

Complete Policy Title:

Cotutelle Policy

Policy Number (if applicable):

Approved by:

Senate

Date of Most Recent Approval:

June 5, 2019

Date of Original Approval(s):

April 10, 2013

Supersedes/Amends Policy dated:

April 10, 2013

Responsible Executive:

[Vice-Provost and Dean of Graduate Studies](#)

General Enquiries:

[University Secretariat](#)

DISCLAIMER:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

TABLE OF CONTENTS

SECTION I	1
INTRODUCTION.....	1
REQUIREMENTS	1
PROCEDURES.....	2
SECTION II	3
RELATED POLICIES	3

SECTION I

INTRODUCTION

1. A cotutelle is a Ph.D. jointly awarded by two post-secondary institutions, typically from different countries.
2. A cotutelle degree promotes international collaboration in ways that allow students access to a broader range of research experience than would be available at a single institution.

REQUIREMENTS

3. The student must meet McMaster's admission requirements.
4. The student must initiate arrangements for the Memorandum of Understanding (MOU) not later than 12 months into their Ph.D. study and must finalize the cotutelle MOU within the first 24 months of their Ph.D. study.
5. The student is required to be registered full-time at both institutions.
6. Each institution must have a qualified supervisor for the student.
7. The student must meet the degree requirements at both institutions, as negotiated in the MOU.
8. A cotutelle Memorandum of Understanding (MOU) must be created between both institutions, if it does not already exist. At a minimum, the Memorandum will outline:
 - a) which institution is the "Home Institution" and which is the "Host Institution";
 - b) the names and titles of the supervisors;
 - c) a listing of degree requirements for each institution;
 - d) a timetable for residency and meeting degree requirements;
 - e) a schedule for progress reports and committee meetings;
 - f) intellectual property and publication details;
 - g) financial/tuition/funding details;
 - h) options for completion if the supervisory relationship with either supervisor breaks down;
 - i) options for completion if the student fails to meet degree requirements;
 - j) the language of the thesis and defence (normally English), and details of the examination procedure;
 - k) agreement that both institutions will award a doctoral degree designated as having been completed

“in cotutelle” with the other institution, and

- l) Insurance coverage and visa requirements
9. The student must comply with regulations at both institutions (e.g., research ethics, etc.). The student can be processed under either university’s regulations.
10. Generally, the student spends the majority of time at the Home Institution, with a minimum of 12 months and maximum of 24 months at the Host Institution.
11. Students enrolled in a cotutelle program will pay tuition only to one institution at a time, normally to the Home Institution; additional administrative or ancillary fees may be required. All tuition and fee requirements should be in the Cotutelle MOU.
12. As dictated by McMaster’s policies, there must be a formal thesis defence. The thesis defence normally will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence (in person or by teleconference). The examining committee must be equally appointed by both institutions (generally 2 professors from each institution) and must include an external examiner independent of both institutions.
13. Upon successful completion of the defence, the final thesis (normally in English) will be submitted to McMaster for dissemination through the eThesis program.
14. Wording on transcripts and parchments from both institutions must specify the degree was awarded as having been completed “in cotutelle” with the other institution.

PROCEDURES

15. The student will fill out the Cotutelle Letter of Intent with the program coordinator in the School of Graduate Studies (SGS). This letter must be signed by the student and both supervisors.
16. The Cotutelle Letter of Intent then will be reviewed and approved by the Associate Dean of Graduate Studies representing the student’s Faculty.
17. The Cotutelle Letter of Intent is forwarded to the Office of International Affairs for the creation of a Cotutelle MOU, in collaboration with the School of Graduate Studies. The Cotutelle MOU must be approved and signed by the Vice-Provost and Dean of Graduate Studies from McMaster University, and an authorized representative of the other institution, as well as by both supervisors and the student. Other signatories may be added as appropriate.
18. The Cotutelle MOU must be completed and signed before the student attends the Host Institution.

SECTION II

RELATED POLICIES

19. This Policy is to be read in conjunction with the following policies, statements, and collective agreements. Normally the policies listed below act independently of one another. However, they may intersect with the application of other University policies or procedures regarding the same matter.
20. Any question of the application of this Code or related policies shall be determined by the Associate Vice-Provost and Dean of Graduate Studies from McMaster University, in consultation with the administrator of the other policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):
 - [Academic Accommodation of Students with Disabilities](#)
 - [Academic Accommodation for Religious, Indigenous and Spiritual Observances](#)
 - [Academic Freedom, Statement on](#)
 - [Academic Integrity Policy](#)
 - [Alcohol Policy, University](#)
 - [Conflict of Interest Guidelines: Undergraduate Studies and Graduate Studies](#)
 - [Code of Student Rights and Responsibilities](#)
 - [Discrimination, Harassment and Sexual Harassment: Prevention and Response, Policy](#)
 - [Employee/Labour Relations – Collective Agreements](#) (students acting in their role as Teaching Assistants are acting as University employees and should refer to their collective agreement.)
 - [Freedom of Information and Protection of Privacy Act](#)
 - [Group Conflict and Senate Mediation Procedures](#)
 - [Ontario Human Rights Code](#)
 - [Personal Health Information Protection Act](#)
 - [Research Integrity Policy](#)
 - [Sexual Violence Policy](#)
 - [Statement on Building an Inclusive Community with a Shared Purpose](#)
 - [Statement and Guidelines on Inclusive Communications](#)
 - [Tobacco & Smoke Free University Policy](#)
 - [University Technology Services \(UTS\) – Policies and Procedures](#)
 - [Violence in the Workplace, Policy on](#)