



UNIVERSITY OF SASKATCHEWAN

College of Graduate  
and Postdoctoral Studies

CGPS.USASK.CA

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## USask Cotutelle Ph.D. Agreement

For:

Between the University of Saskatchewan and

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## Section 1: Student Program and Institutional Information

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This section of the agreement identifies the universities and individuals participating in the cotutelle, their contact information, and the dissertation topic.

### Student Information

Student Name	Email	Academic Unit
Area of Specialization	Dissertation Topic/Title	

### Partner Institution Information

Name of Partner Institution		Administrative Representative
Academic Unit	Position/Title	Email

Doctoral Co-Supervisor (Partner Institution)		
Academic Unit	Position/Title	Email

### University of Saskatchewan Information

USask Administrator	Position/Title
	Associate Dean
Academic Unit	Email
College of Graduate and Postdoctoral Studies	<a href="mailto:gradprograms.academicaffairs@usask.ca">gradprograms.academicaffairs@usask.ca</a>

Doctoral Co-Supervisor at USask	Position/Title
Academic Unit	Email

## Section 2: Administrative Details

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### Schedule & Tuition

Specify which institution the student will be located at throughout the agreement. It is required that students spend approximately 50% of their time at each institution.

Year in Program	Term 1 (Sept 1 – Dec 30)	Term 2 (Jan 1 – Apr 30)	Term 3 (May 1 – Aug 31)
Year 1			
Year 2			
Year 3			
Year 4			

**Students in an approved graduate-level cotutelle program must maintain full-time registration at USask.** Cotutelle students who are not actively taking courses at USask in a given term and who are registered at the partner institution must register in a place holder class to maintain full-time status at USask. This placeholder class does not assess full tuition but does assess some student fees.

### Financial Support

Details on financial support for the doctoral student. The funding amount/level should align with the departmental funding policy.

Start and End Dates	Funding Source	Location	Funding Amount

If collective agreement(s) exist, please provide additional information:

**Travel Funding**

Provide detailed information on funding sources for the defence including costs associated with the external examiner, as well as other individuals who may need to travel for the defence:

Provide information on other travel-related expenses and funding sources associated with the cotutelle:

Costs and arrangements for the student’s housing, travel expenses, and insurance coverage are the responsibility of the student, except where arrangements might be identified above.

**Application and Admission Requirements**

Application and admission requirements for each institution must be met prior to the submission of this agreement. At USask, admission requirements can be found in the program catalogue at [www.usask.ca/programs/colleges- schools/grad-studies/index.php](http://www.usask.ca/programs/colleges- schools/grad-studies/index.php)

### Section 3: Pedagogical Details

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#### Doctoral Supervisors and Advisory Committee Members

Role	USask	Partner Institution
Co- Supervisor		
Members		

The committee must consist of a minimum of four members: two co-supervisors, and two members.

#### Degree Requirements

Identify the degree requirements and timelines, including any coursework, examinations (e.g. candidacy assessment), data collection, dissertation proposal, including all ethics and risk management approvals.

Please note that registration in the 996 dissertation course is required in the term of defence.

	Term 1 (Sept 1 – Dec 30)	Term 2 (Jan 1 – Apr 30)	Term 3 (May 1 – Aug 31)
Year 1			
Year 2			
Year 3			
Year 4			

#### Educational Goals

Include a statement of educational goals and expectations for publication, as applicable.

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#### Progress Reports

Statement on expectations around the preparation of regular progress reports by the student and advisory committee (annually, at minimum). It must be clear whether a separate progress report will be prepared for each institution or whether one is sufficient. Both institutions shall have access to the reports.

**Dissertation Submission and Defence**

State the procedures for the submission and examination of the dissertation. These procedures must be satisfactory to both institutions. The composition of the dissertation examination committee based on faculty and university requirements for both institutions also needs to be included. USask requires the dissertation to be approved by all members of the advisory committee prior to release to arm’s length university and external examiners. The recommendation for dissertation defence including submission of dissertation, selection of university examiner, and nomination of external examiner must be submitted to the College of Graduate and Postdoctoral Studies a minimum of five weeks in advance of the defence date.

Dissertation examination committee:

Role	Name	Role	Name
Chair (non-voting)		Committee member	
Supervisor		Committee member	
Co-supervisor (if applicable)		Committee member	

At USask, it is expected that the student, all members of the advisory, university and external examiners, and a chair will participate in the defence. An electronic copy of the dissertation must be submitted to the USask library following the defence, and after all necessary revisions have been completed.

Registration in the 996 dissertation course is required in the term of defence.

### Language of Dissertation and Defence

USask requires the dissertation to be written and defended in English. If the partner institution has additional requirements, please indicate them here.

### Degree Awarded

The degree awarded by the University of Saskatchewan will be Doctor of Philosophy. The degree awarded by the partner institution will be:

In a cotutelle dual degree program, the degree requirements must be met at both institutions, although the dissertation and some program and course requirements may be counted toward both programs.

The decision to award the degree by one of the institutions is not binding upon the other.

### Notation on Official Documents

At the University of Saskatchewan, official documents will indicate “Dual Doctor of Philosophy Degree in [field of study] Awarded in Partnership with [partner institution name], [country of partner institution].

Include the specific wording that will appear on the partner institution’s official documents.

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## Section 4: Additional academic details

### Authorship

Identify approach to (co-)authorship on publications.

### Intellectual Property Rights

The student, 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 dissertation. The signatories will negotiate a compromise suitable to both parties should there be any inconsistencies between the two institutions' policies. All publications must adhere to the [Tri-Agency Open Access Policy](#) on publications.

## **Confidentiality**

Both universities are bound to preserve confidentiality and not to divulge information, data, know-how, 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.

## **Guidelines on 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. The signatories will negotiate a compromise suitable for both parties should there be any inconsistencies between policies at the two institutions.

## **Conflict of Interest**

All potential sources of conflict of interest of and between committee members (as defined in [CGPS Policy 3.1.2.](#)) have been considered, disclosed, and mitigated where necessary.

## **Sensitive Technology Research and Affiliations of Concern (STRAC)**

Given the topic of research, the committee composition is compliant with [STRAC](#).

## **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.

## **Section 5: Changes to Agreement**

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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.

If the student's program extends beyond the four years described above, the agreement must be updated with the revised schedule, financial supports and degree requirements.

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 dissertation by virtue of a decision made by one of the two institutions, the institutions shall terminate this agreement.

## Section 6: Signatures

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The following sign and date the agreement for and on behalf of each institution:

- The president or designate (e.g. vice-president, dean/associate dean of graduate studies)
- The graduate program director or unit head for the primary supervisor at each institution
- The primary supervisor at each institution
- The student

### University of Saskatchewan Approval

Co-supervisor signature	Name and title	Date (dd/mm/yyyy)
Unit head/chair signature	Name and title	Date (dd/mm/yyyy)
Institutional administrator signature	Name and title	Date (dd/mm/yyyy)

### Partner Institution Approval

Co-supervisor signature	Name and title	Date (dd/mm/yyyy)
Unit head/chair signature	Name and title	Date (dd/mm/yyyy)
Institutional administrator signature	Name and title	Date (dd/mm/yyyy)

### Student Agreement

Student signature	Name	Date (dd/mm/yyyy)