



SCHOOL OF GRADUATE STUDIES

Cotutelle PhD Agreement

Between

Concordia University and
(Name of Institution)

Student Name:

Concordia Student Number:

Department:

Date:

1 Introduction

Concordia University is offering full-time doctoral students an opportunity to obtain a joint doctoral degree that would be administered by Concordia and a partner university. Under such an agreement, the student would be responsible to complete the minimum degree requirements required by both universities. Upon the student's success in fulfilling the degree requirements, they would be awarded a joint doctoral degree.

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

NOTE: This is not an application form for PhD admission. Applicants not currently accepted at Concordia University must submit a separate application.

Please refer to the information found on the School of Graduate Studies website on [joint-degrees](#) and contact [Kelly Walsh](#), Admission Advisor, School of Graduate Studies, prior to completing this form.

Applicant Details:

PhD Student:

Concordia University Department:

Area of Specialization:

Thesis Topic/Title:

Email:

Telephone Number:

Concordia University: Home Partner Institute

Expected Start Date of PhD at Concordia University:

Expected Start Date of PhD at **(Partner)** University:

Doctoral Supervisor at Concordia University:

Position:

Department:

Area of Specialization:

Email:

Telephone Number:

Signing Authority at Concordia University: Dr. Christophe Guy

Position: Vice-President Research and Graduate Studies

Cotutelle Contact Person at **Concordia University**: Kelly Walsh
Position: Advisor, Graduate Studies
Email: Kelly.walsh@concordia.ca
Telephone Number: 514-848-2424 ext. 5858

Partner University Information

Doctoral Supervisor at **(Partner)** University:
Position:
Department:
Area of Specialization:
Email:
Telephone Number:

Signing Authority at **(PARTNER)** University:
Position:

Cotutelle Contact Person at **(PARTNER)** University:
Position:
Email:
Telephone Number:

2 Administrative Details

2.1 Start Date and Duration

- Start date of joint supervision agreement:
- Anticipated completion date:

2.2 Schedule

Please indicate which terms you will be registered at Concordia University and at the Partner University.

Concordia University		Partner Institute	
Term/Year		Term/Year	
Term/Year		Term/Year	
Term/Year		Term/Year	
Term/Year		Term/Year	
Term/Year		Term/Year	
Term/Year		Term/Year	

Note:

- The expected **duration** of the doctoral student's studies and research work is normally three years. It may be extended by specific agreement between the two institutions on the joint proposal of the two directors of thesis.
- The doctoral student conducts his or her studies and research work alternately between the two institutions, for **periods determined by the mutual agreement** between the two supervisors of thesis (the doctoral student must stay at Concordia University for at least **three full-terms** during his or her doctoral schooling).
- **Protection of the thesis subject, as well as the publication**, use and protection of the results of the doctoral student's research in both institutions will be subject to the regulations in force and in accordance with procedures specific to each of the countries involved in the Cotutelle.
- Where required, **copyright protection provisions** will be covered in a specific annex of this agreement.

2.3 Social Security and Third Party Liability

It is the sole responsibility of the student to ensure that they obtain adequate insurance coverage to meet their needs for the time the student is enrolled in the Joint PhD program, including any travel abroad.

The doctoral student's social security cover and third party liability coverage are provided under the following conditions:

- For the duration of his/her studies at **Concordia University**, the doctoral student receives the following coverage:

- For the duration of his/her studies at **Partner University**, the doctoral student receives the following coverage:

2.4 Tuition

In many cases, the student pays tuition to the University where they are physically present in a specific term. Students are responsible for ensuring that they understand the billing structure (if required) at the partner university before departure.

2.5 Travel Funding

Identify who will be assuming responsibility for arranging housing, paying travel expenses and ensuring insurance coverage for the student.

3 Pedagogical Details

3.1 Doctoral Supervisors

Provide names of the thesis supervisor in each institution and any other members of the supervisory committee.

Concordia University Supervisor: _____

Partner University Supervisor: _____

- Do the supervisors have any past or current research collaborations? Please elaborate
- Detail the contribution the supervisor from each institution be making to the research?

Both supervisors agree to fully and equally mentor the student. Please refer to Concordia University's [Supervisor Guidelines](#) for further details.

3.2 Degree Requirements

List course and non-course degree requirements by Concordia University and the Partner University (that are beyond the thesis/dissertation i.e. courses, comprehensive examinations, etc.).

Concordia University		Partner University	
Term/Year	Courses, Seminars, etc.	Term/Year	Courses, Seminars, etc.

3.3 List the curriculum that has been agreed upon by both institutions:

Concordia University		Partner University	
Term/Year	Courses, Seminars, etc.	Term/Year	Courses, Seminars, etc.

3.4 Thesis Submission and Defence

The thesis will be defended only once, and be recognized by both institutions. The thesis committee is comprised of members designated by the two partner institutions. Concordia University normally expects two Concordia University professors to be members, one of whom is the supervisor.

- Indicate the procedures for the submission and examination of the thesis. These procedures must be approved by both institutions (please attach appendix, if needed).
- Indicate the composition of the **Partner University's** thesis examination committee, if it differs.

3.5 Language of Thesis and Defence

- Indicate the language in which the thesis will be written and defended.
- Indicate language in which the abstract will be written.
- Indicate the language in which the oral defence statement will be given.

3.6 Degree Awarded

In a joint-PhD degree program requirements must be met at both institutions. In some cases, courses & credits completed at one of the universities may be counted towards both programs. This decision will be made on a case-by-case basis at the time of the cotutelle approval.

3.7 Details of the Two Diplomas

The degree awarded by Concordia University will be:

Doctor of Philosophy in _____

The degree awarded by **(PARTNER)** will be: _____

3.8 Deposit, Reporting and Reproduction of Thesis

In each country, these will be done in accordance with the regulations in force.

3.9 Notation on Official Documents

The wording of each diploma will mention the collaboration of the partner institution and of the cotutelle.

4 Other Provisions

This section is optional, and provides a space for entering additional provisions. They can be appended to this agreement.

Done in _____ original copies, on _____

5 Signatures

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

- the president or their designate (e.g. vice-president academic/vice-president research/ Dean of Graduate Studies)
- the graduate program director or department head
- the primary supervisor at each institution
- the candidate

Dr. Christophe Guy
Vice-President, Research and Graduate Studies
Concordia University

Name of Signing Authority
Title
[Institution Name]

[Name]
Graduate Program Director
Concordia University

[Name]
Chair/Director [Department]
[Institution Name]

[Name]
Doctoral Supervisor
Concordia University

[Name]
Doctoral Supervisor
[Institution Name]

[Name]
PhD Student

Date: _____

(3 original copies required)