

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

Doctoral Cotutelle are guided by the following definitions:

- **Cotutelle:** 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 cotutelle.
- **Specific and individual cotutelle agreement:** Each cotutelle 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 cotutelle degrees:
 - *Double Degree:* obtains the degree of Doctor in the university of origin and in the university that receives him/her in cotutelle.
 - *Joint Degree:* obtains a single degree of Doctor, which is recognized by both universities that received him/her in cotutelle.

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 cotutelle at UANDES. For this, the applicant must have the approval of his/her UANDES Co-Director to co-direct his/her Thesis and put him/her in contact with the Thesis Director of his/her home university to define the conditions and terms of the cotutelle.
2. With the conditions and terms of the cotutelle defined, the international applicant must contact the email incoming@uandes.cl of the International Relations Office (RRII) and complete the online [Application Form for Doctoral Thesis Cotutelle at UANDES](#) attaching or sending by email the following documents that must be requested to the same e-mail:
 - 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 cotutelle.
 - Executive summary of conditions and terms agreed between the Thesis Directors to enforce the cotutelle.
3. RRII sends this information to the UANDES Doctoral Program where the cotutelle request will be evaluated.
4. The UANDES Doctoral Program confirms the application and sends by e-mail to RRII the Letter of Acceptance of the international student.
5. The International Relations Office sends the Letter of Acceptance by email to the international intern so that he/she can process his/her residence permit, if necessary:
 - If the international intern comes for less than 180 days, he/she can enter Chile with a [transitory residence permit](#), which allows to stay in national territory for 90 extendable days. This document **does not require prior processing**, except for some nationalities.¹
 - If the international intern comes for more than 180 days, he/she must apply for a [temporary residence permit](#) on the web platform of the [National Migration Service](#). UANDES has an agreement with the SERMIG that allows the delivery of the residence permit to be accelerated up to 40 working days.
 - The Doctoral Program, Research Centre or UANDES Faculty that receives the applicant, oversees activating the benefit, by contacting the International Relations Department at incoming@uandes.cl.
6. Once the corresponding permit has been obtained, the international student sends the following

¹ Check if your nationality requires a consular permit [here](#).

documents by email to the International Relations Office:

- Photocopy of the temporary residence permit.
 - Photocopy of the valid passport.
 - Photocopy of the Health Insurance (with coverage in Chile for the entire period of the internship)
7. Simultaneously, the international applicant must formalize the cotutelle with a specific and individual agreement between both universities or research center, so he/she must request a draft of the institutional cotutelle agreement to incoming@uandes.cl
 8. Once the cotutelle agreement has the approval of both Thesis Directors, the international doctoral student must send the agreement to incoming@uandes.cl for review.
**It is the international doctoral student responsibility to guarantee that the cotutelle 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 cotutelle.*
 - o *Physical place of defense of the Thesis.*
 - o *Language of defense of the Thesis.*
 - o *Institutional costs associated with the cotutelle 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 cotutelle.*
 - o *Intellectual property rules (if applicable).*
 - o *Dispute resolution mechanism between the parties.*
 9. After their consent, the UANDES International Relations Office sends the cotutelle agreement to the UANDES Doctorate Program for their review.
 10. With the approval of the UANDES Doctorate Program, the UANDES International Relations Office sends the cotutelle agreement to the UANDES President for his electronic signature.
 11. As soon as the UANDES International Relations Office receives the cotutelle agreement signed, they will send by email the agreement to the International Relations Office at the foreign university, so they can proceed with the electronic signature.
 12. The foreign International Relations Office then must send by email to the UANDES International Relations Office the cotutelle agreement signed by both parties. Finally, the UANDES International Relations Office will proceed to register the specific cotutelle agreement.
 13. 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 cotutelle at UANDES. **The academic fee will be at the discretion of each Doctoral Program.*
 14. 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.