

POLICY CONSULTATION REPORT

DATE: May 8, 2026

FROM: Niall O'Halloran, Manager, Policy & Privacy

SUBJECT: Policy Consultation Opportunity
Cotutelle Policy and Procedures

BACKGROUND/CONTEXT & RATIONALE:

The School of Graduate and Postdoctoral Studies (SGPS) is responsible for administering graduate studies across the University. As part of its mandate, SGPS conducts a cyclical review of graduate academic policies owned by the SGPS Dean, including the Cotutelle Policy.

A Cotutelle is a co-enrolment and exchange agreement between two universities in different countries. This enables graduate students, most commonly doctoral candidates, to gain international research experience while earning degrees from both institutions simultaneously.

The Cotutelle Policy and Procedures have not had a substantive update since their inception in 2016. In the intervening period, interest in Cotutelles has increased. The University's involvement in such arrangements has highlighted several opportunities to more effectively formalize and clarify the Cotutelle process. As graduate enrollment continues to grow, SGPS is receiving a larger volume of inquiries regarding Cotutelle arrangements, including questions about their applicability for research-based Master's students. This has further informed and emphasized the need for substantial revisions to the relevant policy items.

Changes have been made to expand the applicability of Cotutelle arrangements to research-based Master's students, establish a framework for multi-student institutional agreements, and better align operationalization with other relevant policies and processes. Further editorial changes have been made to improve organization, clarity, and consistency in terminology.

SUMMARY OF CHANGES:

Substantive Changes

- ❖ Cotutelle Policy
 - ❖ Cotutelle Procedures
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- Extend eligibility for Cotutelle arrangements to include research-based Master's programs
 - Introduce a framework for institutional-level Cotutelle agreements covering multiple students (in addition to existing procedures for individual agreements)
 - Refine requirements and procedural details to improve alignment with other policies (e.g., thesis-related policies) and operational needs

Editorial Changes

- ❖ Cotutelle Policy
- ❖ Cotutelle Procedures

- Improve clarity and consistency in the definition and use of terms for Home, Host, and Partner Institutions
- Minor structural adjustments to improve organization
- Wording adjustments to improve flow
- Ensure use of gender-neutral language throughout
- General proofreading edits
- Updates to web links regarding UHIP and ancillary fees

Changes have been tracked.

HOW TO COMMENT:

- Community members can provide written comments using the [policy feedback form](#).
- The comment period will be open until 3:00 pm on May 22, 2026.
- Comments will be shared with SGPS for consideration in advance of further approvals.

APPROVAL PATH:

- Online Consultation
- Policy:
 - Graduate Studies Committee recommendation for approval
 - Academic Council approval
- Procedures:
 - Graduate Studies Committee approval

SUPPORTING REFERENCE MATERIALS:

- ACD 1505 Cotutelle Policy (changes tracked)
- ACD 1505 Cotutelle Policy (clean copy)
- ACD 1505.01 Cotutelle Procedures (changes tracked)
- ACD 1505.01 Cotutelle Procedures (clean copy)

Cotutelle Policy

Classification number	ACD 1505
Framework category	Academic
Approving authority	Academic Council
Policy owner	Dean, School of Graduate and Postdoctoral Studies
Approval date	April 19, 2016
Review date	April 2019
Last updated	TBD
Supersedes	Editorial Amendments, February 18, 2020 Editorial Amendment, October 14, 2025

Purpose

- ~~The purpose of the Cotutelle Policy is to enrich the research experience of doctoral candidates and encourage increased international research collaboration, thus enhancing the University's international profile and reputation.~~ The purpose of this Policy is to establish a framework governing Cotutelle agreements between Ontario Tech University and Partner Institutions. Cotutelle agreements support international research collaborations and enrich graduate students' research experience by enabling joint supervision and research training at two institutions. Such arrangements also enhance the University's international profile and reputation.

Definitions

- For the purposes of this Policy the following definitions apply:

"Cotutelle" means a bilateral ~~doctoral-graduate~~ enrolment/co-enrolment and exchange agreement between two universities ~~(Home Institution and Partnership Institution)~~ in different countries (the Home Institution and the Host Institution). Cotutelle arrangements are predominantly offered at the doctoral level; regardless of degree level, the value of the arrangement to a student's research and/or other relevant academic or professional development must be justified.

"Home Institution" means the university in which the graduate student is enrolled ~~in~~.

"Partnership-Host Institution" means the university ~~in~~ which the graduate student will work with, to gain international research experience.

“Individual Cotutelle Agreement” means an agreement establishing the academic, administrative, and financial terms under which an individual student may participate in a Cotutelle between the University and a Partner Institution.

“Institutional Cotutelle Framework Agreement” means an agreement establishing the general academic, administrative, and financial terms under which multiple eligible students may participate in a Cotutelle between the University and a Partner Institution.

“Partner Institution” means the international university that Ontario Tech is working with for any given Cotutelle agreement.

“Research-based Master’s” means a Master’s-level graduate program in which students must write and defend a research thesis as part of the degree requirements.

Scope and authority

3. This Policy applies to ~~doctoral~~doctoral and research-based Master’s students enrolled at the University or a Partner Institution, and Faculties or programs ~~who are~~ interested in participating.
4. The Dean, ~~School~~ of Graduate and ~~Post Doctoral~~Postdoctoral 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 derived from a~~ French word ~~that means meaning~~ “joint supervision”. -The term ~~now~~ refers to a ~~bilateral doctoral graduate~~ enrolment/co-enrolment and exchange agreement between two universities in different countries.~~(the home university and the partner university) in different countries.~~

5. Eligibility and Establishment

- 5.1. Any ~~full time~~full-time student registered in a ~~Ph.D. doctoral or research-based Master’s~~ program at ~~the University is eligible for a Cotutelle agreement, either institution is eligible for a Cotutelle agreement given sufficient evidence of its value to their research and/or other relevant academic or professional development. Such arrangements are subject to the approvals listed in section 5.5 of this Policy.~~
- 5.2. A Cotutelle agreement may be established at the University under the following circumstances:
 - a. 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.;

~~b. An interest of interest from a currently enrolled doctoral or research-based Master's Ph.D. student to conduct research abroad at an institution with expertise in his/her research field; normally in the first year of their program;~~

~~b.c. Interest from appropriate academic and administrative representatives at both institutions to establish an Institutional Cotutelle Framework Agreement, given evidence of appropriate academic value and student interest.~~

~~c. A doctoral student normally within the first year of the PhD program.~~

5.3. ~~When Ontario Tech is the Home Institution, an Individual Cotutelle AgreementA Cotutelle agreement~~ should be initiated jointly by an individual Ontario Tech ~~University~~ student and supervising Ontario Tech ~~University~~ faculty member(s). Both must consult with the appropriate Graduate Program Director ~~and Dean~~ of the Faculty to be involved in the Cotutelle. A ~~proposal-draft of the Cotutelle file~~ must be submitted ~~to the Ontario Tech University School of Graduate and Postdoctoral Studiesfor approval~~ according to the Cotutelle Procedures.

5.4. ~~When Ontario Tech is the Host Institution, it is expected that the Home (Partner) Institution will initiate any Individual Cotutelle Agreement and will have a similar policy or framework governing such arrangements under which the agreement will be considered.Cotutelle agreements initiated by a Partner Institution will be considered under the guidelines established by the home university. In such cases, the Home Institution must submit a draft of the Cotutelle file for Ontario Tech approval according to the Cotutelle Procedures,a proposal must be submitted to Ontario Tech University School of Graduate and Postdoctoral Studies. It is expected that Partner Institutions will have similar Cotutelle policies to Ontario Tech University's, leading to the same Cotutelle Agreement Form. In some cases, an alternate Cotutelle Agreement Form may be employed upon approval of the Ontario Tech University School of Graduate and Postdoctoral Studies and of the Partner Institution.~~

5.5. ~~All Individual Cotutelle Agreements must be approved by the student and the following parties or their equivalents from both institutions: thesis supervisors, Graduate Program Directors, Faculty Deans, Deans of Graduate and Postdoctoral Studies, and any additional authorities required by the Partner Institution.~~

5.6. ~~The Ontario Tech Dean of Graduate and Postdoctoral Studies, Faculty Dean(s), and Graduate Program Director(s) for involved program(s), together with their counterparts at a Partner Institution, may approve an Institutional Cotutelle Framework Agreement between the University and the Partner Institution. Such a framework will establish the general academic, administrative, and financial terms permitting multiple students to participate in Cotutelle arrangements without requiring full individual approval for each case.~~

5.7. ~~When an Institutional Cotutelle Framework Agreement exists, student participation may proceed under the approved framework and process established in the Cotutelle Procedures.~~

6. Language of Instruction

6.1. Instruction shall normally be in English. The student must be able to meet the language proficiency requirements of both institutions.~~both Ontario Tech University'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~~graduate program requirements at both institutions. This will occur through a transfer of credit,~~where appropriate, where courses taken at between~~ the Home Institution ~~can be applied to the host institution and Host Institution and (or vice-versa)~~ in a manner where the requirements of both institutions can be met within the standard program length.~~regular period of study.~~

8. Conferral of Degree

8.1. Upon completion of all degree requirements, the students will receive ~~a diploma~~the appropriate graduate degree from each ~~university institution,~~ with 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 student's² 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~~graduate degree 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~~graduate students participating in a Cotutelle agreement will be required to pay all tuition fees to ~~his/her home university~~their Home Institution. ~~While at the partnership university~~Host Institution, students will pay the ~~partnership university's~~Host Institution's ancillary and supplementary fees. They will not normally be required to make tuition payments to the ~~Partner~~Host Institution. ~~Participating students are responsible for paying any immigration fees associated with a Cotutelle mode of study.~~

~~9.2. It is anticipated that Ontario Tech University 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 student is also responsible for paying any applicable immigration fees. The Home Institution is ~~nonetheless~~ responsible for ensuring that students ~~do have sufficient funds to~~ are aware of all potential expenses in advance of the approval of any agreement. ~~pursue studies abroad.~~

9.2.9.3. Any additional or alternative financial commitments or arrangements must arise from the mutual agreement of both institutions and be clearly indicated in the Cotutelle agreement.

~~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~~When Ontario Tech University is the Home Institution

- a. Students will retain all scholarships and endowed awards administered by ~~Ontario Tech~~the University, subject to the conditions of such awards.
- b. 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.
- c. Since a purpose of a Cotutelle agreement is to further joint research, it is expected that ~~Ontario Tech University~~ faculty members will honor graduate research assistantship stipends while students are at the Partner (Host) Institution.

9.5. ~~Students for whom~~When Ontario Tech University is ~~not the Home Institution~~the Host Institution

- a. ~~In the spirit of reciprocity with the above, it is expected that the Home Institution will normally continue existing financial support for students hosted at Ontario Tech University. Since Ontario Tech University 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 Ontario Tech University. Students coming to Ontario Tech University from a Partner Institution will be eligible to receive a graduate research assistantship from the Ontario Tech University supervisor if the faculty member is so disposed.~~
- b. ~~Partner Institution s~~Students will not normally be offered any graduate research assistantships, teaching assistantships or external funding while they are at Ontario Tech University. Any offers of funding support will be at the discretion of the Ontario Tech ~~University~~ supervisor.
- c. Partner Institution students are responsible for paying ancillary fees and the University Health Insurance Plan (UHIP) fees. These costs will be updated annually and can be found on the Office of the Registrar website under "Fees and payment".the following fees:University Health Insurance Plan (UHIP)
 - ~~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.ontariotechu.ca website.~~

10. Health Insurance Coverage

~~10.1. When Ontario Tech is the Home Institution, students travelling abroad will be required to obtain adequate health insurance coverage as required by the Host Institution.~~

~~10.1.10.2. Students coming to Ontario Tech University 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 or by contacting the International Office. Likewise, Ontario Tech University students travelling abroad will be required to obtain adequate health insurance coverage as required by the host institution. When Ontario Tech University is the Host Institution, students will be enrolled in the University Health Insurance Plan (UHIP) and are responsible for the associated fees to ensure adequate healthcare coverage while in Canada. Information can be obtained through the UHIP website or by contacting the International Office.~~

11. Thesis Evaluation

11.1. Participating Cotutelle 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~~ the examiner(s) prior to the oral defence. All regulations and procedures ~~that will govern~~ governing the oral defence will be specific to the Home Institution, unless stated otherwise in the Cotutelle agreement where the defence is conducted.

~~11.2. Normally, the examining committee will be composed of examiners appointed by both institutions. For doctoral students, the external examiner(s) will be independent of both institutions. The size of the examining committee should be kept to the minimum needed to achieve policy compliance.~~

~~11.2. In the case of~~ When Ontario Tech University ~~as is~~ is the Home Institution, the ~~Dean of Graduate Studies will appoint the~~ examining committee shall be appointed in accordance with the Thesis Oral Examination for Master's and Doctoral Candidates Policy. ~~defence examination board to comprise as a minimum:~~

- ~~a. One member from outside either university who is a recognized scholar or authority in the subject of the thesis (external examiner);~~
- ~~b. Thesis supervisor from the Home Institution;~~
- ~~c. Thesis supervisor from the host institution;~~

~~d. Faculty member from the Home Institution in the program where the research is conducted;~~

~~e. Faculty member from the host institution in the program where the research is conducted;~~

~~f.a. One member who is from a separate program at Ontario Tech University and who has been at arm's length from the thesis research (University Examiner).~~

11.3. ~~In the case where Ontario Tech University is the Partner Institution~~When Ontario Tech University is the Host Institution, the ~~defence examination board~~examining committee will ~~consist of similar examiners as mentioned above~~have a similar composition. However, flexibility will be required to meet the needs of the Home Institution. Regardless, the committee will ensure balance from both institutions. Exact committee membership will be decided by mutual agreement between both institutions and is to be specified in the Cotutelle agreement.

11.4. ~~Where possible~~Normally, participation in thesis defences will occur ~~by telephone, video-conferencing or similar media~~remotely. 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~~The resulting agreement is to be recorded in a dedicated document ~~drafted specifically for this purpose and~~ signed by the responsible officers at ~~the two universities~~both institutions (at Ontario Tech University, the Dean of Graduate and Postdoctoral Studies),

12. Academic ~~Integrity~~Conduct and Policy Compliance

12.1. All students participating in Cotutelle agreements must follow the rules and regulations, including those relating to research ethics, academic integrity, and intellectual property, of both participating ~~universities~~institutions. Ontario Tech University is committed to ensuring that all students conduct themselves in a manner consistent with the ~~university's~~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~~of enforcement, can vary substantially from place to place, all ~~graduate~~ students are required to review, comprehend, and adhere to Ontario Tech University's policies ~~upon commencing a Cotutelle agreement and upon submitting Ph.D. theses~~.

12.2. In the event of contradictory regulations between the ~~home and Partner Institution~~Home Institution and the Host Institution, the Home Institution's regulations shall prevail. Should conflicts arise, the Deans of Graduate and Postdoctoral Studies (or equivalents) shall determine a collective solution.

Monitoring and review

13. This Policy will be reviewed as necessary and at least every three years.- The Dean, ~~School~~ of Graduate and ~~Post Doctoral~~Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

Relevant legislation

14. This section intentionally left blank.

Related policies, procedures & documents

15. Cotutelle Procedures
Cotutelle Agreement Template
[Thesis Oral Examination for Master's and Doctoral Candidates Policy](#)
Intellectual Property Policy
Responsible Conduct of Research and Scholarship Policy

Cotutelle Procedures

Classification number	ACD 1505.01
Parent policy	Cotutelle Policy
Framework category	Academic
Approving authority	Academic Council
Policy owner	Dean, School of Graduate and Postdoctoral Studies
Approval date	April 19, 2016
Review date	April 2019
Last updated	TBD
Supersedes	Editorial Amendments, February 18, 2020 Editorial Amendment, October 14, 2025

Purpose

1. The purpose of these Procedures is to outline the [process for developing and administering Cotutelle agreements under the Cotutelle Policy](#), ~~operational details in relation to the Cotutelle Policy.~~

Definitions

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

“Cotutelle” means a bilateral ~~doctoral-graduate~~ enrolment/co-enrolment and exchange agreement between two universities (~~home institution and partnership institution~~) in different countries (the Home Institution and the Host Institution). Cotutelle arrangements are predominantly offered at the doctoral level; regardless of degree level, the value of the arrangement to a student’s research and/or other relevant academic or professional development must be justified.

“Home Institution” means the university in which the graduate student is enrolled ~~in~~.

“Partnership-Host Institution” means the university ~~in~~ which the graduate student will work with to gain international research experience.

“Individual Cotutelle Agreement” means an agreement establishing the academic, administrative, and financial terms under which an individual student may participate in a Cotutelle between the University and a Partner Institution.

“Institutional Cotutelle Framework Agreement” means an agreement establishing the general academic, administrative, and financial terms under which multiple eligible students may participate in a Cotutelle between the University and a Partner Institution.

“Partner Institution” means the international university that Ontario Tech is working with for any given Cotutelle agreement.

“Research-based Master’s” means a Master’s-level graduate program in which students must write and defend a research thesis as part of the degree requirements.

Scope and authority

3. These Procedures apply to ~~Home and Partnership doctoral students, staff and Faculties.~~ doctoral and research-based Master’s students enrolled at the University or a Partner Institution, and Faculties or programs interested in participating.
4. The Dean of Graduate and ~~Post Doctoral~~Postdoctoral 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~~Administration of a Cotutelle Program

5.1. ~~Students participating in a Cotutelle program are admitted and registered as full time students~~full-time students in both participating institutions simultaneously.

5.2. ~~However~~Normally, the student will only pay tuition fees to ~~his/her~~the Home Institution, ~~as defined above.~~

~~5.1.5.3.~~ Any additional financial commitments or fees must arise from the mutual agreement of both institutions and be clearly indicated in the Cotutelle agreement.

~~5.2.5.4.~~ The students’ ~~doctoral graduate~~ studies will meet the program requirements of both institutions and are subject to the rules and regulations at both institutions. ~~These students~~Students will carry out their research work under the joint supervision of one or more thesis supervisors from each institution, ~~and the~~The thesis is defended at the Home Institution.

5.5. Before entering into a Cotutelle agreement, the student and ~~his/her~~their supervisors from ~~the two~~both institutions will determine a detailed study schedule and academic path. This will include the timeline of study periods at both institutions, when study periods will take place at both the home and Partner Institutions and include the time and location of learning activities, and all required courses.

5.6. ~~In every case, the minimum duration of residency at Ontario Tech University is three full time terms for students coming from abroad. For students for whom Ontario Tech~~

~~University is the Home Institution, the total duration of residency at Ontario Tech University is six full-time terms. When Ontario Tech University is the Home Institution, the minimum duration of residency at Ontario Tech for doctoral students is six full-time terms. When Ontario Tech University is the Host Institution, the minimum duration of residency at Ontario Tech for doctoral students is three full-time terms.~~

~~5.3.5.7. When Ontario Tech University is the Home Institution, the minimum duration of residency at Ontario Tech for research-based Master's students is the equivalent of half the standard full-time program length. When Ontario Tech University is the Host Institution, the minimum duration of residency at Ontario Tech for research-based Master's students is normally two full-time terms.~~

~~5.8. Students Normally, students will have normally completed their coursework at their Home Institution prior to engaging in a Cotutelle agreement. Any additional course All required courses, including already completed courses, requirements which need to be met at the Partner Institution must be laid out in the academic path of the Cotutelle agreement.~~

~~5.9. For Ontario Tech University students, when For doctoral students, when Ontario Tech University is the Home Institution and the candidacy exam is not completed in advance of engaging in a Cotutelle agreement, it will be administered at the Partner (Host) Institution according to the rules of the Ontario Tech School of Graduate and Post Doctoral Postdoctoral Studies.~~

~~5.4.5.10. Thesis-based work will occur at both institutions as defined in the Cotutelle agreement.~~

6. Action to Engage in ~~an Individual Cotutelle Agreement~~ ~~Cotutelle for Students Currently Registered at Ontario Tech University~~

~~6.1. The student must already be registered in the graduate program at the Home Institution.~~

~~6.2. The student registers in the Ph.D. program at Ontario Tech University and approaches his/her their thesis supervisor(s) for initial approval of establishing to establish a Cotutelle agreement. It is anticipated that an expression of interest between the supervisors at each institution has already taken place. The supervisor or Graduate Program Director (or equivalent) must send a note declaring their intent to the Ontario Tech School of Graduate and Postdoctoral Studies. If approved in principle, the student and supervisor(s) develop a draft of the Cotutelle file as follows.~~

~~6.1.6.3. When Ontario Tech University is the Home Institution, the Cotutelle file draft shall include:~~

- ~~a. The A completed copy of the Cotutelle Agreement Form Template;~~
- ~~b. A written summary of the student's research project which must be signed by the thesis supervisors at both institutions;~~

- c. The anticipated academic path for the full program duration, including the sequence of study periods in participating at both institutions and any required courses;
- 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 student's research and/or other relevant academic or professional development;
- e. Details on how the student will fund his/her/their studies at the international institution/Host Institution;
- e.f. Any additional financial requirements or other administrative considerations;
- f.g. Approval from the Graduate Program Director;
- h. Approval from the Faculty Dean;-
- g.i. Approval from the Dean of Graduate and Postdoctoral Studies.

6.4. When Ontario Tech University is the Host Institution, it is recognized that the Partner (Home) Institution may have a specific process for establishing a Cotutelle agreement. Nonetheless, it is expected that the Cotutelle file draft will contain items a) through f) listed above in addition to any appropriate approvals from the Partner (Home) Institution.

6.5. The thesis supervisor(s) at Ontario Tech University will forward the Cotutelle file to the Dean of Graduate and Post Doctoral Studies where agreement in principle will be given. Once completed, the Cotutelle file draft is shared with the appropriate authorities at the Host Institution for review. When Ontario Tech University is the Host Institution, the Cotutelle file draft is to be reviewed by all Ontario Tech signatories listed in section 6.7 of these Procedures to obtain their agreement in principle.

6.2.6.6. 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. After the Cotutelle file draft has been reviewed by the Host Institution, the student applies for admission to the Host Institution.

6.3.6.7. Once the student is admitted to the Host Institution, the Cotutelle file is considered finalized and the Cotutelle agreement is signed. Official signing of the Cotutelle agreement is then performed. The following signatures must be included:

- a. Dean of Graduate and Post Doctoral Studies and Dean of home Faculty; Faculty Dean or equivalent at both institutions;
- b. Appropriate counterparts at the participating institution; Dean of Graduate and Postdoctoral Studies or equivalent at both institutions;

- c. Graduate Program Director or equivalent at both institutions; ~~of both doctoral programs;~~
- d. Thesis supervisors from both institutions;
- e. Student; ~~and~~
- f. Any additional signatures as required by the Partner Institution.

~~7.—Action to Engage in a Cotutelle for Students Currently Registered at Another University~~

~~7.1.—The student registers in the doctoral program at his/her Home Institution 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 Institution may have a specific process for establishing a Cotutelle agreement. Regardless, the following should be included in the Cotutelle file for approval from Ontario Tech University:~~

- ~~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 at the international institution;~~
- ~~f.—Appropriate approvals from the Home Institution.~~

~~7.2.—The thesis supervisor(s) at Ontario Tech University 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 of Graduate and Post-Doctoral Studies where agreement in principle will be given. The student then submits an application through the normal admission process at Ontario Tech University and receives an official offer of admission for the chosen Ph.D. program at Ontario Tech University. Once admitted, the entire Cotutelle file is considered finalized.~~

~~7.3.—Official signing of the Cotutelle agreement is then performed. The following signatures must be included:~~

- ~~a.—Dean of Graduate and Post-Doctoral Studies and Dean of home Faculty;~~

- ~~b. Appropriate counterparts at the participating institution;~~
- ~~c. Graduate Program Director of both doctoral programs;~~
- ~~d. Thesis supervisors from both institutions;~~
- ~~e. Student; and~~
- ~~f. Any additional signatures as required by the Partner Institution.~~

7. Creation of an Institutional Cotutelle Framework Agreement

- 7.1. The request to create an Institutional Cotutelle Framework Agreement may be initiated by a Dean or Graduate Program Director (or equivalent) at Ontario Tech University or a Partner Institution.
- 7.2. It is acknowledged that the exact composition of the agreement will depend on the requirements of both institutions and the relevant program(s). However, at minimum, the agreement should provide for the following:
 - a. The anticipated academic path for participating students, including course requirements and the sequence of study periods at both institutions;
 - b. Any required fees or financial obligations;
 - c. Details regarding the administrative documents and approvals required to engage individual students under the framework agreement (e.g., short-form student participation record);
 - d. Any additional administrative considerations.
- 7.3. Further information and details may be requested to justify the existence and structure of the proposed agreement, such as evidence of recurrent student interest.
- 7.4. Any further consultation with relevant authorities at both institutions (e.g., legal or international units) to be conducted in advance of finalizing the agreement.
- 7.5. To finalize the agreement, the following signatures must be included:
 - a. Faculty Dean or equivalent at both institutions;
 - b. Dean of Graduate and Postdoctoral Studies or equivalent at both institutions;
 - c. Graduate Program Director(s) or equivalent at both institutions;
 - d. Any additional signatures required by the Partner Institution.

8. Cotutelle Arrangements for Students Covered by an Institutional Cotutelle Framework Agreement

8.1. Eligible students may participate under the framework established in the existing agreement without requiring a full Individual Cotutelle Agreement.

8.2. In such cases, the following is required at minimum:

- a. Confirmation of supervision at both institutions;
- b. An attestation signed by the Ontario Tech Graduate Program Director confirming the student is and will continue to be in compliance with the conditions of the framework agreement;
- c. Details on how the student will fund their studies at the Host Institution;
- d. Any documentation and approvals required by the framework agreement.

8.3. A record of all participating students will be shared with the School of Graduate and Postdoctoral Studies.

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

8.10. It is expected that regular information-sharing takes place with regard to all current Cotutelle agreements (individual and framework agreements). The School of Graduate and Postdoctoral Studies will monitor student numbers, operations, research output, and financial implications. Consequently, changes to agreements or to the number of students allowed under a framework agreement may be implemented accordingly.

Monitoring and review

9.11. These ~~procedures~~Procedures will be reviewed as necessary and at least every three years. The Dean of Graduate and ~~Post Doctoral~~Postdoctoral Studies or successor thereof, is responsible to monitor and review these ~~procedures~~Procedures.

Relevant legislation

10.12. This section intentionally left blank.

Related policies, procedures & documents

11.13. Cotutelle Policy

Cotutelle Agreement Template

Intellectual Property Policy

Responsible Conduct of Research and Scholarship Policy

Cotutelle Policy

Classification number	ACD 1505
Framework category	Academic
Approving authority	Academic Council
Policy owner	Dean, School of Graduate and Postdoctoral Studies
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Supersedes	Editorial Amendment, October 14, 2025

Purpose

1. The purpose of this Policy is to establish a framework governing Cotutelle agreements between Ontario Tech University and Partner Institutions. Cotutelle agreements support international research collaborations and enrich graduate students' research experience by enabling joint supervision and research training at two institutions. Such arrangements also enhance the University's international profile and reputation.

Definitions

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

"Cotutelle" means a bilateral graduate enrolment/co-enrolment and exchange agreement between two universities in different countries (the Home Institution and the Host Institution). Cotutelle arrangements are predominantly offered at the doctoral level; regardless of degree level, the value of the arrangement to a student's research and/or other relevant academic or professional development must be justified.

"Home Institution" means the university in which the graduate student is enrolled.

"Host Institution" means the university which the graduate student will work with to gain international research experience.

"Individual Cotutelle Agreement" means an agreement establishing the academic, administrative, and financial terms under which an individual student may participate in a Cotutelle between the University and a Partner Institution.

“Institutional Cotutelle Framework Agreement” means an agreement establishing the general academic, administrative, and financial terms under which multiple eligible students may participate in a Cotutelle between the University and a Partner Institution.

“Partner Institution” means the international university that Ontario Tech is working with for any given Cotutelle agreement.

“Research-based Master’s” means a Master’s-level graduate program in which students must write and defend a research thesis as part of the degree requirements.

Scope and authority

3. This Policy applies to doctoral and research-based Master’s students enrolled at the University or a Partner Institution, and Faculties or programs interested in participating.
4. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration, and interpretation of this Policy.

Policy

Cotutelle is derived from a French word meaning “joint supervision”. The term refers to a graduate enrolment and exchange agreement between two universities in different countries.

5. Eligibility and Establishment

- 5.1. Any full-time student registered in a doctoral or research-based Master’s program at either institution is eligible for a Cotutelle agreement given sufficient evidence of its value to their research and/or other relevant academic or professional development. Such arrangements are subject to the approvals listed in section 5.5 of this Policy.
- 5.2. A Cotutelle agreement may be established at the University under the following circumstances:
 - a. 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.;
 - b. Interest from a currently enrolled doctoral or research-based Master’s student, normally in the first year of their program;
 - c. Interest from appropriate academic and administrative representatives at both institutions to establish an Institutional Cotutelle Framework Agreement, given evidence of appropriate academic value and student interest.
- 5.3. When Ontario Tech is the Home Institution, an Individual Cotutelle Agreement should be initiated jointly by an individual Ontario Tech student and supervising Ontario Tech faculty member(s). Both must consult with the appropriate Graduate Program Director

and Dean of the Faculty to be involved in the Cotutelle. A draft of the Cotutelle file must be submitted for approval according to the Cotutelle Procedures.

- 5.4. When Ontario Tech is the Host Institution, it is expected that the Home (Partner) Institution will initiate any Individual Cotutelle Agreement and will have a similar policy or framework governing such arrangements under which the agreement will be considered. In such cases, the Home Institution must submit a draft of the Cotutelle file for Ontario Tech approval according to the Cotutelle Procedures.
- 5.5. All Individual Cotutelle Agreements must be approved by the student and the following parties or their equivalents from both institutions: thesis supervisors, Graduate Program Directors, Faculty Deans, Deans of Graduate and Postdoctoral Studies, and any additional authorities required by the Partner Institution.
- 5.6. The Ontario Tech Dean of Graduate and Postdoctoral Studies, Faculty Dean(s), and Graduate Program Director(s) for involved program(s), together with their counterparts at a Partner Institution, may approve an Institutional Cotutelle Framework Agreement between the University and the Partner Institution. Such a framework will establish the general academic, administrative, and financial terms permitting multiple students to participate in Cotutelle arrangements without requiring full individual approval for each case.
- 5.7. When an Institutional Cotutelle Framework Agreement exists, student participation may proceed under the approved framework and process established in the Cotutelle Procedures.

6. Language of Instruction

- 6.1. Instruction shall normally be in English. The student must be able to meet the language proficiency requirements of both institutions.

7. Fulfilling Program Requirements

- 7.1. Students participating in a Cotutelle must fulfill the graduate program requirements at both institutions. This will occur through a transfer of credit between the Home Institution and Host Institution (or vice-versa) in a manner where the requirements of both institutions can be met within the standard program length.

8. Conferral of Degree

- 8.1. Upon completion of all degree requirements, the student will receive the appropriate graduate degree from each institution, with 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 student's 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 graduate degree 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, graduate students participating in a Cotutelle agreement will be required to pay all tuition fees to their Home Institution. While at the Host Institution, students will pay the Host Institution's ancillary and supplementary fees. They will not normally be required to make tuition payments to the Host Institution.
- 9.2. Travel, accommodation, healthcare, and other living expenses will be the responsibility of the student. The student is also responsible for paying any applicable immigration fees. The Home Institution is responsible for ensuring that students are aware of all potential expenses in advance of the approval of any agreement.
- 9.3. Any additional or alternative financial commitments or arrangements must arise from the mutual agreement of both institutions and be clearly indicated in the Cotutelle agreement.

9.4. When Ontario Tech University is the Home Institution

- a. Students will retain all scholarships and endowed awards administered by the University, subject to the conditions of such awards.
- b. Students holding external awards are subject to the conditions set out by the governing agency of the award and need to be aware of these conditions prior to engaging in a Cotutelle agreement.
- c. Since a purpose of a Cotutelle agreement is to further joint research, it is expected that faculty members will honor graduate research assistantship stipends while students are at the Partner (Host) Institution.

9.5. When Ontario Tech University is the Host Institution

- a. In the spirit of reciprocity with the above, it is expected that the Home Institution will normally continue existing financial support for students hosted at Ontario Tech University.
- b. Students will not normally be offered any graduate research assistantships, teaching assistantships or external funding while they are at Ontario Tech University. Any offers of funding support will be at the discretion of the Ontario Tech supervisor.
- c. Partner Institution students are responsible for paying ancillary fees and the University Health Insurance Plan (UHIP) fees. These costs will be updated annually and can be found on the Office of the Registrar website under ["Fees and payment"](#).

10. Health Insurance Coverage

- 10.1. When Ontario Tech is the Home Institution, students travelling abroad will be required to obtain adequate health insurance coverage as required by the Host Institution.
- 10.2. When Ontario Tech University is the Host Institution, students will be enrolled in the University Health Insurance Plan (UHIP) and are responsible for the associated fees to ensure adequate healthcare coverage while in Canada. Information can be obtained through the [UHIP website](#) or by contacting the International Office.

11. Thesis Evaluation

- 11.1. Participating Cotutelle 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. A written evaluation of the thesis must be submitted by the examiner(s) prior to the oral defence. All regulations and procedures governing the oral defence will be specific to the Home Institution, unless stated otherwise in the Cotutelle agreement.
- 11.2. Normally, the examining committee will be composed of examiners appointed by both institutions. For doctoral students, the external examiner(s) will be independent of both institutions. The size of the examining committee should be kept to the minimum needed to achieve policy compliance.
- 11.3. When Ontario Tech University is the Home Institution, the examining committee shall be appointed in accordance with the Thesis Oral Examination for Master's and Doctoral Candidates Policy.
- 11.4. When Ontario Tech University is the Host Institution, the examining committee will have a similar composition. Exact committee membership will be decided by mutual agreement between both institutions and is to be specified in the Cotutelle agreement.
- 11.5. Normally, participation in thesis defences will occur remotely. 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. The resulting agreement is to be recorded in a dedicated document signed by the responsible officers at both institutions (at Ontario Tech University, the Dean of Graduate and Postdoctoral Studies),

12. Academic Conduct and Policy Compliance

- 12.1. All students participating in Cotutelle agreements must follow the rules and regulations, including those relating to research ethics, academic integrity, and intellectual property, of both participating institutions. Ontario Tech University 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, as well as the culture of enforcement, can vary substantially from place to place, all students are required to review, comprehend, and adhere to Ontario Tech University's policies.

- 12.2. In the event of contradictory regulations between the Home Institution and the Host Institution, the Home Institution's regulations shall prevail. Should conflicts arise, the Deans of Graduate and Postdoctoral Studies (or equivalents) shall determine a collective solution.

Monitoring and review

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

Relevant legislation

14. This section intentionally left blank.

Related policies, procedures & documents

15. Cotutelle Procedures

Cotutelle Agreement Template

Thesis Oral Examination for Master's and Doctoral Candidates Policy

Intellectual Property Policy

Responsible Conduct of Research and Scholarship Policy

Cotutelle Procedures

Classification number	ACD 1505.01
Parent policy	Cotutelle Policy
Framework category	Academic
Approving authority	Academic Council
Policy owner	Dean, School of Graduate and Postdoctoral Studies
Approval date	April 19, 2016
Review date	April 2019
Last updated	TBD
Supersedes	Editorial Amendment, October 14, 2025

Purpose

1. The purpose of these Procedures is to outline the process for developing and administering Cotutelle agreements under the Cotutelle Policy.

Definitions

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

“Cotutelle” means a bilateral graduate enrolment/co-enrolment and exchange agreement between two universities in different countries (the Home Institution and the Host Institution). Cotutelle arrangements are predominantly offered at the doctoral level; regardless of degree level, the value of the arrangement to a student’s research and/or other relevant academic or professional development must be justified.

“Home Institution” means the university in which the graduate student is enrolled.

“Host Institution” means the university which the graduate student will work with to gain international research experience.

“Individual Cotutelle Agreement” means an agreement establishing the academic, administrative, and financial terms under which an individual student may participate in a Cotutelle between the University and a Partner Institution.

“Institutional Cotutelle Framework Agreement” means an agreement establishing the general academic, administrative, and financial terms under which multiple eligible students may participate in a Cotutelle between the University and a Partner Institution.

“Partner Institution” means the international university that Ontario Tech is working with for any given Cotutelle agreement.

“Research-based Master’s” means a Master’s-level graduate program in which students must write and defend a research thesis as part of the degree requirements.

Scope and authority

3. These Procedures apply to doctoral and research-based Master’s students enrolled at the University or a Partner Institution, and Faculties or programs interested in participating.
4. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration, and interpretation of these Procedures.

Procedures

5. Administration of a Cotutelle Program

- 5.1. Students participating in a Cotutelle program are admitted and registered as full-time students in both participating institutions simultaneously.
- 5.2. Normally, the student will only pay tuition fees to the Home Institution.
- 5.3. Any additional financial commitments or fees must arise from the mutual agreement of both institutions and be clearly indicated in the Cotutelle agreement.
- 5.4. The students’ graduate studies will meet the program requirements of both institutions and are subject to the rules and regulations at both institutions. Students will carry out their research work under the joint supervision of one or more thesis supervisors from each institution. The thesis is defended at the Home Institution.
- 5.5. Before entering into a Cotutelle agreement, the student and their supervisors from both institutions will determine a detailed study schedule and academic path. This will include the timeline of study periods at both institutions, the time and location of learning activities, and all required courses.
- 5.6. When Ontario Tech University is the Home Institution, the minimum duration of residency at Ontario Tech for doctoral students is six full-time terms. When Ontario Tech University is the Host Institution, the minimum duration of residency at Ontario Tech for doctoral students is three full-time terms.
- 5.7. When Ontario Tech University is the Home Institution, the minimum duration of residency at Ontario Tech for research-based Master’s students is the equivalent of half the standard full-time program length. When Ontario Tech University is the Host Institution, the minimum duration of residency at Ontario Tech for research-based Master’s students is normally two full-time terms.

- 5.8. Normally, students will have completed their coursework at the Home Institution prior to engaging in a Cotutelle agreement. All required courses, including already completed courses, must be laid out in the academic path of the Cotutelle agreement.
- 5.9. For doctoral students, when Ontario Tech University is the Home Institution and the candidacy exam is not completed in advance of engaging in a Cotutelle agreement, it will be administered at the Partner (Host) Institution according to the rules of the Ontario Tech School of Graduate and Postdoctoral Studies.
- 5.10. Thesis-based work will occur at both institutions as defined in the Cotutelle agreement.

6. Action to Engage in an Individual Cotutelle Agreement

- 6.1. The student must already be registered in the graduate program at the Home Institution.
- 6.2. The student approaches their thesis supervisor(s) for initial approval to establish a Cotutelle agreement. It is anticipated that an expression of interest between the supervisors at each institution has already taken place. The supervisor or Graduate Program Director (or equivalent) must send a note declaring their intent to the Ontario Tech School of Graduate and Postdoctoral Studies. If approved in principle, the student and supervisor(s) develop a draft of the Cotutelle file.
- 6.3. When Ontario Tech University is the Home Institution, the Cotutelle file draft shall include:
 - a. A completed copy of the Cotutelle Agreement Template;
 - b. A written summary of the student's research project signed by the thesis supervisors at both institutions;
 - c. The anticipated academic path for the full program duration, including the sequence of study periods at both institutions and any required courses;
 - 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 student's research and/or other relevant academic or professional development;
 - e. Details on how the student will fund their studies at the Host Institution;
 - f. Any additional financial requirements or other administrative considerations;
 - g. Approval from the Graduate Program Director;
 - h. Approval from the Faculty Dean;
 - i. Approval from the Dean of Graduate and Postdoctoral Studies.

- 6.4. When Ontario Tech University is the Host Institution, it is recognized that the Partner (Home) Institution may have a specific process for establishing a Cotutelle agreement. Nonetheless, it is expected that the Cotutelle file draft will contain items a) through f) listed above in addition to any appropriate approvals from the Partner (Home) Institution.
- 6.5. Once completed, the Cotutelle file draft is shared with the appropriate authorities at the Host Institution for review. When Ontario Tech University is the Host Institution, the Cotutelle file draft is to be reviewed by all Ontario Tech signatories listed in section 6.7 of these Procedures to obtain their agreement in principle.
- 6.6. After the Cotutelle file draft has been reviewed by the Host Institution, the student applies for admission to the Host Institution.
- 6.7. Once the student is admitted to the Host Institution, the Cotutelle file is considered finalized and the Cotutelle agreement is signed. The following signatures must be included:
 - a. Faculty Dean or equivalent at both institutions;
 - b. Dean of Graduate and Postdoctoral Studies or equivalent at both institutions;
 - c. Graduate Program Director or equivalent at both institutions;
 - d. Thesis supervisors from both institutions;
 - e. Student;
 - f. Any additional signatures as required by the Partner Institution.

7. Creation of an Institutional Cotutelle Framework Agreement

- 7.1. The request to create an Institutional Cotutelle Framework Agreement may be initiated by a Dean or Graduate Program Director (or equivalent) at Ontario Tech University or a Partner Institution.
- 7.2. It is acknowledged that the exact composition of the agreement will depend on the requirements of both institutions and the relevant program(s). However, at minimum, the agreement should provide for the following:
 - a. The anticipated academic path for participating students, including course requirements and the sequence of study periods at both institutions;
 - b. Any required fees or financial obligations;
 - c. Details regarding the administrative documents and approvals required to engage individual students under the framework agreement (e.g., short-form student participation record);
 - d. Any additional administrative considerations.

- 7.3. Further information and details may be requested to justify the existence and structure of the proposed agreement, such as evidence of recurrent student interest.
- 7.4. Any further consultation with relevant authorities at both institutions (e.g., legal or international units) to be conducted in advance of finalizing the agreement.
- 7.5. To finalize the agreement, the following signatures must be included:
 - a. Faculty Dean or equivalent at both institutions;
 - b. Dean of Graduate and Postdoctoral Studies or equivalent at both institutions;
 - c. Graduate Program Director(s) or equivalent at both institutions;
 - d. Any additional signatures required by the Partner Institution.

8. Cotutelle Arrangements for Students Covered by an Institutional Cotutelle Framework Agreement

- 8.1. Eligible students may participate under the framework established in the existing agreement without requiring a full Individual Cotutelle Agreement.
 - 8.2. In such cases, the following is required at minimum:
 - a. Confirmation of supervision at both institutions;
 - b. An attestation signed by the Ontario Tech Graduate Program Director confirming the student is and will continue to be in compliance with the conditions of the framework agreement;
 - c. Details on how the student will fund their studies at the Host Institution;
 - d. Any documentation and approvals required by the framework agreement.
 - 8.3. A record of all participating students will be shared with the School of Graduate and Postdoctoral Studies.
9. Any signed Cotutelle agreement represents a binding contract between all parties involved (student, supervisors, and administrators) to ensure successful completion of the student's graduate program.
 10. It is expected that regular information-sharing takes place with regard to all current Cotutelle agreements (individual and framework agreements). The School of Graduate and Postdoctoral Studies will monitor student numbers, operations, research output, and financial implications. Consequently, changes to agreements or to the number of students allowed under a framework agreement may be implemented accordingly.

Monitoring and review

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

Relevant legislation

12. This section intentionally left blank.

Related policies, procedures & documents

13. Cotutelle Policy
Cotutelle Agreement Template
Intellectual Property Policy
Responsible Conduct of Research and Scholarship Policy