



UNIVERSITY OF SASKATCHEWAN

College of Graduate  
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## Guide for Completing Cotutelle Ph.D. Agreement Template

A cotutelle program is a type of dual degree program where a doctoral student is co-supervised by two supervisors, each from a different university, and the student spends time at each university. The student writes one thesis under the supervision of an advisory committee comprised of members from both universities. Upon completion the student receives two degrees, each acknowledging that the degree was completed as a dual degree program, with each noting the partner institution. While a dual degree program is an agreement between two programs at two institutions, a cotutelle program is an agreement tailored to an individual student studying at two institutions.

Cotutelle programs will exist through an approved cotutelle agreement.

The College of Graduate and Postdoctoral Studies (CGPS) administers agreements for cotutelle programs at the University of Saskatchewan (USask).

The cotutelle template should be completed by the student in consultation with the co-supervisors. When developing a cotutelle arrangement, the following guide can be used as a planning resource:

### Section 1: Student program and institution information

- 1.1. Identify the student, academic unit, area of specialization, thesis topic/title, and contact information including full mailing address, email address, and telephone number
- 1.2. Identify the partner institution, administrative signing authority/institutional designate – include name, title, complete mailing address, email address, and telephone number. Identify the co-supervisor, including name, title, complete mailing address, email address, and telephone number.

### Section 2: Administrative details

- 2.1. Anticipated dates and duration of the students' attendance at each institution. Indicate which institution the student will be at during each term of the program and identify the year of study at each institution.

*[Students in an approved graduate-level dual degree or cotutelle program must maintain full-time registration at USask. Dual degree or 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 this place holder class to maintain full-time status at USask. Tuition and fees for the partner institution may be collected or waived per the institution's requirements.]*

- 2.2. Details on financial support for the doctoral student. Indicate the dates the student will receive funding, the source of the funding, the institution providing the funding, and the amounts. This section should include information related to any collective agreements in place for students who are employees of the university.
- 2.3. Funding arrangements for supervisors and examiners, including funding for the thesis defense and travel costs for the supervisor(s) (when applicable). Indicate projected costs for travel associated with the student's defence and any additional travel costs for the student or advisory committee members. Indicate the source of funding for any travel-related activities. Costs and arrangements for the student's housing, travel expenses, and insurance coverage are the responsibility of the student.
- 2.4. Admission Requirements. The admission requirements for each institution must be met.

### **Section 3: Pedagogical details**

- 3.1. Identify the thesis co-supervisor at each institution and all other members of the advisory committee. The committee must consist of a minimum of six members: one chair, two co-supervisors, and three members, with one appointed from a cognate discipline.
- 3.2. Identify the degree requirements and timelines, including any coursework, examinations (e.g. candidacy assessment), data collection, thesis proposal, including all ethics and risk management approvals. Indicate which milestones are expected to be met in which terms of study.
- 3.3. Include a statement on anticipated educational goals, publication expectations, as applicable. This would include activities such as conferences, manuscripts, etc.
- 3.4. Statement on expectations around the preparation of regular progress reports by the candidate and advisory committee (annually, at minimum). Indicate who would be responsible for completing the forms.
- 3.5. Indicate the procedures at each institution for the submission and examination of the thesis/dissertation, the composition of the thesis examination committee and the institution(s) where the thesis/dissertation defense is to be held. Include information on timelines and participation expectations for the advisory committee members.
- 3.6. Indicate the language(s) in which the thesis/dissertation will be written and defended; the language(s) in which the abstract will be written; the language(s) in which the oral defense statement will be given; the language(s) of examination comments/reports (USask requires the dissertation to be written and defended in English).
- 3.7. Indicate the name of the degree to be awarded from each institution. At USask, the degree is Doctor of Philosophy.
- 3.8. Provide information on how documentation will indicate the cotutelle/dual degree program. At USask, official documents will indicate "Dual Doctor of Philosophy Degree in [field of study] Awarded in Partnership with [partner institution name], [country of partner institution]".

## Section 4: Additional Academic Details

- 4.1. A clause addressing authorship. Provide a clear indication of how author ordering will be determined on co-authored publications.
- 4.2. Statement of the candidate, the supervisors and both institutions will comply with their relevant Intellectual Property policies and dispute resolution procedures, should there be any inconsistencies between the two institutions.
- 4.3. Statement on the regulations at each institution regarding the filing, registration of copyright, and reproduction of the thesis.
- 4.4. Statement on confidentiality.
- 4.5. Information on conduct expectations and procedures for student misconduct (academic and non-academic); information on guidelines related to appeal, and to termination.
- 4.6. Statement on conflict of interest
- 4.7. Statement on [STRAC](#).
- 4.8. A statement on the application of regulations.

## Section 5: Changes to Agreement

A statement indicating that changes may be made to the agreement or the agreement terminated.

## Section 6: Signatures

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

- ✓ The institutional administrator (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

(Checklist adapted from a checklist prepared by the Dean of Graduate Studies, Simon Fraser University, February 2010).

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