

**DOCTORATE CO-SUPERVISION agreement**

**between**

**Université du Québec à Trois-Rivières**

**and**

**(Name of Partner Institution)**

**for student: (Name of Student)**

### PREAMBLE

This document is in compliance with the terms and conditions of the Master Agreement for Co-Supervision of Doctorates (*Convention-cadre* *de cotutelle de these)* signed by the CUP, CDEFI and CREPUQ in October 1996. It includes elements which must be present in the Doctorate Co-supervision Agreement, and which ensure that the process runs smoothly. If necessary, additional or complementary items may be added to the agreement*,* provided they are in accordance with the terms and conditions.

THIS AGREEMENT IS ENTERED INTO BETWEEN:

|  |  |
| --- | --- |
| represented by: |  |

(name, title)

|  |  |
| --- | --- |
| and |  |

Université du Québec à Trois-Rivières

3351 boulevard des Forges

Trois-Rivières, Québec

G9A 5H7

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|  | |  |
|  | |  |
| represented by: | Line Tremblay, Vice-Rector of Studies and Training | |

It concerns:

|  |
| --- |
|  |
| (last name and first name of the doctoral student, with his or her permanent code) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| M |  | or | F |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Born |  | in |  |
|  | (day, month, year) |  | (city, country) |

|  |  |  |
| --- | --- | --- |
| of |  | nationality. |

**ADMINISTRATIVE PROCEDURES**

**Section 1 — Registration (the doctoral student must be registered at both a foreign university and at UQTR during each semester, for the complete duration of his or her studies.)**

* 1. The doctoral student is registered:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1) | at |  |
|  |  |  | (foreign institution) |

|  |  |  |  |
| --- | --- | --- | --- |
| in the doctoral program | |  | |
|  | |  | |
| as of the |  | | academic year. |

AND

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2) | at | Université du Québec à Trois-Rivières |

|  |  |  |  |
| --- | --- | --- | --- |
| in the doctoral program: | |  | |
|  | |  | |
| as of the |  | | academic year. |

* 1. Registration and tuition fees

The doctoral student shall only pay registration and tuition fees at one of the two institutions, namely the institution where he or she is currently conducting studies and research.

### Section 2 — Studies and Thesis

* 1. Thesis topic submitted by the doctoral student:

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| --- | --- | --- |
|  | *Complete title:* |  |
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* 1. Doctoral students are usually expected to complete their studies and research in three years. This period can be extended by a specific agreement between the two institutions following a joint request by the two thesis supervisors.
  2. The doctoral student shall carry out his or her studies and research at the two institutions on an alternating basis, during periods determined by mutual agreement of the two thesis supervisors, based on the following projections:

‑ expected periods at the partner institution:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | (years and number of months) |  |

‑ expected periods at UQTR:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
|  | (years and number of months) | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **FALL** | **WINTER** | **SUMMER** |
| (e.g. 2015–2016) | (e.g. UQTR) |  |  |
|  |  |  |  |
|  |  |  |  |
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* 1. Protection of the thesis topic as well as the publication, application and protection of the doctoral student’s research findings in the two institutions shall be subject to existing regulations and shall be ensured in compliance with the specific procedures of each country participating in the co-supervision of the doctorate.

When necessary, provisions pertaining to the protection of intellectual property rights shall be included in an appendix to this agreement.

**Section 3 — Social Security and Third-Party Liability**

The doctoral student’s social security and third-partyliability will be covered as follows:

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| --- | --- | --- |
| ‑ | doctoral student’s coverage while at partner institution: |  |
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|  |  | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| ‑ | doctoral student’s coverage while at UQTR: |  |
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The doctoral student must maintain adequate health insurance and hospitalization coverage for the complete duration of his or her stay in Quebec.

In this regard, doctoral students from a country which has signed a reciprocal agreement with the Government of Quebec for social security, which includes a section pertaining to health, must be enrolled in the Quebec health insurance plan. Students who are not eligible for this plan must be enrolled in the student health insurance and hospitalization plan offered by UQTR, and must pay the associated fees at the UQTR Registrar’s office before the beginning of the semesters in which they will be present in Quebec. No private health or hospitalization insurance will be accepted.

**ACADEMIC PROCEDURES**

##### Section 4 – Thesis Supervisors

The doctoral student shall conduct his or her studies and research under the joint responsibility of a thesis supervisor from the partner institution and a thesis supervisor from UQTR, the two supervisors having already established a partnership:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ‑ at |  | | | |
|  | | | | (name of partner institution) | |
| Doctoral student’s supervisor: | |  | | | |
|  | | | | (last name, first name, title and position) | |
|  | | |  | | |
|  | | | |  | |
| ‑ at Université du Québec à Trois-Rivières | | | |  | |
|  | | | |  | |
| Doctoral student’s supervisor: | |  | | | |
|  | | | | (last name, first name, title and position) | |

The two thesis supervisors agree to fully perform the role of tutor to the doctoral student. They shall jointly exercise the powers attributed within and outside Quebec to a thesis or research supervisor.

The thesis supervisors and the doctoral student agree to assume any costs incurred under this agreement.

**Section 5 – Progress of Studies**

5.1 Doctoral student’s academic activities (List courses, seminars, etc. in each institution. Specify, where appropriate, any recognition of prior experience or exemptions.)

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* 1. Comprehensive exam (Mandatory. No recognition of prior experience allowed.)

After discussion between the two thesis supervisors and consideration of validated knowledge acquired by the doctoral student in prior education, the preparation and content of UQTR’s doctoral exam are adapted as follows, in keeping with the objectives of the program or training (specify):

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**Section 6 – Thesis Defense**

6.1 Completion of the thesis is followed by a single defense, recognized by both institutions.

6.2 The jury shall consist of an equal number of researchers from the two institutions. It must include the two thesis supervisors and a member from outside the two institutions.

6.3 Other information:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Location of the thesis defense: |  | | | | | | |
|  |  | | (country) | | | | | |
|  |  | |  | | | | | |
|  | Institution hosting the defense: |  | | | | | | |
|  |  | | | |  | | | |
|  |  | | | |  | | | |
|  | Projected date of the thesis defense: | | | |  | | | |
|  |  | | | (month and year) | | | | |
|  |  | |  | | | | | |
|  | Language of the thesis and its defense: | | | | |  | | |
|  |  | | | | | |  | |
|  | Language of the thesis abstract and its presentation: | | | | | | |  |

N.B.: The doctoral student must write either the thesis or its abstract in French. Also, the doctoral student must either defend the thesis in French or provide a verbal summary in French.

**Section 7 – Issuing of the Two Diplomas**

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| --- | --- |
| If the committee accepts the thesis, the: |  |
|  | (name of partner institution) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| agrees to confer upon |  | | the degree of Doctor and issue the | |
|  | (name of doctoral student) | |  | |
|  |  | |  | |
| appropriate diploma, and | | Université du Québec à Trois-Rivières | | agrees to confer upon |

|  |  |
| --- | --- |
|  | the degree of Doctor, and issue the appropriate diploma. |
| (name of doctoral student) |  |

The diploma shall be worded in such a way that it recognizes the collaboration of the partner institution and the co-supervision of the doctorate.

**Section 8 — Thesis Submission, Cataloguing and Reproduction**

These actions shall be carried out in each country in accordance with existing regulations.

**Section 9** — **Other Provisions**

*Note:* this section is optional; it provides the opportunity to list additional provisions, e.g., pertaining to housing or potential financial aid for the doctoral student. In all cases, these provisions must be in accordance with the terms and conditions in theMaster Agreement. MORE PAGES CAN BE ADDED IF NECESSARY AND THESE SHALL BE CONSIDERED TO FORM PART OF THE AGREEMENT.

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This Doctorate Co-supervision Agreement comes into effect as of the date of its signature by all of the parties identified in the preamble.

**SIGNATURES**

**Signed in 5 original copies.**

|  |  |
| --- | --- |
| **Doctoral student** | Date : |
|  | Signature : |

**PARTNER INSTITUTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  | Date: |  | Date: |
| Thesis Supervisor |  | Doctoral Training Director |  | Director on behalf of the Institution |

**UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  | Date: |  | Date: |
| Thesis supervisor |  | Doctoral Program Director |  | Vice-Rector of Studies and Training |