



Cotutelle Policy

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Faculty of Graduate Studies Council;

Approval Authority: Senate;

Established on: November 30, 2015;

Amendments: November 6, 2021 (editorial).

Introduction:

Lakehead University's Academic Plan 2012-17 lists "Expand our International Reach" as a priority. The university is actively recruiting students at both the undergraduate and graduate level as part of this expansion. As part of this expanded reach Lakehead University needs to look to other mechanisms of establishing international relationships. One mechanism to do so is to establish a cotutelle policy.

A cotutelle is a bilateral doctoral enrolment/co-enrolment and exchange agreement between two universities (the home university and the partner university) in different countries. The arrangements which exist at a number of Canadian universities with a variety of global partners are specific to students studying at the PhD level. A doctoral student completes the requirements of the Ph.D. program in both the home and partner university, and conducts their dissertation research collaboratively and for roughly equal amounts of time in both universities, being supervised by a faculty member from each of the universities. The dissertation is then examined by a committee whose members are drawn from both institutions. This arrangement works best when there is an established research partnership, minimally between the two faculty members, but preferably between two groups of faculty in each university.

Students completing a cotutelle graduate with a single Ph.D. degree from both the home and partner institution. This can occur in one of two ways: either the student receives a diploma from each university, each diploma carrying a notation to the effect that the degree was obtained through a cotutelle agreement; or the student receives one double-badged degree carrying the name and crest of both universities.

A cotutelle is not joint supervision of a student performing work at only one institution (or accessing another facility without contributing to that institution's research program) neither is it earning two degrees for a single Ph.D. thesis.

Since cotutelle agreements apply to existing Ph.D. programs that have already been approved within their respective quality assurance jurisdictions, there is no need for a separate appraisal or review process. This represents an advantage in facilitating international research collaborations at the doctoral level in a quick and timely fashion. Cotutelle agreements can, however, provide a convincing basis for the establishment of genuinely joint doctoral programs between the two universities at a later date, such programs being subject to separate appraisals and review.

The purposes behind a cotutelle model of study are:

- To provide an opportunity to enrich the research experience of doctoral candidates, including access to the best researchers and best research equipment in two countries and at two institutions
- To increase the students' exposure to different cultural and scientific environments and as a result, increase student employability;
- To provide mechanism to enhance cooperation and collaboration between researchers and institutions engaged in a cotutelle agreement through graduate student mobility;
- To provide opportunities to attract highly-qualified international students to Lakehead University to participate in research thereby enhancing Lakehead University's international profile and reputation.

Eligibility:

Any student registered in a PhD program is eligible for a cotutelle program. The student must indicate an interest in the program in the first year of their studies.

Establishing a Cotutelle Agreement:

A cotutelle agreement may be established at Lakehead University under the following circumstances:

- 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.
- an interest of a currently enrolled Ph.D. student to conduct research abroad at an institution with expertise in the student's research field
- interest in developing a research relationship between two universities

A cotutelle agreement should be initiated jointly by an individual Lakehead student and supervising Lakehead academic staff member. Both must consult with the appropriate Chair/Director and Graduate Coordinator of the department/program to be involved in the cotutelle. A proposal must be submitted to the Dean, Faculty of Graduate Studies according to the Preparing a Cotutelle Program section below.

Academic Plan and Student Requirements:

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 their 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 their 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 Lakehead University is three full time terms for students coming from abroad. For students for whom Lakehead University is the home institution, the total duration of residency at Lakehead is six full time terms.

It is expected that students 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 Lakehead students, when the Comprehensive exams are not completed in advance of engaging in a cotutelle agreement, they will be administered at the partner institution according to the rules of the Faculty of Graduate Studies. Thesis-based work will occur at both institutions as defined in the cotutelle agreement.

Preparing a Cotutelle Program:

The main steps to prepare a cotutelle doctoral program are:

- preparing a letter of intent (to be signed by thesis supervisors from the two universities, and by the student) (Appendix A - attached);
- preparing a cotutelle doctoral program agreement document to be signed by both institutions in a form substantially similar to the provided template (Appendix B - attached)

Review Period: 7 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: Appendix A and B - attached;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please

contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext. 7929 or Email: univsec@lakeheadu.ca.

Appendix A
Letter of Intent

(date)

Insert name
Dean, Faculty of Graduate Studies
Lakehead University

SUBJECT: Letter of intent confirming our commitment to supervise the cotutelle doctoral program of (name of student)

Dear Dean:

We confirm our intention to supervise the cotutelle doctoral program of (name of student) between Lakehead University and name partner institution.

The student's legal status in Canada is: () Canadian
() Permanent resident
() International

Include the date when the student started the first doctoral program, the program of study in each institution, as well as the expected date of entrance for the second doctoral program. Indicate which institution will be the home institution and the partner institution. Please provide the mailing address of the 2nd institution (other than the Lakehead University).

For all students, if a Lakehead University supervisor has committed to provide funding, please mention it here.

We agree to complete and validate the Cotutelle Doctoral Agreement and abide by the terms.

Name and signature of the student

Name and signature of thesis supervisor,
Lakehead University

Name and signature of thesis supervisor,
partner university

(Approved by Senate, insert date)

Appendix B

Cotutelle Agreement to be developed by the University in consultation with the Faculty of Graduate Studies Council

COTUTELLE AGREEMENT

FOR JOINT DOCTORAL ENROLMENT

BETWEEN

LAKEHEAD UNIVERSITY (Thunder Bay, Ontario, Canada)

AND

_____ (_____, _____)

In accordance with Lakehead University's Cotutelle Policy (Approved by Senate insert date) and (policy, bylaw of partner institution), the present agreement is made between:

Lakehead University, Thunder Bay, Ontario, Canada, represented by the Dean of the Faculty Graduate of Graduate Studies

and

(Other Institution name and address) represented by the (Insert Title here), in order to put in place a doctoral co-supervision and co-enrolment program under the following terms and conditions for

(Student, name, date of birth, city and country of birth, nationality), whereby both institutions recognize the validity of the cotutelle established and that of the resulting Ph.D. degree defended.

Administrative Details

The "home" institution is (Lakehead University) and the "partner" institution is (partner institution name).

Registration, Fees and Duration:

At Lakehead University the student is registered in the Doctor of Philosophy in (specific doctoral program) starting in the (month/year) term. At (partner institution) the student is registered in the doctorate program (specific doctoral program) starting in the (month/year) term. All student registration fees are paid to Lakehead University. Expected duration of the program is 4 years (12 semesters), with possible extension of an additional four semesters without modification of this agreement.

Thesis Topic and Placement Periods

Thesis topic: _____

Placement Periods:

(N.B.: 1. Fall term = September - December; Winter term = January - April; Summer term = May - August.
2. Minimum residency in each institution is three terms. Minimum residency at Lakehead University is six terms.)

Location of Study:

	Lakehead University	Partner Institution
Month/Year		

Health Coverage and Legal Liability

Adequate coverage is ensured at each institution as follows:

At Lakehead University the student is covered by (UHIP, OHIP, etc.).

At (partner institution) the student is covered by (UHIP, OHIP, etc.).

Additional notes (if necessary): _____

Pedagogical Details

Thesis Supervisors and Existing Collaboration

At Lakehead University the student is supervised by (Professor name, department),

And

At (partner institution) the student is supervised by (Professor name, department), both of whom are committed to fulfilling their role as supervisors to the doctoral student. They both exercise the responsibilities assigned to thesis or coursework supervisors in each country.

Description of pre-existing and ongoing research collaboration between the two institutions, including any existing Cotutelle agreements and an explanation of how the Cotutelle agreement will benefit both:

Doctoral Project

Description of thesis project (maximum 1 page, attached)

Academic Requirements

Description of activities (courses, seminars, comprehensive exams, thesis research, etc.) at each institution:

Lakehead University	Partner Institution
Fall 20XX: - Course, seminar, etc.	Fall 20XX: - Course, seminar, etc.

Notes (transfers of credits, etc.)

(N.B. Completion of the above activities will satisfy the doctoral degree requirements at each institution.)

Thesis Manuscript and Oral Defence

(N.B.: The thesis leads to a single oral defence recognized by both participating institutions. The examining committee is appointed mutually by both participating institutions according to each one's academic regulations.)

The thesis defence will be held at Lakehead University during the (expected term and year of completion) term. The language of the thesis manuscript and the oral defence will be English.

Notes (possible alternate language requirements of thesis summary): _____

Issuing of degrees

Upon a favourable verdict by the oral defence examining committee, after following all university regulations regarding internal and external examination of the dissertation, Lakehead University agrees to confer the title of “Doctor of Philosophy” to (student name) and to issue the corresponding degree (doctorate),

And

Partner Institution agrees to confer the title of “Doctor of the University” to (student name) and to issue the corresponding degree (doctorate). The wording of each parchment will mention the partner institution and the cotutelle mode of study.

Submission, Description and Reproduction of the Thesis

These will comply with the regulations in effect at each institution.

Other Aspects

Details of student funding:

Intellectual property arrangements:

Additional matters: _____

Signed in (city and country) in five copies on (date).

SIGNATURES:

LAKEHEAD UNIVERSITY	PARTNER INSTITUTION
<p>Student Signature: ----- Name: Date:</p>	
<p>Supervisor Signature:) ----- Name: Date:</p>	<p>Supervisor Signature: ----- Name: Date:</p>
<p>Graduate Coordinator: ----- Name: Date:</p>	<p>Graduate Coordinator: ----- Name: Date:</p>
<p>Dean, Faculty of Graduate Studies: ----- Name: Date:</p>	<p>Dean, Faculty of Graduate Studies/Signing Officer: ----- Name: Date:</p>