# Closed Cooperation Agreement related to the International Dissertation/Thesis Cotutelle 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, with taxpayer identification number CNPJ 33.663.683/0001-16, represented herein by its Rector, Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the *name of the Foreign Institution*, , located at \_\_\_\_\_\_\_\_\_\_ (country), represented by , sign this Agreement in the following terms and conditions in accordance with the international cotutelle standards for thesis/dissertation of the Education Council for Graduates (CEPG, in Portuguese) and laws about graduate studies in force in Brazil when the Agreement was signed.

# GENERAL PROVISIONS

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

The purpose of this Agreement is providing for the foreign exchange of master's and PhD graduate students enrolled in the (*name*) graduate program at UFRJ to *name of the foreign institution.*

# BENEFICIARY:

The beneficiary of this Agreement is the master's/PhD student , nationality, born in , in the city of , (If Brazilian :) bearer of identity card nº. , issued on and registered in the Individual Taxpayer Register under the number , domiciled at . (If foreigner:) holder of Passport nº issued by \_\_\_\_\_ (issuing country) in \_\_\_\_\_\_\_\_\_\_\_ (place, date) and valid until \_\_\_\_\_\_\_ (date).

# Article 1 - REGISTRATION

**The master's/PhD student is enrolled:**

in the Federal University of Rio de Janeiro in the Graduate Program in *xxxxxxxx*, as of *xxxxx* school year, enrolled in the Integrated Academic Registration System (SIGA) under no. *xxxxxxx* until the defense of the dissertation/thesis, after having fulfilled all the requirements for such registration. The duration of the master's/PhD program is *xxx* years, totaling *xxxx* hours of mandatory and optional courses, which the student must take within *xxxxxx* semesters of the program.

in the *(name of the foreign institution)* in the master's/PhD in *xxxxxxxxxx*, as of school year *xxxxx*, until the defense of the dissertation/thesis. The duration of the master's/PhD program is xxx years, totaling *xxxx* hours of mandatory and optional courses, which the student must take within *xxxxxx* semesters of the program.

# Article 2 - THE STUDY

**The subject matter of the dissertation/thesis registered by the master's/PhD student is**: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

The estimated duration of the Cotutelle Agreement is xxxxxxxx months. Such time can be extended, if an extension is granted, through a specific agreement between the two institutions proposed jointly by the two supervisors of the dissertation.

The master's/PhD students shall develop their study taking turns between the two institutions, and the work schedule shall be determined by the dissertation supervisors:

# Expected time at the Federal University of Rio de Janeiro: Expected time at the *(name of the* *foreign institution*:

**Article 3 - 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 xxx fees, in the amount of xxxx and in a xxx 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 *(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

At *(name of the foreign institution)*, the master's/PhD student shall receive or be entitled to receive XXXXXXXXX.

# 3.4- Award of scholarship

*In this item, we should inform whether the student will be granted a scholarship during their stay abroad, indicating the modality, funding agency, term. 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 4 - SUPERVISORS

The master's/PhD student will develop their research under the joint responsibility of a supervisor of the Federal University of Rio de Janeiro and a supervisor of (*name of foreign institution)*:

1. at the Federal University of Rio de Janeiro, the supervisor of the thesis/dissertation shall be Professor XXXXXXXXXXXXXXXXX
2. at [*foreign institution*], the supervisor of the thesis/dissertation shall be Professor XXXXXXXXXXXXXXXXXXXXXXXX

The two dissertation/thesis supervisors undertake to fully and jointly exercise their functions as supervisors of the master's/PhD student at UFRJ and at (*name of the foreign institution)*.

# Article 5 - DEVELOPMENT

# *Describe in this item the activities that will be developed by the student in each institution, as in the following model, with suggestions for activities:*

* + 1. at the Federal University of Rio de Janeiro

Master's/PhD student's pedagogical activities:

* take the courses: XXXXX;
* prepare and develop a research project;
* carry out activities XXXXXX related to the development of research;
* take the Qualification Exam;
* participate in the following conference(s): xxxxx;
* participate in scientific event(s) promoted by XXXXXXXXXXXXXXXXX,
* participate in cross-cutting training courses: scientific English, editorial computing, document research, dissertation writing methodology, professional training, etc.
	+ 1. at (*name of the foreign institution)*
* take the courses: XXXXX;
* prepare and develop a research project;
* carry out activities XXXXXX related to the development of research;
* take the Qualification Exam;
* participate in the following conference(s): xxxxx;
* participate in scientific event(s) promoted by XXXXXXXXXXXXXXXXX,
* participate in cross-cutting training courses: scientific English, editorial computing, document research, dissertation writing methodology, professional training, etc.

*In this section, we should also indicate:*

* *when and where the qualification exam will take place;*
* *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 in which the student is enrolled.*

# Article 6 - 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) XXXXXX*

- 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;
* 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 7 - ISSUANCE OF DIPLOMAS

After favorable opinion of the examining committee,

the Federal University of Rio de Janeiro undertakes to confer upon *[name of candidate]* the degree of Master/Doctor in *[according to the title granted by the program in question]* and to issue the corresponding diploma, upon approval of the defense;

and *[foreign institution]* undertakes to confer upon *[name of candidate]* the degree of Master/Doctor in *[according to the title granted by the program in question]* and to issue the corresponding diploma.

# Article 8 - DEPOSIT, DESCRIPTION, AND REPRODUCTION OF DISSERTATION/THESIS

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

The master's/PhD student, during their stay at *foreign institution or 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.

# Article 9 - TERM

This Closed 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.

# Article 10 - TERMINATION

This Closed 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 Closed 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:

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

Master's/PhD student:

**Federal University of Rio de Janeiro**

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

Supervisor

Head of Academic Unit XXXXX

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

XXXXXXX Graduate Program Coordinator

Rector

*name of the foreign institution*

Supervisor

Head of the Academic Unit or equivalent body

XXXXX Program Coordinator or equivalent

Rector

**Filing a Case for the Ratification of Dissertation Defense**

The Coordinator of the Graduate Program must refer the case for approval by the Graduate Studies and Research Committee (CPGP) to which it is linked, with the following documents:

* Application for ratification of dissertation/thesis defense;
* Official transcript of records (with Message and Dissertation Registration bearing the case number and date of approval of the Cotutelle Agreement);
* Examining Committee form (DE-05), according to Article 54 of Res. CEPG 01/2006 (and the one established in the Agreement);
* Certified copy of the taxpayer identification number (CPF);
* Certified copy of identity card or passport;
* Certified copy of the bachelor's degree;
* Certified copy of the master's degree;
* Copy of the minutes of the defense (include the name of the supervisors at UFRJ and at the Foreign Institution, case number, and date of approval of the Agreement);
* Copy of the minutes of the qualification exam (if mentioned in DE-05);
* Printed registration sheet in the “Diploma Kit” (data sheet).