

**Cotutelle Ph.D. Agreement**

Between

University of Saskatchewan  
and

Partner Institution	
Student Name	

**1 Student Program and Institution Information**

The opening section of the agreement identifies the universities and individuals participating in the cotutelle, their contact information, and the thesis topic.

**1.1 Information on Student:**

Name of Ph.D. Student	
Academic Unit	
Area of Specialization	
Thesis Topic/Title	
Mailing Address	
Email	
Telephone Number	

**1.2 Information on Partner Institution:**

Name of Partner Institution	
Name of Administrative Representative	
Position/Title	
Academic Unit	
Mailing Address	
Email	
Telephone Number	

Name of Doctoral Co-supervisor	
Position/Title	

Academic Unit	
Mailing Address	
Email	
Telephone Number	

1.3 **Information on University of Saskatchewan:**

CGPS Administrator	Penny Skilnik
Position/Title	Director, Internationalization and Special Projects
Academic Unit	College of Graduate and Postdoctoral Studies
Mailing Address	116-110 Science Pl, Saskatoon SK CANADA S7N 5C9
Email	<a href="mailto:grad.studies@usask.ca">grad.studies@usask.ca</a>
Telephone Number	(011) 306-966-2229

Name of Doctoral Co-supervisor at U of S	
Position/Title	
Academic Unit	
Mailing Address	
Email	
Telephone Number	

## 2 Administrative Details

### 2.1 Schedule & Tuition

Specify which institution the student will be located at throughout the agreement:

Year in Program	Term 1	Term 2	Term 3
Year 1			
Year 2			
Year 3			
Year 4			

Upon registering at the U of S, students must maintain registration and pay tuition every term until the degree requirements have been satisfied. Tuition and fees will be assessed for a minimum of 6 terms/2 years. Tuition and fees for the partner institution may be collected or waived per the institution's requirements.

### 2.2 Financial Support

Details on financial support for the doctoral student:

Start and End Dates	Funding Source	Location	Funding Amount

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

**2.3 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.

**2.4 Application and Admission Requirements**

Application and admission requirements for each institution must be met prior to the submission of this agreement. At the U of S, 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).

**3 Pedagogical Details**

**3.1 Doctoral Supervisors and Advisory Committee Members**

Role	UofS	Partner Institution
Chair	*	
Co-Supervisor	*	*
Members	*	*
Cognate Member	*	

\* Notes required members. 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 Degree Requirements**

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

	Term 1	Term 2	Term 3
Year 1			
Year 2			
Year 3			
Year 4			

**3.3 Educational Goals**

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

**3.4 Progress Reports**

Statement on expectations around the preparation of regular progress reports by the candidate 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.

### 3.5 Thesis Submission and Defence

State the procedures for the submission and examination of the thesis. These procedures must be satisfactory to both institutions. The composition of the thesis examination committee based on faculty and university requirements for both institutions also needs to be included. The UofS requires the thesis to be approved by all members of the advisory committee prior to release to an external examiner. The recommendation for thesis defence including submission of thesis and nomination of external examiner must be submitted to the College of Graduate and Postdoctoral Studies a minimum of four weeks in advance of the defence date.

At the U of S, it is expected that the student, all members of the advisory, an external examiner and a faculty designate of the dean will participate in the defence. An electronic copy of the thesis must be submitted to the U of S library following the defence, and after all necessary revisions have been completed.

### 3.6 Language of Thesis and Defence

The U of S requires the thesis to be written and defended in English. If the partner institution has additional requirements, please indicate them here.



**3.7 Degree Awarded**

The degree awarded by the U of S 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 thesis 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.

**3.8 Notation on Official Documents**

At the U of S, 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.

#### **4 Additional academic details**

##### **4.1 Authorship**

Identify approach to (co-)authorship on publications.

##### **4.2 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.

##### **4.3 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. All publications must adhere to the [Tri-Agency Open Access Policy](#) on publications.

##### **4.4 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.

##### **4.5 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.

#### 4.6 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.

#### 5 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.

#### 6 Signatures

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

- The president or his/her 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 candidate

University of Saskatchewan Approval

Co-supervisor signature	Printed name and title	Date (dd/mm/yyyy)
Unit head/chair signature	Printed name and title	Date (dd/mm/yyyy)
Institutional administrator signature	Dr. Ryan Walker, Acting Associate Dean, College of Graduate and Postdoctoral Studies	Date (dd/mm/yyyy)

Partner Institution Approval

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

Student agreement

Student signature	Printed name	Date (dd/mm/yyyy)
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