



INSTRUCTION MANUAL B-1: UANDES DOCTORAL THESIS CO-TUTELAGE REQUEST FOR INTERNATIONAL STUDENTS

Doctoral Co-tutelages are guided by the following definitions:

- **Co-tutelage:** Possibility for doctoral students to have two Thesis Directors, one at the university of origin and the other at the university that receives him/her in co-tutelage.
- **Specific and individual co-tutelage agreement:** Each co-tutelage will be executed based on a specific and individual agreement for each doctoral student. The agreement will stipulate the recognition by both institutions of the validity of the Thesis in question.
- **Types of degrees:** The doctoral student can obtain at the end of his/her studies two types of co-tutelage degrees:
 - *Double Degree:* obtains the degree of Doctor in the university of origin and in the university that receives him/her in co-tutelage.
 - *Joint Degree:* obtains a single degree of Doctor, which is recognized by both universities that received him/her in co-tutelage.

APPLICATION PROCESS

1. The student who studies a Doctorate Program in a university abroad and has his/her dissertation proposal approved, can request to a UANDES Thesis Director the possibility of doing a co-tutelage at UANDES.
2. With the approval of an UANDES Co-Director to co-direct his/her Thesis, the international applicant must contact both Thesis Directors to define the conditions and terms of the co-tutelage.
3. The international doctoral student must make a formal request to the UANDES Doctorate Program, indicating his/her intention to perform a co-tutelage at the university.

Along with the request, the international student must attach:

- Certificate or endorsement of approval of his/her dissertation proposal, issued by his/her home university.
 - Written commitment of both Thesis Directors to work in co-tutelage.
 - Executive summary of conditions and terms agreed between the Thesis Directors to enforce the co-tutelage.
4. After confirming its availability, the UANDES Doctoral Program must emit the Co-tutelage Acceptance Letter of the international student. The UANDES Doctoral Program sends the original Letter of Acceptance by internal mail to Carolina Prado (cprado@uandes.cl), Head of Mobility of the UANDES International Relations Office, so that the applicant can process his/her Visa. In addition the Doctoral Program must send by email to Carolina Prado from the International Relations Office a copy of the documents specified in point 3.
 5. The UANDES International Relations Office sends the Co-tutelage Acceptance Letter by courier to the international doctoral student. *All the application documents sent by UANDES by courier will be charged to the Doctoral Program that will receive the international student in co-tutelage.
 6. When the international student receives the Co-tutelage Acceptance Letter, the UANDES International Office sends him the instructions to process his/her Visa at the Chilean Consulate. If the student stays in Chile for less than 3 months, he/she must process the Tourist Visa. If the applicant stays for a period longer than 3 months, he/she must process the Student Visa.

7. Once the Visa is processed, the international student must send by email to the UANDES International Relations Office a digital copy of his/her Visa along with a copy of his/her Passport and Health Insurance with international coverage for the entire period of the co-tutelage.
8. Simultaneously, the international applicant must formalize the co-tutelage with a specific and individual agreement between both universities or research center:
 - The international doctoral student must contact Carolina Prado of the UANDES International Relations Office and request a draft of the institutional co-tutelage agreement.
 - Along with the request of the draft agreement, the international applicant must attach a digital copy of the Co-tutelage Acceptance Letter issued by the UANDES Doctoral Program.
9. It is the international doctoral student responsibility to guarantee that the co-tutelage agreement contains the following minimum contents:
 - o Name of the student, Director and Co-Director of the Thesis.
 - o Subject of the Thesis.
 - o Language of the Thesis.
 - o Duration of the co-tutelage.
 - o Physical place of defense of the Thesis.
 - o Language of defense of the Thesis.
 - o Institutional costs associated with the co-tutelage that the international student must cover (if applicable).
 - o Economic support (scholarships) that the doctoral student has received (if applicable).
 - o Mandatory International Health Insurance with full coverage during the co-tutelage.
 - o Intellectual property rules (if applicable).
 - o Dispute resolution mechanism between the parties.
10. Once the co-tutelage agreement has the approval of both Thesis Directors, the international doctoral student must send the agreement to the UANDES International Relations Office for their review.
11. After their consent, the UANDES International Relations Office sends the co-tutelage agreement to the UANDES Doctorate Program for their review.
12. With the approval of the UANDES Doctorate Program, the UANDES International Relations Office sends the co-tutelage agreement to the UANDES President for his signature.
13. As soon as the UANDES International Relations Office receives the co-tutelage agreement signed, they will send by courier two copies of the agreement to the International Relations Office at the foreign university, so they can proceed with the signature.
14. The foreign International Relations Office then must send by courier to the UANDES International Relations Office a copy of the co-tutelage agreement signed by both parties. Finally, the UANDES International Relations Office will proceed to register the specific co-tutelage agreement.
15. The International Relations Office registers the international student as an "exchange student" during his or her stay at UANDES. All international students must pay a fee for the right to have a co-tutelage at UANDES. The academic fee will be at the discretion of each Doctoral Program.
16. The UANDES International Relations Office sends the campus arrival instructions to the international student. Each international doctoral student will receive a welcome kit and be offered integration services to the university.