



Item	X.XX.X
Framework Category	Academic
Approving Authority	Graduate Studies Committee
Policy Owner	Dean of Graduate Studies and Vice-President, Academic and Provost
Approval Date	
Review Date	
Supersedes	

## COTUTELLE POLICY

### PURPOSE

1. The purpose of the Cotutelle policy is to enrich the research experience of doctoral candidates and encourage increased international research collaboration, thus enhancing UOIT's international profile and reputation.

### DEFINITIONS

2. For the purposes of this policy the following definitions apply:

**“Cotutelle”** refers to a bilateral doctoral enrolment/co-enrolment and exchange agreement between two universities (home institution and partnership institution) in different countries.

**“Home institution”** refers to the university in which the graduate student is enrolled in.

**“Partnership institution”** refers to the university in which the graduate student will work with, to gain international research experience.

### SCOPE AND AUTHORITY

3. This policy applies to doctoral students enrolled at UOIT, and Faculties or programs who are interested in participating.
4. The Dean of Graduate Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

### POLICY

A Cotutelle is a French word that means “joint supervision”. The term now refers to a bilateral doctoral enrolment/co-enrolment and exchange agreement between two universities (the home university and the partner university) in different countries.

#### 5. Eligibility and Establishment

- 5.1. Any full time student registered in a Ph.D. program at UOIT is eligible for a cotutelle agreement.
- 5.2. A cotutelle agreement may be established at UOIT under the following circumstances:

- 5.2.1. An existing collaboration between faculty members at both institutions as evidenced by joint publications, previous co-supervision/exchange of students, co-organization of scholarly conferences, etc.
- 5.2.2. An interest of a currently enrolled Ph.D. student to conduct research abroad at an institution with expertise in his/her research field
- 5.2.3. A doctoral student normally within the first year of the PhD program
- 5.3. A cotutelle agreement should be initiated jointly by an individual UOIT student and supervising UOIT faculty member. Both must consult with the appropriate Graduate Program Director of the Faculty to be involved in the cotutelle. A proposal must be submitted to the Office of Graduate Studies at UOIT according to the **Actions to Engage in a Cotutelle** procedure.
- 5.4. Cotutelle agreements initiated by a partner institution will be considered under the guidelines established by the home university. In such cases, a proposal must be submitted to Office of Graduate Studies at UOIT. It is expected that partner institutions will have similar cotutelle policies to UOIT's, leading to the same Cotutelle Agreement Form. In some cases, an alternate Cotutelle Agreement Form may be employed upon approval of the Office of Graduate Studies at UOIT and of the partner institution.

## 6. Language of Instruction

- 6.1. Instruction shall normally be in English. The student must be able to meet both UOIT's English-language proficiency requirements and the language proficiency requirement of the partner institution

## 7. Fulfilling Program Requirements

- 7.1. Students participating in a cotutelle must fulfill the Ph.D. program requirements at both institutions. This will occur through a transfer of credit, where appropriate, where courses taken at the home institution can be applied to the host institution and vice-versa in a manner where the requirements of both institutions can be met within the regular period of study.

## 8. Conferral of Degree

- 8.1. Upon completion of all degree requirements, students will receive a diploma from each university, each parchment carrying a notation to the effect that the degree was obtained through a cotutelle agreement. In addition, a notation will be made on the students' transcript that indicates they have participated in a cotutelle agreement between the two institutions. The names of both participating institutions will be indicated on each diploma and on the transcript.

## 9. Fee Structure and Funding Arrangement

- 9.1. A goal in seeking cotutelle agreements with universities abroad is to ensure good reciprocity in the exchange of students. To this end, doctoral students participating in a cotutelle agreement will be required to pay all tuition fees to his/her home university. While at the partnership university, students will pay the partnership university's ancillary and supplementary fees. They will not be required to make tuition payments to the partner institution. Participating students are responsible for paying any immigration fees associated with a cotutelle mode of study.
- 9.2. It is anticipated that UOIT students who qualify for a cotutelle agreement will be of superior academic quality. Travel, accommodation, health care and other living expenses will be the responsibility of the student. The home institution is nonetheless responsible for ensuring that students do have sufficient funds to pursue studies abroad.
- 9.3. External funding programs that support student mobility, such as those provided by government agencies, will be taken advantage of where possible for the benefit of the student.
- 9.4. **Students for whom UOIT is the home institution**
  - 9.4.1. Students will retain all scholarships and endowed awards administered by UOIT, subject to the conditions of such awards.
  - 9.4.2. Students holding external awards are subject to the conditions set out by the governing agency of the award and will need to be aware of these conditions prior to engaging in a cotutelle agreement.
  - 9.4.3. Since a purpose of a cotutelle agreement is to further joint research, it is expected that UOIT faculty members will honor graduate research assistantship stipends while students are at the partner institution.
- 9.5. **Students for whom UOIT is not the home institution**
  - 9.5.1. Since UOIT intends to maintain its level of financial support for students who travel to a partner institution under a cotutelle agreement, it is anticipated that the partner institution will reciprocate in maintaining a similar level of financial support for its own students while they are at UOIT. Students coming to UOIT from a partner institution will be eligible to receive a graduate research assistantship from the UOIT supervisor if the faculty member is so disposed.
  - 9.5.2. Partner institution students will not normally be offered any graduate research assistantships, teaching assistantships or external funding while they are at UOIT. Any offers of funding support will be at the discretion of the UOIT supervisor.
  - 9.5.3. Partner institution students are responsible for the following fees:

- University Health Insurance Plan (UHIP)
- Athletic Centre Levy
- Student Organization fee
- UPASS (bus transportation)

These costs will be updated annually and can be found on the [gradstudies.uoit.ca](http://gradstudies.uoit.ca) website.

**10. Health Insurance Coverage**

**10.1.** Students coming to UOIT will be required to enroll, within 30 days of arrival, in the University Health Insurance Plan (UHIP) at their own expense to ensure adequate healthcare insurance while in Canada. Information can be obtained through the UHIP web site at [www.uhip.ca](http://www.uhip.ca) or by contacting the International Office. Likewise, UOIT students travelling abroad will be required to obtain adequate health insurance coverage as required by the host institution.

**11. Intellectual Property**

**11.1.** An intellectual property agreement shall be outlined within the cotutelle agreement prior to the start of any collaboration. The parties will seek an equitable and fair understanding as to ownership and other property interests that may arise in order to preserve a harmonious and continuing relationship between the parties and the institutions.

**12. Thesis Evaluation**

**12.1.** Participating students will be required to write a single thesis which will lead to a single oral defence at the home institution. The language of the thesis will be in English. The board of examiners will be composed of examiners appointed equally by both institutions and will include at least two professors from each institution and an external examiner who is independent of both institutions. A written evaluation of the thesis must be submitted by all board members prior to the oral defence. All regulations and procedures that will govern the oral defence will be specific to the home institution where the defence is conducted.

**12.2.** In the case of UOIT as the home institution, the Dean of Graduate Studies will appoint the defence examination board to comprise as a minimum:

- One member from outside either university who is a recognized scholar or authority in the subject of the thesis (external examiner)
- Thesis supervisor from the home institution
- Thesis supervisor from the host institution
- Faculty member from the home institution in the program where the research is conducted
- Faculty member from the host institution in the program where the research is conducted
- One member who is from a separate program at UOIT and who has been at arm's length from the thesis research (University Examiner)

- 12.3.** In the case where UOIT is the partner institution, the defence examination board will consist of similar examiners as mentioned above. However, flexibility will be required to meet the needs of the home institution. Regardless, the committee will ensure balance from both institutions.

Where possible, participation in thesis defences will occur by telephone, video-conferencing or similar media. Where this is not possible or desirable, and costs are incurred in faculty travel and accommodation, payment of such costs will be subject to negotiations conducted by the two supervisors with the resulting agreement recorded in a document drafted specifically for this purpose and signed by the responsible officers at the two universities (at UOIT, the Dean of Graduate Studies).

**13. Academic Integrity**

All students participating in cotutelle agreements must follow the rules and regulations, including those relating to research ethics, of both participating universities. UOIT is committed to ensuring that all students conduct themselves in a manner consistent with the university's academic integrity policies. Recognizing that regulations and practices relating to academic integrity and intellectual property, as well as the culture related to their enforcement, vary substantially from place to place, all graduate students are required to review, comprehend and adhere to UOIT's policies upon commencing a cotutelle agreement and upon submitting Ph.D. theses.

In the event of contradictory regulations between the home and partner institution, the home institution's regulations shall prevail. Should conflicts arise, the Deans of Graduate Studies (or equivalents) shall determine a collective solution.

**MONITORING AND REVIEW**

12. This policy will be reviewed as necessary and at least every three years. The Dean of Graduate Studies, or successor thereof, is responsible to monitor and review this Policy.

**RELEVANT LEGISLATION**

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**RELATED POLICIES, PROCEDURES & DOCUMENTS**

- a) Cotutelle Procedure
- b) Cotutelle Agreement Template
- c) Intellectual Property Policy
- d) Responsible Conduct of Research and Scholarship Policy

\Item	X.XX.X	Agenda Item 10.2.2
Parent Policy	Cotutelle Policy	
Framework Category	Academic	
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Policy Owner	Dean of Graduate Studies and Vice-President, Academic and Provost	
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## COTUTELLE PROCEDURES

### PURPOSE

1. The purpose of these procedures is to outline the operational details in relation to the Cotutelle policy.

### DEFINITIONS

2. For the purposes of these procedures the following definitions apply:

**“Cotutelle”** refers to a bilateral doctoral enrolment/co-enrolment and exchange agreement between two universities (home university and partnership university) in different countries.

**“Home institution”** refers to the university in which the graduate student is enrolled in.

**“Partnership institution”** refers to the university in which the graduate student will work with to gain international research experience.

### SCOPE AND AUTHORITY

3. These procedures apply to home and partnership doctoral students, staff and Faculties.
4. The Dean of Graduate Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

### PROCEDURES

#### 5. **Academic Path of a Cotutelle Program**

Students participating in a cotutelle program are admitted and registered as full time students in both participating institutions simultaneously. However, the student will only pay tuition fees to his/her home university as defined above. The students’ doctoral studies will meet the program requirements of both institutions and are subject to the rules and regulations at both institutions. These students carry out their research work under the joint supervision of one or more thesis supervisors from each institution and the thesis is defended at the home institution.

Before entering into a cotutelle agreement, the student and his/her supervisors from the two institutions will determine a detailed study schedule and academic path. This will include

when study periods will take place at both the home and partner institutions and include the time and location of learning activities. In every case, the minimum duration of residency at UOIT is three full time terms for students coming from abroad. For students for whom UOIT is the home institution, the total duration of residency at UOIT is six full time terms.

Students will have normally complete their coursework at their home institution prior to engaging in a cotutelle agreement. Any additional course requirements which need to be met at the host institution must be laid out in the academic path of the cotutelle agreement. For UOIT students, when the candidacy exam is not completed in advance of engaging in a cotutelle agreement, it will normally be administered at the partner institution according to the rules of the Office of Graduate Studies. Thesis-based work will occur at both institutions as defined in the cotutelle agreement.

## **6. Action to Engage in a Cotutelle**

### **6.1. For students current registered at UOIT.**

The student registers in the Ph.D. program at UOIT and approaches his/her thesis supervisor(s) for initial approval of establishing a cotutelle agreement. If approved, the student and supervisor(s) develop a draft of the cotutelle file as follows:

- a) The Cotutelle Agreement Form (attached)
- b) A written summary of the student's research project which must be signed by thesis supervisors at both institutions
- c) The anticipated academic path, including sequence of periods in participating institutions
- d) A letter from supervisors from both institutions indicating their agreement to supervise the doctoral candidate under the cotutelle and the value added to the doctoral program
- e) Details on how the student will fund his/her studies abroad
- f) Approval from the Graduate Program Director
- g) Approval from the Faculty Dean

The thesis supervisor(s) at UOIT will forward the cotutelle file to the Dean of Graduate Studies where agreement in principle will be given. The student then submits an application through the normal admission process at the partner institution and receives an official offer of admission for the chosen Ph.D. program at the partner institution. Once admitted, the entire cotutelle file is considered finalized.

Official signing of the cotutelle agreement is then performed. The following signatures must be included:



- Dean of Graduate Studies and Dean of home Faculty;
- Appropriate counterparts at the participating institution;
- Graduate Program Director of both doctoral programs;
- Thesis supervisors from both institutions;
- Student; and
- Any additional signatures as required by the partner institution

## **6.2. For students currently registered at another university**

The student registers in the doctoral program at his/her home university and approaches his/her thesis supervisor(s) for initial approval of establishing a cotutelle agreement. It is anticipated that prior to these actions, an expression of interest between the supervisors at each university has already taken place. If approved, the student develops a draft of the cotutelle file in consultation with his/her thesis supervisor(s). It is recognized that the home university may have a specific process for establishing a cotutelle agreement. Regardless, the following should be included in the cotutelle file for approval from UOIT:

- a) The Cotutelle Agreement Form (attached) or equivalent
- b) A written summary of the student's research project which must be signed by thesis supervisors at both institutions
- c) The anticipated academic path, including sequence of periods in participating institutions
- d) A letter from supervisors from both institutions indicating their agreement to supervise the doctoral candidate under the cotutelle and the value added to the doctoral program
- e) Details on how the student will fund his/her studies abroad
- f) Appropriate approvals from the home institution

The thesis supervisor(s) at UOIT will receive approval of the cotutelle file from the Graduate Program Director and the Faculty Dean. Once obtained they will forward the cotutelle file to the Dean, Office of Graduate Studies where agreement in principle will be given. The student then submits an application through the normal admission process at UOIT and receives an official offer of admission for the chosen Ph.D. program at UOIT. Once admitted, the entire cotutelle file is considered finalized.

Official signing of the cotutelle agreement is then performed. The following signatures must be included:

- Dean of Graduate Studies and Dean of home Faculty;
- Appropriate counterparts at the participating institution;
- Graduate Program Director of both doctoral programs;

- Thesis supervisors from both institutions;
- Student; and
- Any additional signatures as required by the partner institution

In both cases the officially signed Cotutelle Agreement Form represents the binding contract between all parties involved (student, supervisors, and university administrators) to ensure successful completion of the student's Ph.D. program.

#### **MONITORING AND REVIEW**

- a) These procedures will be reviewed as necessary and at least every three years. The Dean of Graduate Studies or successor thereof, is responsible to monitor and review these procedures.

#### **RELEVANT LEGISLATION**

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#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

- a) Cotutelle Policy
- b) Cotutelle agreement template
- c) Intellectual Property Policy
- d) Responsible Conduct of Research and Scholarship Policy