

Cotutelle Joint Doctoral Agreement

Between

Concordia University

and

[partner]

Student Name:

Concordia ID#:

Department:

**DOCTORAL COTUTELLE AGREEMENT**

NOTE: This is not an application form for a PhD program. Applicants must submit a separate application for admission. Application and admission requirements for each institution must be met prior to the submission of this agreement.

## Introduction

A cotutelle agreement is an arrangement where a full-time doctoral student pursues a doctoral degree at two universities satisfying each institution’s degree requirements, The candidate will be mentored by a supervisor at each institution leading to one thesis. Both institutions, motivated to strengthen research networks, agree on the necessary administrative measures for admission, enrolment, supervision and tuition fee payment. Upon successful completion of the degree requirements, the student is awarded a diploma from both universities, with the mention of the cotutelle collaboration.

A cotutelle agreement becomes valid only once signed by all parties involved.

Nothing in this agreement will overrule binding university regulations covering doctoral training and the award of doctoral degrees in either of the two countries. All parties commit themselves to acting in conformity with the two universities' regulations and codes of practice.

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| **Student Information** | | | |
| Last Name: |  | Concordia ID# |  |
| First Name: |  | Program: |  |
| Date of Birth: |  |  |
| Email: |  | Citizenship: |  |

|  |  |
| --- | --- |
| **Project Information** | |
| Provisional Title of thesis |  |
| Area of specialization |  |

|  |  |
| --- | --- |
| **Partner Information** | |
| Name of institution |  |
| Contact person for cotutelle |  |
| Email: |  |
| Mailing address: |  |
| Telephone: |  |

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| --- | --- | --- | --- |
| **Concordia University Supervisor Information** | | | |
| Last Name: |  | Department: |  |
| First Name: |  | Email: |  |

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| --- | --- | --- | --- |
| **[Partner] Supervisor Information** | | | |
| Last Name: |  | Department: |  |
| First Name: |  | Email: |  |

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| --- | --- | --- | --- |
| **Concordia University Representatives** | | | |
| Administrative: | Irene Grigoropoulos | Academic: | Dr. Geoffrey Dover |
| Position: | Advisor, Admissions | Position: | Associate Dean |
| Department: | Student Affairs  School of Graduate Studies |  | Student Affairs & Postdoctoral Studies  School of Graduate Studies |
| Email: | [Irene.grigoropoulos@concordia.ca](mailto:Irene.grigoropoulos@concordia.ca) |  |  |

Administrative Details:

* Start date of cotutelle agreement:
* Anticipated completion date:

The expected duration of the program is [3] years, with possible extension to X years without modification of this agreement.

The doctoral student conducts their studies and research work alternately between the two institutions, for periods determined by the mutual agreement between the two supervisors. The doctoral student must stay at Concordia University for a minimum of three (3) non-consecutive full-terms (one year) during his or her doctoral schooling. There must be continuous enrollment (registration) in both institutions for the duration of the program.

Two sets of program requirements must be met, one for each program at each institution. This includes successful completion of the courses and seminars within the program (with the possibility of granting equivalences), successful completion of the comprehensive examination as well all matters related to the progress and submission of a single thesis.

Tentative Study Periods at each institution:

Indicate your **curriculum schedule** agreed upon by both supervisors.

|  |  |  |
| --- | --- | --- |
| **Term/Year** | **Concordia University** | **Partner Institution** |
|  | *Courses/seminars etc* | *Courses/seminars etc* |
|  |  |  |
|  |  |  |
|  |  |  |
|  | COMP exam |  |
|  | Proposal defense | Thesis research |
|  | Doctoral seminar |  |
|  | Thesis research & oral examination |  |
|  |  |  |
|  |  |  |

Health Coverage (Social Security and Third Party Liability):

It is the sole responsibility of the student to ensure that they obtain adequate insurance coverage to meet their needs for the time they are enrolled in the Joint PhD program.

International students coming to Concordia University will be required to enroll with Blue Cross Health Insurance at their own expense. Information is available through the International Students Office (ISO) <https://www.concordia.ca/students/international/health-insurance.html#blue-cross>

Concordia University students travelling abroad will be required to obtain adequate health insurance coverage as required by the partner institution.

At Partner University, the doctoral student receives the following health/liability insurance coverage:

The doctoral candidate is responsible for their own housing and travel arrangements.

Tuition:

Tuition fees are paid in alternation according to the schedule of the cotutelle’s academic residence. Concordia tuition fees are waived when the doctoral student is at the other institution. Students are responsible for ensuring that they understand the billing structure of the partner university.

Concordia University Tuition and Fees: <https://www.concordia.ca/students/financial/tuition-fees/rates/grad.html>

Pedagogical Details:

Two authorized co-supervisors, one from each university, will provide the supervision and training of the student. The supervisors will fully exert their function as supervisor in relation to the student and will consult with each other regularly to support the progression of the thesis. The co-supervisors will provide the resources necessary to permit the realisation of the research for the duration of the cotutelle agreement, within the limits of available funds.

Thesis Supervisors;

* At Concordia: XXX.
* At [partner]: XXX.

Concordia’s Supervision Guidelines: <https://www.concordia.ca/content/dam/sgs/docs/handbooks/PhD-Supervisor-Guidelines.pdf>

Submission, Description and Thesis Defence

Students will write a single thesis with an oral defence recognized by both institutions supported by a joint thesis committee composed of internal and external examiners. The jury is appointed by each institution in accordance with the regulations and procedures of each institution.

* The thesis defence will be held at [name institution].
* The thesis will be written and defended in English.
* The abstract will be written in:

The student’s thesis must be submitted to both universities through their normal mechanisms.

Protection of the thesis subject, and publication, use and protection of the results of the doctoral student's research in both institutions will be subject to the regulations in force and in accordance with procedures specific to each of the countries involved in the Cotutelle.

Degree Awarded:

Upon successful completion of the degree requirements, students receive a diploma from each university, with the mention that the degree was obtained through a cotutelle agreement with [partner]. The Concordia transcript will also mention the degree was completed under the framework of the cotutelle agreement.

* Concordia University agrees to confer the title of “Doctor of Philosophy XXXX”
* [Partner institution] agrees to confer the title of “Doctor of XXXX”

Other Provisions:

This section is optional, and provides a space for entering additional provisions.

Intellectual Property Rights

The candidate, the supervisors, and the two universities will comply with the existing intellectual property policies and regulations of their respective institutions in order to protect the doctoral research and the publication of research results. The signatories will negotiate a compromise suitable to both parties should there be any inconsistencies between the policies at the two institutions.

Copyright and Publications

The signatories of this agreement will comply with the existing regulations in their respective institutions and countries regarding the filing, registration of copyright, description, and reproduction of the thesis/dissertation. The signatories will negotiate a compromise suitable to both parties should there be any inconsistencies between the two institutions’ policies.

Confidentiality

Both universities are bound to preserve confidentiality and not to divulge information, data, documents or other material coming from the other university under the activities of this agreement, unless otherwise agreed to and with the exception of legal prescriptions.

Ethics approvals

Any research, conducted for the purpose of informing the dissertation covered by this agreement, which involves human participants or human-derived data, must satisfy the compliance requirements of Concordia University, and receive approval from the Institutional Research Ethics Boards.

Conduct

The signatories of the agreement will comply with existing guidelines for codes of conduct (academic and non-academic), as well as on procedures for dealing with misconduct, appeal, and termination. Decisions on matters associated with violations of academic policy or student conduct and discipline standards, and decisions with respect to the student’s academic progress, including any appeals of such decisions, shall be made according to the existing policies and requirements at each university. The universities may consult on specific issues and shall cooperate with each other in investigating any complaints submitted by the student, where possible; however, each university will adjudicate cases independently. Either university may make a decision that will have the effect of requiring the student to withdraw from the cotutelle program. In such case either university may exercise its discretion to allow the student to continue in one of its other programs in accordance with the policies of that university.

Graduate Student Regulations

The graduate regulations at both universities apply to the student throughout the cotutelle dual degree program. The signatories will negotiate a compromise suitable to both parties should there be any inconsistencies between the two institutions' policies.

Graduate Calendar:<https://www.concordia.ca/academics/graduate/calendar.html>

Changes to Agreement

This agreement becomes effective from the date of the last signature and shall be effective until the degree requirements have been satisfied. This agreement can be modified after its execution provided both institutions agree. Should the student fail to enrol at one of the institutions, renounce in writing, or not be authorized to continue research and writing of the thesis by virtue of a decision made by one of the two institutions, the institutions shall terminate this agreement.

IMPORTANT: THE SIGNATURE OF A COTUTELLE AGREEMENT DOES NOT SUBSTITUTE THE ADMINISTRATIVE PROCESSES OF THE PHD STUDENT'S ENROLMENT IN THE TWO PARTNER INSTITUTIONS

One copy of the agreement with all the signatures in electronic form is required.

Signatures:

* The president or their designate
* The Graduate Program Director or Department Head
* The primary supervisor at each institution
* The doctoral candidate

The Agreement takes effect the date of the last signature and is considered valid until the thesis or dissertation is defended.

In the event that the student delivers written notice of their withdrawal from the program, or the co-supervisors agree that the student will no longer be authorized to continue with the thesis or dissertation, the two supervisors shall take steps to terminate the present Co-Supervision Agreement.

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**Dr. Dominique Bérubé** [**Name of Signing Authority**]

Vice-President, Research and Graduate Studies [Title]

Concordia University [Institution]

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[**Name**] [**Name**]

Graduate Program Director [Department Chair/Director]

Concordia University [Institution]

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[**Name**] [**Name**]

Doctoral Supervisor [Doctoral Supervisor]

Concordia University [Institution]

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[**Name**]

Doctoral Student

Finalization Date: