

**QUEEN'S UNIVERSITY**

**DOCTORAL COTUTELLE AGREEMENT**

<b>Full Name of Student &amp; Contact Information</b>	
<b>Queen's University</b>	<b>Partner University (PU)</b>
	Name of Partner University
Queen's University Department and Faculty	PU Department and Faculty
Queen's University 99 University Avenue Kingston, Ontario Canada K7L 3N6	Address of PU
Name of Supervisor at Queen's	Name of Co-supervisor at PU
Queen's Supervisor Contact Information	Co-supervisor at PU Contact Information

Area of Specialization and Provisional title of thesis/dissertation	
Proposed start date for enrolment in Doctoral Cotutelle Program	

## **Definitions:**

In the context of this Cotutelle Agreement:

- a) "Home University" means the university where the student begins his/her doctoral program.
- b) "Partner University" means the university which agrees to partner with Queen's University to offer a Cotutelle Program for the student.

**Queen's University at Kingston, a corporation created by Royal Charter in 1841.  
and**

**[The Partner University, hereafter referred to as PU] [add legal description of Partner]**

Hereby enter into this cotutelle agreement and agree to the following:

The doctoral cotutelle program shall be conducted under the prescribed rules and policies for doctoral degrees at Queen's University and PU.

### **1. Administrative Principles and Provisions**

Each cotutelle has a start and end date defined and agreed to by all parties, with possible extension without modification of this agreement, provided that the request for extension is in keeping with the General Regulation of Extension of Time Limits of the Queen's School of Graduate Studies. A cotutelle program may start at any time in the academic calendar; however, students should endeavour to align the start of the cotutelle program with the Queen's semester dates. If the cotutelle commences mid-semester, Queen's tuition and fees will not be prorated or refunded.

#### **1.1 Start and End Dates**

**Start date:**

**End date:**

#### **1.2. Residency and Research Schedule**

The doctoral degree candidate will spend a minimum of 12 months in program at the PU. The schedule can be modified by written amendment by the supervisor and co supervisor.

The initial plan to divide time is as follows:

Queens            from .... to .....

PU                from ..... to .....

Queen's         from .... to .....

### **1.3 Tuition and Ancillary Fees**

Tuition and ancillary fees are paid to Queen's University for the duration of the program. If a Queen's student while at PU is charged tuition and ancillary fees at the PU, the student may apply for a tuition waiver from Queen's University [contact School of Graduate Studies].

### **1.4 Eligibility for Cotutelle**

- The candidate must normally be within the first 2 years of the program and be in good academic standing.
- The Queen's School of Graduate Studies must approve the student's participation in the proposed cotutelle.
- The student must remain registered at both universities for the duration of the cotutelle program.

### **1.5 Funding**

Provide details if applicable of funding provisions for the cotutelle student. (It is expected that the student will receive a funding package in accordance with the norm for their academic unit and no less than the Queen's University minimum guarantee)

### **1.6 Financial Responsibilities**

The cotutelle student shall be expected to pay for all personal expenses including, but not limited to, transportation, accommodation, meals, books, visas, and health insurance.

The cotutelle student shall be responsible for obtaining adequate travel, medical health insurance coverage (including emergency medical evacuation). The student may be required to provide proof of such insurance upon request. Students from Partner Universities are required to have UHIP coverage.

## **2. Academic Principles and Provisions**

### **2.1 Degree Requirements**

The cotutelle student shall satisfy the doctoral requirements as defined by each of the parties. A customized list of degree requirements shall be attached, and shall include:

- the process of approval of the cotutelle research proposal and thesis.
- degree requirements beyond the thesis that the Queen's and PU programs require (for example, course work and comprehensive examinations) and a timeline for the fulfilment of these requirements.
- process for annual progress reports.

- procedure for the submission of the thesis, approval of the examination committee and thesis defence.
- location of the oral defence of the thesis. (Normally the PhD oral examination of a student whose home university is Queen's must be held at Queen's University and the student is required to be physically present at Queen's University. This in keeping with Note 1 in the General Regulation on Thesis Examinations. Any proposal to hold the PhD oral examination at the Partner University must be approved at the time of the cotutelle agreement and be supported by a strong and detailed academic rationale for holding the defence at the PU must be made here.)

2.2 Students in a cotutelle program shall satisfy and be governed by the academic standards, assessments, appeals, rules, regulations, procedures, policies and performance requirements for successful performance in their program as set out by Queens and the PU. In case of conflict of policies, the program shall default to the policies of the Home University.

2.3 The institution where the student in a cotutelle program is resident shall provide an annual progress report. This report shall be submitted to the student's program at Queen's University and the PU.

2.4 If the supervisory relationship at the PU breaks down, the PU shall endeavour to find an alternate co-supervisor. If a solution satisfactory to the two institutions and to the student cannot be found, the PU may opt out of this cotutelle agreement and the student shall continue his/her research and thesis work at Queen's University. If the supervisory relationship at Queen's breaks down, Queen's shall endeavour to find an alternate co-supervisor. If a solution satisfactory to the two institutions and the student cannot be found, Queen's may opt out of this cotutelle agreement and the student should continue his/her research and thesis work at the PU .

2.5 The decision to award or not award the degree by the PU shall not be binding upon Queen's University.

2.6 The thesis must be submitted in English, except where a thesis may be submitted in another language as described in the Calendar, with approval of the student's supervisor and program. Where the thesis is not provided in English, a written summary shall be provided in English. If the thesis is in English, the oral defence shall be conducted in English; if the thesis is in a language other than English, the oral defence may be conducted in a language other than English.

2.7 The examining committee will be jointly appointed by the two universities and must satisfy all relevant regulations in each of the two universities. The composition of the examining committee shall be made on the basis of an equal proportion of members from the two universities. It shall also include members from other universities. In particular, at least one examiner, the "external examiner", must be external to both institutions. **The examining committee shall not consist of more than eight members, excluding the Chair. If the**

**student's Home University is Queen's University**, there will be a Chair of the thesis defence who will be a representative of the School of Graduate Studies of Queen's University.

2.8 Upon passing the oral defence and satisfying all degree requirements at both Queen's and the partner institution

- the partner institution [name of the university] will award a doctoral degree,
- Queen's University will award a doctoral degree

### **3. Intellectual Property and Publication Rights**

3.1 Ownership of intellectual property shall be clearly outlined at the outset of the project conducted as part of thesis research and recorded in an appendix to this agreement. (The Office of Research Services at Queen's can assist in the drafting of this appendix.)

3.2 Separate agreements shall be written for research that may lead to licensing or revenue generational activities.

3.3 The graduate cotutelle student owns the copyright on his/her thesis. If the thesis includes confidential material that should not be available in the public domain, upon submission of the final approved thesis in completion of degree requirements, the student should request that the thesis be restricted, which prevents access to the thesis. At Queen's, when such a request is made, the student is automatically granted restriction of their thesis for a five year period after which the restriction is automatically removed.

### **4. General**

4.1 The signatories of this Agreement agree to comply with the applicable provisions of the Freedom of Information and Protection of Privacy Act (Ontario).

4.2 The student shall be bound by the rules and regulations of the university and the laws of the country where he/she is present.

4.3 The parties shall endeavour, each acting reasonably and in good faith, to settle by negotiation any dispute arising out of or in relation to the performance or the interpretation of this agreement.

**Signatory for Queen's University**

Signature :

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**The President/Delegate of Partner University**

Signature :

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**The thesis supervisor, Queen's University**

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Signature:

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**The thesis supervisor [partner institution]**

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Signature:

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**The Dean, School of Graduate Studies,  
Queen's University (if not signatory above)**

Brenda Brouwer

Signature:

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**The Doctoral Student:**

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Signature: \_\_\_\_\_