



## Procedure for Activating Cotutelle Agreements

### REQUIREMENTS

- to be enrolment in a PhD Programme at Sapienza (*outgoing*) or at a foreign University (for incoming PhD students entering Sapienza from a foreign University);
- acceptance by the thesis supervisors (tutors) of the universities involved (Sapienza and other foreign University);
- approval by the Board of Professors of the Sapienza PhD Programme;
- activation of cotutelle agreement **must take place (signed and completed) by the 18th month of the start of the PhD programme** (the request for activation must be submitted with sufficient notice to allow the necessary administrative procedures to be completed within the prescribed timeframe);
- the preparation of the thesis carried out in alternating periods, roughly equivalent, at each of the two institutions;
- for *incoming* PhD students:
  1. Possession of a *laurea magistrale* or an **official foreign degree corresponding to the second-cycle according to the Bologna Process qualifications framework and level 7 according to the European Qualifications Framework (EQF)**, which allows access to the PhD programme at academic institutions in the country where it was issued and is recognized as suitable for access to the PhD programme in Italy (Master's degree or equivalent title, in any case with a written final thesis), **and that does not present any "substantial difference"** according to the principles of the Lisbon Convention and the national methodology adopted by the Italian ENIC-NARIC center (CIMEA); if the qualification was obtained abroad, must be authenticated by means of an [Apostille](#), or, if the country is not a member of the Hague Convention, legalized by the Italian Diplomatic Representation (Embassy or Consulate) in the country whose education system the qualification refers to (unless exempted by virtue of international conventions);
  2. Certificate of enrolment in the PhD Programme at the home institution.

### INSTRUCTIONS

#### COTUTELLE PROCESS SAPIENZA (*OUTGOING*) - FOREIGN UNIVERSITY

1. **Choice** of the foreign university by the PhD student, at which the same must identify:
  - a PhD programme that is scientifically related to the PhD programme in which he or she is already enrolled in SAPIENZA:



- one or more thesis supervisors (tutors) for each of the two involved universities.
- 2. **Submission** of the request for the activation of the cotutelle agreement by the PhD student to the Board of Professors of the PhD programme in which he or she is enrolled, via email addressed to the Coordinator
- 3. **Approval** of the request submitted by the PhD student by the Board of Professors; subsequently, the Coordinator or another authorised person must enter the related minutes into the doctoral programme management system by accessing the "Delibere/Verbali" function in the main menu
- 4. **Request** by the PhD student through the following [form](#) (**ONLY after the approval and transmission of the minutes referred to in point 3 above**)
- 5. **Compilation** of the cotutelle agreement template available at the link <https://www.uniroma1.it/it/pagina/co-tutela-di-tesi>, in either Italian or English, by the interested parties, to be sent to the PhD Unit - Programmes and Careers at the email address [cotutele.phd@uniroma1.it](mailto:cotutele.phd@uniroma1.it) (alternatively, it is possible to use another cotutelle agreement template provided by the foreign university)
- 6. **Verification** by the PhD Unit - Programmes and Careers of the formal and substantial correctness of the received draft cotutelle agreement
- 7. **Signing** of the cotutelle agreement by the signatories of the universities involved
- 8. **Enrolment** of the PhD student at the foreign University

#### COTUTELLE PROCESS FOREIGN UNIVERSITY (*INCOMING*) - SAPIENZA

1. **Identification** by the PhD student enrolled at a foreign University of:
  - a PhD programme at Sapienza that is scientifically related to the PhD programme in which he or she is already enrolled at the home institution;
  - one or more thesis supervisors (tutors) for each of the two involved universities.
2. **Submission** of the request for the activation of the cotutelle agreement by the PhD student to the Board of Professors of the PhD programme of Sapienza, via email addressed to the Coordinator
3. **Approval** of the request submitted by the PhD student by the Board of Professors - the minutes must also mandatorily indicate the cycle (academic year) to which the PhD student must be enrolled; subsequently, the Coordinator or another authorised person must enter the related minutes into the doctoral programme management system by accessing the "Delibere/Verbali" function in the main menu
4. **Request** by the PhD student through the following [form](#) (**ONLY after the approval and transmission of the minutes referred to in point 3 above**)
5. **Compilation** of the cotutelle agreement template available at the link <https://www.uniroma1.it/it/pagina/co-tutela-di-tesi>, in either Italian or English, by the interested parties, to be sent to the PhD Unit - Programmes and Careers at the email address [cotutele.phd@uniroma1.it](mailto:cotutele.phd@uniroma1.it)



6. **Verification** by the PhD Unit - Programmes and Careers of the formal and substantial correctness of the received draft cotutelle agreement
7. **Signing** of the cotutelle agreement by the signatories of the universities involved
8. **Enrolment** of the incoming PhD student at SAPIENZA; enrolment must be renewed annually for the entire PhD career and will be subject to the payment of the virtual stamp duty (€16,00) and the regional tax (€140,00). **In case of failure to enrol within the peremptory deadlines indicated in the communication sent by the Sapienza cotutelle service, the cotutelle agreement will be automatically terminated.**

## INDICATIONS

Cotutelle agreements must be finalised **exclusively in digital format**, following the signing guidelines below:

- **Digital signatures:** All signatories must use digital signatures.
- **Mixed signatures:** Signatories from foreign universities who lack digital signature, may affix their handwritten signatures instead.

Cotutelle agreements must be signed in the following order:

1. First signature: The foreign university.  
In the case of mixed signatures, signatories without digital signatures (including the doctoral student, if applicable) must affix their signatures first. Once signed, the agreement in PDF format has to be sent to the PhD Unit - Programmes and Careers at [cotutele.phd@uniroma1.it](mailto:cotutele.phd@uniroma1.it).
2. Second signature: Sapienza University. All signatories must use digital signatures. Upon completion of the cotutelle agreement, the document in PDF format will be sent via email to the partner university.

Activated cotutelle agreements cannot be modified in any case during the last 6 (six) months of the PhD student's career.

**For any indication not expressly provided in this document, please refer to SAPIENZA Regulations for PhDs available at the link <https://www.uniroma1.it/en/documento/research-doctorate-regulations>**