

AGREEMENT FOR THE ESTABLISHMENT OF DOCTORAL COTUTELLES

Doctorate Studies in Design

**Faculty of Architecture,
Universidade de Lisboa (FA-ULisboa)**

and

**Azerbaijan University of Architecture and
Construction (AzUAC)**

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The Faculty of Architecture of the Universidade de Lisboa, hereinafter referred as FA-ULisboa, represented by the Rector of the Universidade de Lisboa, Professor António Cruz Serra, and by the President of the FA-ULisboa, Professor João Pardal Monteiro

and

the Azerbaijan University of Architecture and Construction, hereinafter referred as AzUAC, represented by Prof. Gulchohra Mammadova

Agree on the following terms, regarding future PhD Cotutelle Agreements for Doctorate Studies in Design:

1. PURPOSE OF THE AGREEMENT AND RELEVANCE FOR THE RETHINKe PROJECT

The aim of this agreement is to establish the possibility of preparing doctoral thesis in international cotutelle with regard to these official degrees:

- a) "Doutor" in Design, official degree from FA-ULisboa;
- b) PhD in Design, official degree from AzUAC.

Through this agreement, the cotutelle agreement (established in Annex I) and a specific addendum for each student (established according to the template defined in Annex II), students enrolled in one of these programmes may be awarded with both degrees, providing that they fulfil all the conditions and requirements and that they are approved in the viva examination.

The cotutelle set up by this agreement is intended to be a relevant academic tool to achieve the following basic objectives of the RETHINK project in the field of Design:

- a) establishing common and shared knowledge in the field of design and in particular in the development of design strategies in view of CO2 mitigation in design with a component of entrepreneurship towards smarter cities and sustainable built environment;
- b) to establish common research practices and long lasting partnerships;
- c) to share complementary practices and knowledge;
- d) to establish a structure for continued applications for funding, namely from EACEA (Education, Audiovisual and Culture Executive Agency, Brussels).

2. MUTUAL CREDIT RECOGNITION UNDER THIS AGREEMENT

Students taking part in the cotutelle have to achieve a total of 180 ECTS credits. Part of those ECTS credits must be earned at the student's home institution and part at the other university.

All the ECTS credits and grades awarded by one university to students enrolled under the cotutelle agreement will be fully recognized by the other institution, according to the terms and conditions established in cotutelle agreement.

3. COTUTELLE

Students enrolled under the cotutelle agreement must have obtained the ECTS credits in the curricular units specified in the study programme indicated in the cotutelle agreement in order to apply to the viva examination.

The administrative procedure to obtain each official degree after having completed successfully the viva examination is defined and managed by the issuing institution.

New specific addendums may be signed every academic year, provided that both degrees are officially implemented during the next five academic years at the partner institutions.

It is agreed and understood that each University has the right and responsibility to make changes to its curricula to meet accreditation standards. Any such changes that impact upon the Cotutelle agreement will be promptly and duly communicated to the other University in writing and will be the basis to a revision of the annex to this agreement.

4. NUMBER OF STUDENTS

It is expected that every year students from each party will enrol under the Cotutelle agreement. These students must fulfil the legally prescribed access requirements stated in cotutelle agreement.

5. ENROLMENT CONDITIONS

Both institutions will set up a proper internal procedure; namely, an Eligibility Council which will select the students that will take part in the Cotutelle agreement, among those enrolled in the official degrees indicated in nr. 1. The conditions of access to the cotutelle are specified in the cotutelle agreement.

In any case, every student must, at least, accredit a CEFRL (Common European Framework of Reference for Languages) «B2» level in English language.

Additional conditions are described in the Cotutelle agreement.

Students' home university will communicate (by the date for reporting the selected students to the other party) a list with the name, passport number and other relevant data of all the students taking part in this programme. All the students included in this list will also be registered as ordinary degree seeking students at the other institution.

Students will pay their regular tuition fees and taxes at the home institution. No further tuition costs will be charged by the host institution, except for the following:

- (i) – FA-ULisboa will charge the amount of 3500€ per semester as tuition fee for doctorate students enrolling under the cotutelle agreement (developed under the RETHINK project);
- (ii) - AzUAC will charge the amount of 3000€ per semester as tuition fee for doctorate students enrolling under the cotutelle agreement (developed under the RETHINK project).

These prices and fees could vary from year to year due to governmental or University decisions. AzUAC and FA-ULisboa undertake to communicate to each other any changes regarding fees and taxes as soon as it is officially published.

Students will have to enrol for a minimum of two semesters at each partner institution.

For all purposes, students will be considered as students enrolled at the two universities.

6. MANDATORY STUDENT MOBILITY

Mobility in accordance to this agreement's clauses is mandatory for every student taking part in the cotutelle (developed under the RETHINK project). Teaching staff mobility could be eventually required as well.

Whenever available, student and teaching staff mobility will be carried out under the Erasmus+ programme. The parties agree on establishing a specific Erasmus+ exchange agreement suitable to implement this provision.

Should the Erasmus+ programme be not available to finance the mobility, this agreement, in itself, is considered by both parties a valid agreement for the mobility of students and staff. The mobility will take place according to the following terms:

6.1. Duration of student mobility

The learning programme included in the Cotutelle agreement must be fulfilled in both Universities.

6.2. Mobility conditions

- a) Mobility students will conform to the requirements established in this agreement and will be subject to all the rules and procedures of the home and the host institutions.
- b) Mobility students will be enrolled as regular degree seeking students in the programme of the host institution affected by this agreement. During the period of stay in the partner University all of them will be registered and attend the activities established in the learning programme included in the cotutelle agreement.
- c) Mobility students will be provided with the same academic resources and supporting services as normally provided to regular students at the host institution of the same academic level.
- d) Mobility students shall take out appropriate health, life and non-life insurance.
- e) Both institutions undertake to award official transcripts of academic records to the students. These transcripts shall be communicated to the other party in order to get the full academic recognition established in section 2.
- f) The host institution will help the students in the search of accommodation by providing all the available information.

6.3 Financial Responsibilities

Mobility students will be responsible for the payment of housing-related costs, transportation, food, life, non-life and medical insurance, medical treatment and all other personal expenses.

7. FACULTY EXCHANGES

Both parties agree on the possibility of exchanging Faculty. This mobility will be governed by specific arrangements between the parties. The details of such arrangements will be negotiated at the appropriate time, according to the academic needs of the cotutelle agreements and specific addendums and the available funding.

8. ACADEMIC COMMISSION

In order to ensure the good development of all the doctoral thesis made in cotutelle, an Academic Commission will be formed by 4 members including the coordinators of both degrees and one additional representative named by each institution.

This Academic Commission will be responsible to examine the efficiency of the cotutelle agreement and the academic results achieved by the students included in the specific addendums, as well as the resources supplied by both institutions.

The Academic Commission will also be in charge of suggesting modifications suitable to improve the goal of the agreement. The members of this Commission will meet, either personally or on-line, at least once a year, which will result in its annual report.

9. FINANCIAL CONDITIONS

The signature of this agreement does not mean any financial commitment for any of the parties.

10. PROCEDURE FOR DISPUTE RESOLUTION

The parties agree to resolve any dispute arising from the interpretation or performance of the present agreement by common consent. In case that the dispute could not be solved that way, it will be resolved by arbitration of a technical commission formed by three members. Each party will designate a member of the arbitration commission and the third member will be agreed by both parties.

11. ENTRY IN FORCE AND DURATION OF THE AGREEMENT

The present agreement shall come into force after being signed by both parties.

The agreement is valid for a period of 5 years and may be renewed for identical periods with the express written consent of the two parties.

The parties may terminate this agreement with immediate effects, due to the determinations of national authorities.

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12. CONTACT DATA FOR NOTICES REGARDING THIS AGREEMENT:

FA-ULisboa

Coordinator of RETHINKe program: Oksana Turchanina
Responsible for the agreement: António Castelbranco
Address: Rua Sá Nogueira | Pólo Universitário |
Alto da Ajuda | 1349-055 Lisboa, Portugal
Phone: +351 213 615 000
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AzUAC

Contact: **Tarana Bakirova**
Address: Az1073, A.Sultanova, 11, Baku, Azerbaijan
Phone: +994 12 539 10 15 (573)
E-mail: t.bakirova@azmiu.edu.az

In witness whereof, the present agreement is signed in duplicate by the official representatives of both institutions.

Rector of the Universidade de Lisboa
Prof. António da Cruz Serra

Rector Azerbaijan University of Architecture and
Construction
Prof. Gulchohra Mammadova

Date: 30/09/2018

Date: _____

President of the Faculty of Architecture
Prof. João Parda Monteiro

Date: _____

Annex I

Agreement for the elaboration of doctoral thesis in international cotutelle in Design between the Faculty of Architecture of the Universidade de Lisboa (FA-ULisboa) and Azerbaijan University of Architecture and Construction (AzUAC)

1. Universidade de Lisboa's regulations for doctoral Cotutelle agreements

The Universidade de Lisboa (ULisboa) has published an order (Despacho nº 2305/2015) where the rules for establishing agreements for the elaboration of doctoral thesis in international cotutelle are defined formally, with the purpose of establishing uniform requirements for all the possible partnership agreements between ULisboa and other universities. Such order aims at creating a standard procedure and format for these agreements, as well as establishing minimum quality requirements to safeguard the quality policy of ULisboa.

The above mentioned order states in article 2 that an agreement must be signed, regarding the conditions for the establishment of cotutelle agreements. These conditions respect the referred order, as well as the Regime Jurídico de Graus e Diplomas, last published by the Decreto-Lei nr. 63/2016, of September, 13th, the Regulamento de Estudos de Pós-Graduação da Universidade de Lisboa and the FA-ULisboa doctorate program regulations.

This annex constitutes the cotutelle agreement for doctoral thesis in Design between ULisboa, through its Faculty of Architecture, and the Azerbaijan University of Architecture and Construction (AzUAC) and is part of the Agreement for the establishment of doctoral cotutelles.

Each doctoral cotutelle must respect the following additional conditions:

- There should be at least one supervisor from each partner institution (n.1 Art. 1st).
- The doctorate student should have a presence of a minimum of 30% of the total amount of time destined to the elaboration of the thesis, corresponding to no less than 2 semesters at each institution – effective presence of 9 months. However, this presence may correspond to interspersed periods depending on research convenience (n.2 Art. 4th).
- The thesis, when not written in Portuguese, shall have a mandatory summary written in Portuguese with a minimum of 1200 words (n.1 and 2 Art. 5th).
- The thesis cover needs to contain the identification of the participating institutions, the title of the thesis, the name of the doctoral student and supervisors, identification of the doctoral program and the year of completion of the thesis (n.3 Art. 5th).
- The jury's composition must be representative of the two institutions, whenever possible respecting equality of representation of institutions and to integrate up to one of the supervisors.

For each student, a specific addendum will be signed, respecting the template defined in Annex II, containing the following elements:

- Student identification;
- Identification of the thesis topic;
- Identification of the supervisors;
- Place of defence and languages;
- Periods of stay in each university.
- Financial arrangements for travel of supervisors for the public act of the PhD examination.

2. Scientific Committee and the Academic Commission

Additionally to the Academic Commission mentioned in the agreement, the FA-ULisboa Scientific Committee for the doctoral program shall have the task of verifying that all the students enrolled under this cotutelle agreement follow the necessary formalities, regulations and quality requirements, complying with the current practice and regulations at FA-ULisboa, namely:

- verifying the selection criteria of the candidates;
- approving the constitution of the juries for Thesis Project approval;
- verifying if theses contents comply with the requirements defined in this document;
- suggesting the constitution of the juries for the examinations.

The Scientific Committee shall work in collaboration with the Academic Commission. To promote this collaboration, the Academic Commission shall have at least one professor from the Scientific Committee of FA-ULisboa representing the scientific area for which the student submits the application.

3. Costs / Tuition fees and conditions for the application to the examination

Students enrolling under the Cotutelle agreement shall pay a tuition fee as mentioned in point 5 of the Agreement for the establishment of doctoral cotutelles (ENROLLMENT CONDITIONS). FA-ULisboa requires an additional tuition fee when submitting the thesis to the examination corresponding to 1.000,00€ (subject to revision).

Students enrolled under the Cotutelle agreement must be holders of a Bachelor + Master course of (minimum) 300 ECTS credits.

The selection of the students for this cotutelle agreement complies with the following criteria:

- preference shall be given to students with Bachelor and Masters in Architecture and/or Design;
- a letter of intent will be required for candidates from other knowledge areas;
- CV evaluation considering academic and/or professional assessment.

Under this cotutelle agreement, the doctorate student:

- has 1 supervisor from each Partner Institution;
- must comply with a period of stay of at least two full semesters at each supervisor's Partner Institution. If the elaboration of the thesis extends for more than 3 years, the doctorate student must extend the period of stay in each partner institution for no less than 30% of the time expended writing the thesis;
- complete at least 60 ECTS credits at each Partner Institution.

As long as the three above mentioned conditions are guaranteed, a doctorate student may enrol in additional curricular units via teleconference as long as she/he pays the tuition fees to the respective Partner Institution and attends the exam in person.

4. Language

The official language of work under the Cotutelle agreement (developed in the frame of the RETHINKe project) will be English. This means that lectures, supervision, supporting materials and final deliverables (papers and theses) should be produced in English, although including additional text in one of the partner's languages to accommodate eventual local requirements in terms of thesis contents.

5. Period for the elaboration of the doctoral thesis

4 semesters.

This period is preceded of a period of 2 semesters, for mandatory and elective courses that the student already has to have concluded before signing the specific addendum.

6. Contents of Courses

Before applying to the viva examination, the student enrolled under the cotutelle agreement has to have completed 180 ECTS credits in the two partner institutions, by achieving approval in the courses and activities described below.

Approval of the first year 60 ECTS courses is compulsory for the doctorate studies progress.

Additionally, the student enrolled under this cotutelle agreement also needs to:

- have completed a minimum of 10 ECTS on one of the RETHINKe topics (energy efficiency / CO2 mitigation / sustainability and environmental research / entrepreneurship) taken from the available (elective) courses or curricular units.
- ensure that the topic for the thesis will also have to be related to the above mentioned topics.

In order to be considered a PhD in Design the student needs to fulfil a minimum of 15 ECTS on Design Electives taken from the available (elective) courses or curricular units.

Table 1 –Correspondence between the courses and activities in Design at AzUAC and FA-ULisboa

Semester	FA-Ulisboa - PhD Program name – “Design”	ECTS	AzUAC	ECTS
			PhD Program Name – “Design”	
1st	Research Methods	10	Research Methodologies	10
			Research methods in design	5
	Information technology technique	5		
1st	Critique of the object	15	Search technology and analysis of scientific information	15
	Professional practices	5	Professional practices	5
	2nd	Design project	10	Design project
Elective Course Units		10	Elective Curriculum Unit	10
			Philosophy	5
			Foreign language	5
Thesis design seminar	10	Project of thesis research/ Prospectus	10	
3rd	LAB I	30	Theoretic/Experimental research 1	15
			Theoretical /Experimental research - colloquium 1	15
4th	LAB II	30	Theoretical /Experimental research 2	15
			Theoretical /Experimental research/ Colloquium 2	15
5th	LAB III	30	Theoretic/Experimental research 3	15
			Theoretical /Experimental research/ Colloquium 3	15
6th	Dissertation	30	Dissertation /Completion of the thesis, defense	30
	TOTAL	180	TOTAL	180

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7. Contents of Classes

The mandatory courses or curricular units indicated in Table 1 should be available on both partners with these names or equivalent names as long as the contents fit the description given below:

RESEARCH METHODOLOGIES

The main aim of this curricular unit is to develop research skills and familiarize students with the process of creating knowledge through the interaction between theory and its operationalization. Students will therefore learn to master methodological techniques and principles with ease for gathering and processing information and producing scientific reports, thus enabling them to select the most appropriate and reliable research process for their individual project.

THESIS PROJECT SEMINAR

The aim of this curricular unit is to establish and deepen the framework for scientific research within the fields of knowledge of theory and philosophy of science, establishing connections with the concrete work of each student and developing the tasks required to produce the Thesis Project, which will be assessed by a panel of examiners. Admission to the 2nd year of the course depends on approval of the Thesis Project. The term 'Thesis Project' may have equivalent expressions in Partner's curricula such as 'Thesis Proposal', 'Research Proposal' or 'Dissertation Proposal'.

Evaluation of the Research Proposal

The Thesis Project Seminar is subject to the evaluation of a formal document (of approximately 10.000 words) called Thesis Project or Thesis Research Proposal. This document is submitted for approval at the end of the 2nd semester and corresponding to the exam of the mandatory course - Thesis Project Seminar. For submission, the document needs to be formally approved by both supervisors in the form of a letter of approval.

The approval committee is composed of a minimum of 3 professors, one from the home institution (where the student is defending), one external professor from outside the university and one of the supervisors. Ideally the committee should be composed of 5 professors, including a second external professor and the second supervisor. The second supervisor may however participate via teleconference. For the defence at FA-ULisboa, the committee shall have at least one member from the Scientific Committee referred in section 2.

LABORATORIES I, II and III

These curricular units are designed to develop research work, following the approval of the Thesis Project. Their main objective is the acquisition of written skills for abstracts, articles and chapters and oral skills for presenting academic work, academic discussion and argument, and for structuring and developing integral sections of the thesis to be presented and discussed in seminars, together with the Progress Report. This represents complementary support to the normal supervision.

DISSERTATION / THESIS

This curricular unit, which takes the form of tutorial support, is designed to provide supervision for students in the final stages of writing the thesis, ending with their submission and defence in a public *viva voce* examination. It involves a close working relationship between the student and their supervisors in order to ensure the advance in knowledge stipulated in the Thesis Project, which will be assessed by the panel of examiners, nominated in accordance with legal requirements, the regulations of FA-ULisboa and AzUAC and number 8 of this agreement.

Additionally to the above mentioned mandatory courses, the doctorate students shall have the opportunity of customizing their specialization by fulfilling a minimum of 40 ECTS in elective courses following the conditions given in section 6. Electives may be chosen by the students from the courses available at both Partners.

1. Monitoring

The monitoring of doctorate students' work progress shall be accomplished via supervision (from both supervisors) and through at least two progress reports according to the schedule approved at the Research Proposal approval procedure (see sections 6 and 7) with occasional adjustments suggested by the supervisors.

Once accepting the supervision of a doctorate student, supervisors are responsible for monitoring the students' progress.

2. Doctoral thesis

The thesis is delivered at the end of the 4th semester, upon the submission of (at least) two progress reports that will need a formal approval from the supervisors. The reports may have the form of a paper published in a peer reviewed Journal. For the submission of the thesis, the document needs to be formally approved by both supervisors in the form of a letter of approval. The thesis draft needs to be submitted to the Scientific Committee mentioned in point 2 before the definition of the jury. The thesis draft is verified by the Scientific Committee for approval by the Scientific Council of FA-ULisboa. The Scientific Committee may also propose the constitution of the board to the Scientific Council of FA-ULisboa. These procedures correspond to the current practice at FA-ULisboa and comply with the terms of ULisboa's regulations. The cover of the thesis should include the names of the Universidade de Lisboa, of the Faculty of Architecture, of the Azerbaijan University of Architecture and Construction, the title of the thesis, the name of the candidate, the scientific domain and the specialty and the year of conclusion of the thesis.

The first sheet and the following pages must respect the Regulamento de Estudos de Pós-Graduação da Universidade de Lisboa.

3. Jury and PhD examination

The jury is nominated by mutual agreement. The School in which the examination will be held must previously contact the partner School to confirm their acceptance of the proposed jury.

The jury should represent each partner institution equitably, respecting the legislation and regulation in force in both countries and Universities, as well as in this article. It should be composed of a minimum of 5 professors, two from the home institution (where the student is defending), two external professors (from outside the university and the Partner Institution) and one of the supervisors. Ideally, the jury should be composed of 6 professors. The second supervisor may assist via teleconference, but is not allowed to vote.

Exceptionally, if it is not possible to respect the jury composition enforced by the legislation and regulation in both countries and Universities, those in force in the University in which the examination takes place shall be respected, but not without giving notice or having the agreement of the partner University.

The procedures regarding the nomination of the members of the jury, as well as those regarding the examination should be those in force in the School in which the examination will be held. The nomination of the jury must be communicated to the partner University.

The result of the examination is recognized by the partner institutions. When the grading scales in use in the partner Universities are different, the jury must provide a grade in each scale. Both grades must be mentioned in the report or minute of the examination.

The travel expenses for the public act of the PhD examination are to be decided for each case separately. The supervisors are in charge of finding the required funds to cover the expenditures of foreign teachers who are part of the examination board.

4. Degree and Diploma

After the examination, the University in which the viva is held informs the partner University of the final result. The Doutor/PhD degree is granted separately and a different document should be issued by each institution. Both documents should indicate that the thesis was made in cotutelle. In what concerns the Universidade de Lisboa, a diploma is issued – in the form of a *certidão de registo* – and a *Carta Doutoral* may also be issued, if required.

5. Financing

Financial support may be obtained from any European or national grants program with open calls for PhD scholarships. In the case of Portugal, FCT (<http://www.fct.pt/>) provides annually an open call for PhD scholarships, which is opened to all students.

Candidates may also enrol in the available mobility programs.

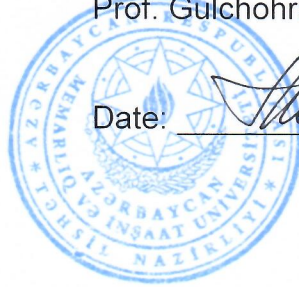
Rector of University of Lisbon
Prof. António da Cruz Serra

Date: 30/07/2018



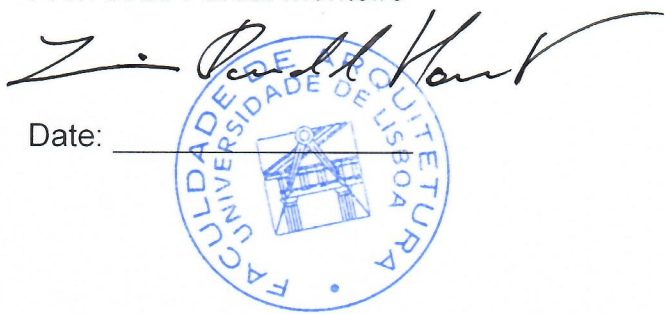
Rector Azerbaijan University of Architecture and Construction
Prof. Gulchohra Mammadova

Date: _____



President of the Faculty of Architecture
Prof. João Pardal Monteiro

Date: _____



Annex II Template for specific addendum (to be signed for each student)

Respecting the Agreement for the elaboration of doctoral thesis in international cotutelle in Design, signed by the Universidade de Lisboa, its Faculty of Architecture, and Azerbaijan University of Architecture and Construction, on []

and its Annex I, the Agreement for the elaboration of doctoral thesis in international cotutelle in Design, signed on the same date,

upon a previous selection, the following student is to be enrolled under the cotutelle agreement and respecting the following terms:

1. Name of the student:

2. Thesis topic:

3. Supervisors:

from the Faculty of Architecture of the Universidade de Lisboa:

from Azerbaijan University of Architecture and Construction:

4. Place of defence:

5. Financial arrangements for travel of supervisors for the public act of the PhD examination.

6. Periods of stay in each university:

7.

– Academic year ____ / ____: at the University

_____;

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– Academic year ____ / ____: at the University

_____;

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– Academic year ____ / ____: at the University

_____.

Handwritten mark

Signed

By the Universidade de Lisboa,

**By the Azerbaijan University of
Architecture and Construction,**

Lisboa, _____ (date)

_____ (date)

Vice-Reitor of the Universidade de Lisboa,
by delegation

Rector of the Azerbaijan University of
Architecture and Construction

(sig.)

Prof. Doutor Eduardo Pereira

(sig.)

Prof. Gulchohra Mammadova

President of the Faculty of Architecture of
the Universidade de Lisboa, [name]

Dean/President of the Faculty of
Architecture of the Azerbaijan University
of Architecture and Construction, [name]

(sig.)

(date)

(sig.)

(date)

Supervisor from the Faculty of
Architecture of the Universidade de
Lisboa, [name],

Supervisor from Faculty of Architecture of
the Azerbaijan University of Architecture
and Construction, [name],

(sig.)

(date)

(sig.)

(date)

The PhD student, [name]

(sig.)

(date)

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