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KARADENIZ TECHNICAL UNIVERSITY
DIRECTIVE OF COTUTELLE PROGRAMS

SECTION ONE

Objective, Scope, Basis, and Definitions

Objective

Article 1 – (1) The objective of this Directive is to define the procedures and principles of the protocols for the cotutelle program that is signed to conduct a joint PhD thesis between Karadeniz Technical University and higher education institutions abroad; and award students who successfully completed PhD dissertation with the PhD degree by both institutions.

Scope

Article 2 – (1) This Directive covers the organisation and implementation process of cotutelle agreement that provides PhD students to carry out joint PhD who are registered to the PhD programs of the graduate schools of Karadeniz Technical University or the higher education institutions abroad, the liabilities of the institutions, procedures for the students to follow, and the procedures and principles for the diplomas.

(2) This Directive does not cover the protocols included in the “Directive of Joint Education Programmes of Higher Education Institutions with the Higher Education Institutions Abroad”. Those protocols are regulated regarding the “Karadeniz Technical University Directive of International Joint Education Programs.

Basis

Article 3 – (1) This Directive is based on the principles of:

- a) The Articles 14,44, and 50 of Higher Education Law. No. 2547,
- b) Karadeniz Technical University Directive of Postgraduate Education published in Official Journal No. 30133 on 24.07.2017,
- c) The principles of the Senate on the Implementation of the Postgraduate Education of Karadeniz Technical University.

Definitions

Article 4 – (1) In this Directive;

- a) **General Coordinator of the Office of International Relations** refers to Karadeniz Technical University General Coordinator of the Office of International Relations,

b) Graduate Schools refer to the institutions to conduct postgraduate education of Karadeniz Technical University,

c) Cotutelle Agreement refers to the agreement that enables to conduct joint PhD thesis for Karadeniz Technical University and higher education institutions abroad.

d) Joint PhD Thesis refers to the PhD thesis that enables to get dual diplomas that are prepared regarding the cotutelle agreement for the students who are registered to the PhD programs of the graduate schools of Karadeniz Technical University or the higher education institutions abroad and considered successful.

e) Student refers to the students who are registered to the PhD programs of the graduate schools of Karadeniz Technical University or the higher education institutions abroad, carry out joint PhD thesis regarding the cotutelle agreement.

f) OSYM refers to Student Selection and Placement Centre,

g) Other University refers to the higher education institute with which the University signs the cotutelle agreement to carry out joint PhD programs and award students with dual diplomas.

h) Rector refers to the Rector of the Karadeniz Technical University,

i) Senate refers to the Senate of Karadeniz Technical University,

j) University refers to Karadeniz Technical University,

k) ALES refers to the Academic Personnel and Postgraduate Education Entrance Exam,

l) YDS refers to the Foreign Language Examination,

m) GRE refers to the Graduate Record Examination,

n) GMAT refers to the Graduate Management Admission Test,

o) YOK refers to the Higher Education Council,

p) Directive refers to the Karadeniz Technical University Directive of Cotutelle Programs:

q) Regulation refers to the Karadeniz Technical University Regulation for Postgraduate Education,

SECTION TWO

The Objectives, Procedures, and Principles of Cotutelle Agreement

The Objective of the Cotutelle Agreements

Article 5 – (1) With the academic cooperation of Karadeniz Technical University and the other universities, the cotutelle agreements aim to offer opportunities for research and information for PhD students to benefit from, they enable to carry out PhD dissertations in this context.

The Organisation of Cotutelle Agreements

Article 6 – (1) The agreements are prepared separately for each student, and while evaluating the facilities and research required for the PhD study, the contribution of a co-supervisor from a university abroad is also taken into consideration.

(2) The prerequisite for the approval of the cotutelle agreement is the recognition of both the other university and PhD programs by YOK. The procedure for the recognition of the university abroad by YOK is carried by the Office of International Relations.

(3) The executive board of the related department takes the national/international rankings of the other university into consideration while evaluating the signing process of

cotutelle agreement. For the outgoing students, the national/international ranking of the related department is regarded to be at least being on the ranking of the equal department of Karadeniz Technical University.

(4) The cotutelle agreement shall be signed by Annex 1 added to hereby with this Directive in the English and Turkish languages. In addition to this, the document offered by the other university may also be used as the letter of the agreement providing the legal provisions specified the Article 3 of this Directive. In this case, a notary certified translation of the letter of agreement (in Turkish) is supposed to be delivered by the student to the Office of International Relations to evaluate. The submission of the agreement depends upon the approval of the executive board.

(5) The Cotutelle agreement is submitted to the approval of the Rector in case of providing the affirmative decision of the executive board of the related department. The following issues shall be regulated in the agreement:

- a) Legal basis,
 - b) Student's identifying information,
 - c) The language and the topic of the PhD Thesis,
 - d) Student's schedule and the minimum duration of the stays for each institute,
 - e) Issues about the registration and tuition,
 - f) The procedure and principles for the PhD thesis defence, impanelling the thesis jury, and the travel expenses of the jury members specified in Article 3 in this Directive,
 - g) Conditions to complete the PhD dissertation successfully,
 - h) Expressions to be included on the diplomas awarded by both universities,
 - i) The names and signatures to be added by both universities (rectors/heads, heads of institutes -if available, and co-supervisors appointed by both universities).
- (6) If needed, additional regulations may be agreed upon by the parties.

Documenting the Letter of Agreement

Article 7 – (1) The letter of cotutelle that is found appropriate to be signed shall be kept in the related student's file, and a copy of the agreement shall be delivered to the Office of Student Affairs.

SECTION THREE

Procedure and the Eligibility Criteria for the Cotutelle Agreements

Application Criteria for the Students of Joint PhD Programs

Article 8 – (1) The following conditions shall be provided by the students who are registered to a PhD program of the graduate schools of Karadeniz Technical University,

- a) To be successful at PhD qualifying exam,
- b) To be sufficient in the language criteria demanded by university abroad with which the cotutelle agreement shall be signed,
- c) The approval of the executive board of the related department of the other university abroad,
- d) The approval of the supervisor and academic board of the related department of the Karadeniz Technical University.

(2) The students who are registered to the PhD programs at the universities abroad and demand to join a joint PhD program at Karadeniz Technical University are supposed to meet the following criteria:

- a) Documenting foreign language proficiency in any language test having equivalence by OSYM (in English or the medium of instruction of the PhD program to be applied for) and getting a score that is accepted equal to at least 85 in YDS,
- b) Completing the minimum number of courses and credits that are specified in the regulation, and fulfilling the seminar study successfully,
- c) Having a degree of MA (for those who already started PhD study with a bachelor's degree, a score of GRE/GMAT that is equal at least 85 to ALES is required),
- d) Being successful at PhD qualifying exam,
- e) Having the approval of an academician who fulfils the requirements of being appointed as a supervisor at Karadeniz Technical University, and YOK's conditions to lecture and supervise in a foreign language,
- f) The approval of the academic board of the related institute.

Procedure for the Students to Write a Joint PhD Thesis

Article 9 – (1) The students who demand to write a Joint PhD thesis regarding the cotutelle agreement and meet the requirements specified in Article 8 of the cotutelle are supposed to follow the procedure:

- a) The student gets the approval of his/her supervisor and defines the co-supervisor from the other university within the knowledge of the supervisor,
- b) The student fills in the related parts of the cotutelle agreement with the supervisor and co-supervisor, and offer it by petition to the academic board of the related department of the institute,
- c) The student also offers a cover letter to the head of the related department which includes the signatures of the supervisors and the reasons to carry out a joint PhD thesis in the context of the cotutelle agreement,
- d) If necessary, the student may make changes in the provisions of the cotutelle agreement within the knowledge of his/her supervisors and the related department, offer these changes to the submission of the executive board of the related institute, and provide coordination with the other institute on the issue.

Procedure for Institutions

Article 10 – (1) The procedure to be followed by the institutes soon after the application process of the students who demand to write a joint PhD thesis in the context of the cotutelle agreement is:

- a) Regarding the provisions of the Directive hereby, the institute evaluates the rankings of the other university to be signed a cotutelle agreement with, and convenience of the applications with the justifications offered for the PhD thesis to be prepared in the context of the cotutelle,
- b) The institute confers with the Office of International Relations by official writing to carry out the process for evaluating the international/field rankings of the related department and the university to be signed a cotutelle with regarding its recognition by YOK,
- c) The institute submits the approbated cotutelle with a copy and the decision of the executive board of the institution to the approval of the Rector. After the approval process, the applications are opened for signature,
- d) The cotutelle agreements are kept in the related student's document file, and a

copy of the agreements is delivered to the Office of International Relations.

Registration and Re-registration

Article 11 – (1) The students who prepare a joint PhD thesis are supposed to re-register to the institute for their program on the dates announced in the academic calendar. The students are also responsible for following the register/re-register procedures of the other university and Karadeniz Technical University.

Tuition

Article 12 – (1) Regarding the tuitions of Karadeniz Technical University, the students who prepare a joint PhD thesis depend upon the Higher Education Law. No. 2547 Article. 46. The issues on the tuition of the other university shall be specified in the cotutelle agreement. The students are responsible for all tuitions.

Financial Liabilities

Article 13 – (1) The students are responsible for the expenses of accommodation, travel, visa, health/travel insurance and, etc.

SECTION FOUR Thesis Monitoring, Graduation, and Diplomas

Thesis Monitoring

Article 14 – (1) The issues for monitoring the studies of the students of joint PhD programmes are specified in the cotutelle agreements organised for them.

Success Criteria

Article 15 – (1) The success of the joint PhD students during their studies is measured by the thesis monitoring success reports specified in Karadeniz Technical University Regulation for Postgraduate Education, while their accomplishment for the PhD dissertation is evaluated by the thesis defence examination stated in the cotutelle agreement that is prepared for them.

Diplomas

Article 16 – (1) The students who fulfil the requirements of diploma of both Karadeniz Technical University and the other university specified in the related cotutelle and prove success in PhD thesis defence examination are rewarded to get dual diplomas from both universities.

(2) The procedures for the organisation of the diplomas is specified in the cotutelle agreement.

SECTION FIVE Miscellaneous Provisions

Legal Clauses

Article 17 – (1) For the legal clauses in this Directive, the provisions of Karadeniz Technical University Regulation for Postgraduate Education issued on 24.07.2017 and published in Official Journal No. 30133 and the decisions of the Senate are implemented.

Current Regulations

Provisional Article 1 – (1) The directives and cotutelles prepared before this Directive becomes effective shall be evaluated in the context of this Directive regarding its provisions, and the diplomas are awarded to the students who prove a success at the PhD Thesis defence examination.

Enforcement

Article 18 – (1) This regulation enters into force on the publication date by the Senate.

Executive

Article 19 – (1) The provisions of this Directive shall be executed by the Rector of Karadeniz Technical University.