

**AGREEMENT ON A
JOINT DOCTORAL EXAMINATION PROCEDURE**

Leuphana University of Lüneburg, represented by its President, Prof. (HSG) Dr. Sascha Spoun, executed by the Dean of the Faculty of      , Prof. Dr.      ,

and

the      , represented by      ,

hereby agree to conduct a joint doctoral examination procedure

for the doctoral candidate:       born on       in

The doctoral thesis is entitled ‘     ’.

The doctoral candidate and both universities hereby agree on the following terms:

1. **Administrative Regulations**
	1. Enrollment to doctoral studies

The doctoral candidate is/will be enrolled

1. at Leuphana University of Lüneburg with effect as of       (dd/mm/yy)
2. and at       with effect as of
	1. Tuition fees

The doctoral candidate is exempted from paying tuition at either of the two universities.

Tuition will be paid at the      .

* 1. Duration of doctoral studies

The doctoral examination procedure shall be completed within four (4) years. In compliance with § 4(7) of the applicable Doctoral Regulations at Leuphana University, the time limit can be extended upon request.

* 1. Duration of stay at either university

To prepare for his/her doctoral thesis, the doctoral candidate must conduct independent research at both universities. The duration of the research stay at each of the two universities must be at least one year.

* 1. Health insurance

The doctoral candidate is covered under a health insurance plan provided by      .

* 1. Travel and subsistence

Travel and subsistence expenses shall be borne by the doctoral candidate.

1. **Study and Examination Regulations**
	1. Admission to doctoral studies
		1. Admission to the doctoral program at Leuphana University of Lüneburg was granted by resolution of the Doctoral Board of the Faculty of       adopted on      .

The Doctoral Regulations of the Faculty effective as of       shall apply.

* + 1. Admission to the doctoral program at       was granted by resolution of the Doctoral Board of the Faculty of       adopted on      .

The Doctoral Regulations effective as of       shall apply.

* 1. Thesis supervisors

The following professors shall be assigned as doctoral thesis supervisors:

* + 1. For Leuphana University of Lüneburg:
		2. For      :

Both supervisors shall undertake to perform their supervisory duties with due care and to make any agreements between them as may be necessary. The supervisors shall be entitled and obligated to participate in the doctoral program of the other university. They shall normally be appointed as experts in the doctoral examination procedure. Travel costs incurred in the performance of their expert tasks shall be borne by the university to which the doctoral thesis will be submitted.

* 1. Submission of Thesis

The doctoral thesis shall be submitted to the      .

Both universities hereby acknowledge that the Doctoral Board of the Faculty at the       first decides on accepting or rejecting the doctoral thesis and, in the case of accepting the doctoral thesis, the doctoral thesis must be submitted for approval to the Faculty of the partner university.

* 1. Language of Thesis

The doctoral thesis shall be written in the following language:      .

The doctoral thesis summary shall be written in the following language:      .

* 1. Thesis defence

If both universities have accepted the doctoral thesis, it must be verbally defended at the       in the following language:      .

* + 1. The thesis defence may be attended by professors of the partner university.
		2. The thesis defence may be held online via a secure internet connection that serves the legal stipulations of data protection of both countries. §14 (2) of the Doctoral Regulations of Leuphana University shall apply.
	1. Review committee:

For the purpose of finally assessing the doctoral thesis, both universities shall appoint a review committee based on equal representation of both universities as follows:

* + 1. For Leuphana University of Lüneburg:
		2. For the

Travel costs incurred by the committee members shall be borne by the home university of the respective committee member.

* 1. Grading

The grading systems of both universities shall be maintained. The reviewers committee shall assign a grade in both grading systems.

* 1. Doctoral certificate and doctoral title
		1. Both universities hereby recognize the validity of the joint supervision of the doctoral thesis and of the awarded doctoral degree certificate.
		2. Upon successful completion of the joint doctoral examination procedure and after submission of a joint examination report, both universities shall further undertake to award the doctoral title.

At Leuphana University the doctoral title shall be: Dr.

At       the doctoral title shall be:

* + 1. Both universities hereby agree to issue [ ]  a joint certificate / [ ]  two single certificates.

Both the joint doctoral degree certificate and the single certificates shall state that the underlying doctoral thesis has been prepared by both universities within the scope of a joint doctoral examination procedure. The certificate(s) shall bear the seal of both universities and state the degree awarded in each country. The single certificates are to be issued in two languages if the partners have different official languages.

* 1. Intellectual property

Protection of the doctoral thesis topic, publication of the doctoral thesis as well as use and protection of research findings achieved by the doctorate holder at both universities shall be safeguarded in compliance with the applicable Doctoral Regulations of both universities. In case of doubt, the Doctoral Regulations of the university to which the doctoral thesis has been submitted shall apply.

1. **Data protection**
	1. The partner institutions shall observe the European and national data protection regulations applicable to it in each case. They process the personal data necessary for the execution of this agreement under their own responsibility and decide on the means and purposes independently of each other.
	2. [*Only applicable to transfers within the EU]* Insofar as the transfer of personal data from Leuphana University of Lüneburg to       is necessary for the implementation of the Agreement, the legal basis for this transfer is § 3 s. 1 no. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6 para. 1 s. 1 letter e, para. 2 and 3 General Data Protection Regulation (GDPR) in conjunction with § 3 para. 1 s. 1 no. 5 Niedersächsisches Hochschulgesetz (NHG).
	3. [*Only applicable to transfers within the EU; optional]* Insofar as the transfer of personal data from       to Leuphana University Lüneburg is necessary for the implementation of the Agreement, the legal basis for this transfer is      .

This agreement shall enter into force upon its signing by the doctoral candidate and the respective authorities of both universities.

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| Doctoral candidate: |       | Date: |
| For *Leuphana University of Lüneburg* | For |
| Name | Signature | Name | Signature |
| Supervisor: |       |  |       |  |
| Dean: |       |  |       |  |
| President/Rector:  |       |  |       |  |
| Date: |  |  |