declare that I shall comply with all the requirements of admission to the above programme, and I undertake to bear the costs incumbent on me with regard to admission, in particular to cover the expenses of the tuition fee, social insurance, accommodation, etc.

I hereby acknowledge that the right to pursue studies within the doctoral programme, and the right to prepare a dissertation shall be ceased in the event that

* I fail to enrol for the programme at Eötvös Loránd University or ………………………., or if I fail to register at both parties while I have a valid student status, or
* I announce the termination of my student status,
* if I do not wish to continue my studies in a tuition-paying programme, and do not sign the training agreement, or I notify the doctoral school of this intention,
* in the event of expulsion as a disciplinary consequence,
* if I fail to pass the comprehensive examination at the end of my fourth active semester,
* at the end of the eighth semester I have registered for,
* I waive, in writing, my right to the preparation of the dissertation within the framework of the joint doctoral programme, or
* one of the two supervisors designated by Eötvös Loránd University or …………………… resigns as supervisor, and a new supervisor is not appointed.

I further declare that I shall comply with the provisions of the laws and university regulations pertaining to the joint doctoral programme.

I hereby accept that Eötvös Loránd University and …………………………………………. shall not incur any liability in the event that due to an alteration in the relevant statutory provisions over the course of the doctoral programme the validity of the particular doctoral dissertation may not be acknowledged in compliance with the laws in effect.

Date: “…….” “……………..” “….”

……………………………….

(Signature)

***«*OKLSZAM*»***

**DOKTORI OKLEVÉL**

Mi, az Eötvös Loránd Tudományegyetem Rektora  
és Doktori Tanácsa köszöntjük az olvasót.

Elődeink és törvényeink rendelése,  
hogy mindazok, akik tudományos tanulmányoknak  
szentelték magukat, nyilvánosan bizonyíthassák  
és tanúsíthassák tudásukat és képzettségüket.

*Mivel tehát*

**«NEV»**

*«SZULNEV»,  
aki* ***«SZULHELY (ország, helység)»***  *az «****SZULEV»****. évben,* ***«SZULHO****» hó «****SZULNAP»****. napján született,  
a(z) «EGYETEMMEL» kötött együttműködési megállapodás keretében*

*mielőttünk* ***«TUDOMANYAG»   
«SZAKTERULET»***

*való képzettségéről és tudásáról «****MINOSITES****» minősítéssel  
kétséget kizáróan bizonyságot tett,   
ezért őt méltónak ítélvén e megtisztelő tudományos fokozatra,   
doktornak (PhD) nyilvánítjuk, és a törvény erejével ránk ruházott hatalomnál fogva   
a mai naptól kezdődően a doktori (PhD) cím viselésére feljogosítjuk.*

*Ennek hiteléül ezt az oklevelet Egyetemünk pecsétjével,   
valamint saját aláírásunkkal megerősítve részére kiadattuk.*

*Kelt Budapesten, a «****EV»****. esztendőben, «****HO****» hó «****NAP****». napján.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*rektor*

*Rector*

FI80798

**DOCTORAL DEGREE CERTIFICATE**

WE, THE RECTOR AND DOCTORAL COUNCIL OF EÖTVÖS LORÁND  
UNIVERSITY WISH TO GREET THE READER.

IT IS THE WARRANT OF OUR PREDECESSORS AND OUR STATUTE  
THAT ALL WHO HAVE DEDICATED THEMSELVES  
TO ACADEMIC STUDIES SHOULD BE GRANTED  
THE OPPORTUNITY TO PROVE THEMSELVES  
AND THEIR QUALIFICATION IN PUBLIC.

*Thus as*

**«NEV»**

*«SZULNEV»,*

*born in «****SZULHELY (ország, helység)»****,*

*on* ***«SZULNAP», «SZULHO», «SZULEV»****, has proved beyond any doubt  
«ANEM1» learnedness and knowledge  
in the field of****«TUDOMANYAG»  
«SZAKTERULET»***

*with the qualification* ***«MINOSITES»,*** *we deem «ANEM2» worthy of this prestigious degree and confer upon «ANEM2»  
the degree of Doctor of Philosophy (Ph.D.)  
pursuant to the Double-Degree Framework Agreement concluded with «EGYETEM».*

*Empowered by law, we authorize «ANEM2» to use the title of doctor (Ph.D.) from this day on.*

*In faith thereof we have affixed to this degree certificate the seal of the University  
and our signature, and have issued it to «ANEM2».*

***«NAP», «HO», «EV»*** *in Budapest*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*az Egyetemi Doktori Tanács elnöke*

*Chair of the University’s Doctoral Council*