Process description: Preparing an agreement for a binational doctoral procedure at Leipzig University

Searching for/finding a supervisor at the faculty of Leipzig University where the doctorate is to be carried out

Request written confirmation of supervision

Submit the necessary documents to the dean's office for the obligatory entry in the list of doctoral candidates*

Agreement with supervisor on the implementation of a binational doctorate

Contacting the partner university

Request written confirmation of supervision from the supervisor at the partner university*

Notification of the implementation of a binational doctorate in the dean's office of the faculty of Leipzig University

Obtain a sample agreement from the dean's office of the faculty

Adapting the sample agreement to the circumstances of the procedure in compliance with the doctoral regulations of the Leipzig University faculty in close consultation with the supervisor

Preliminary review of the agreement by the responsible dean's office and the International Centre

Coordination of the agreement with the partner university; communication via the doctoral student and supervisor; the dean's office and the International Centre of Leipzig University provide advice and support

Successful coordination: Obtain approval from the dean's office and the International Centre

After approval: Beginning of the signing: first doctoral candidate, then supervisor and dean

Passing on the agreement to the Rector via the International Centre and the vice-rector for Research and Young Academics to Leipzig University Rector for signing

The agreement, signed in full by Leipzig University, is sent to the partner university (by the International Centre or doctoral researcher)

Sign agreement at partner university; return at least two copies to Leipzig University