Cotutelle Checklist Form

This agreement is with regard to the co-supervision of Student’s name here, and is to be interpreted in accordance with the policies and procedures applicable at both institutions listed below***.***

*Note: Items in italics are instructions for the form and copies of* [*the cotutelle policy for McMaster University*](https://secretariat.mcmaster.ca/app/uploads/2019/06/Cotutelle-Policy.pdf)*. Where there is a difference between this form and the policy, the policy shall prevail.*

1. Home and Host Institution

*For the purpose of interpreting McMaster Cotutelle policy, one institution is designated the Home Institution, and the other the Host institution.*

*McMaster Policy Article 5: The student is required to be registered full-time at both institutions.*

|  |  |  |  |
| --- | --- | --- | --- |
| McMaster University, 1280 Main Street West Hamilton, Ontario, Canada, L8S 4L8 | [ ]  Home Institution | [ ]  Host Institution | □ Registered in PhD program on: Date (month and year) |
| □ Not yet registered |

|  |  |  |  |
| --- | --- | --- | --- |
| Partner Institution | [ ]  Home Institution | [ ]  Host Institution | □ Registered in PhD program on: Date (month and year) |
| □ Not yet registered |

1. List of Degree Requirements

*The requirements for a PhD degree at each institution should be summarized below, along with the agreed requirements for the program of study for this student. If these requirements meet or exceed the McMaster calendar requirements, the graduate program chair, associate chair or associate dean may check the last column. If more space is needed, provide the information in an attachment with a reference here.*

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| --- | --- | --- | --- | --- |
| **Milestone Type** | **Home Institution Requirements** | **Host Institution Requirements** | **Agreement** | **Meets or exceeds McMaster calendar requirements** |
| *Example: Coursework* | *minimum 4 half-courses, at least 2 in department* | *minimum 6 courses, at least 3 in department* | *6 courses, 3 in each department* | [ ]  |
| *Example: Department Seminar Day* | *attend and participate each year for first 48 months* | *none* | *participate when at the Home Institution on the Seminar Day* | [ ]  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | [ ]  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | [ ]  |

1. Supervisors

**Supervisor at Home Institution:** Name

**Supervisor at Host Institution:** Name

1. Timetable

*McMaster Policy Article 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.*

The expected timetable and residency towards completion of degree requirements is:

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| --- | --- |
| **Dates** | **Location (Home or Host Institution)** |
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**Expected Date for Completion of all Degree Requirements:** Date (month and year)

1. Financial / Tuition / Funding Details

*McMaster Policy Article 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.*

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| Click or tap here to enter text. |

1. Insurance Coverage and Visa Requirements

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| [ ]  For the whole duration of their doctoral studies, the stuent must have a health and injury insurance scheme affording appropriate coverage in the country where they are staying. While at McMaster, all candidates must purchase University Health Insurance Plan (UHIP). |
| [ ]  Other |

1. Intellectual Property and Publication Details

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| 1. Any Intellectual Property Right brought by one of the Parties for the implementation of the cooperation activities under this MOU shall remain the property of that Party. However, that Party shall warrant that the intellectual property right has not resulted from the infringement of any third party’s legitimate rights. Further, that Party shall be liable for any claim made by any third Party on the ownership and legality of the use of the intellectual property right which is brought in by the aforementioned Party for the implementation of the cooperation activities under this MOU, and shall indemnify the other Party against any claim for loss of damage in respect of any alleged infringement of such right. And,2. Any Intellectual Property Right, data and information resulting from research activities conducted under this MOU shall, except as may otherwise be provided by the specific agreement governing a particular research activity, be jointly owned by the two Parties, and both Parties shall be allowed to use such property for non-commercial purposes free of royalty. Should the intellectual property right, data and information resulting from the cooperation activities under this MOU be used for commercial purpose by one Party, the other Party shall be entitled to the royalties obtained from the exploitation of such property on the basis of the principle of equitable contribution. In such a case, the object of the research activities conducted shall constitute a part of the contribution of the Party from which the object derives. And,3. If either of the Parties wishes to disclose confidential data and/or information resulting from the cooperation activities under this MOU to any third Party, the disclosing Party must obtain prior consent from the other Party before any disclosure can be made. |
| [ ]  Other: |

1. Schedule for Progress Reports and Committee Meetings

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| **Date** | **Milestone** | **Location (Home or Host Institution)** |
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1. Language of Thesis and Defence, and Details of Examination Procedure

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| [ ]  The thesis and defence will both be in English. Upon successful completion of the defence, it will be submitted to McMaster for dissemination through the eThesis program. |
| [ ]  Other: |

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| [ ]  The thesis defence will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence. The examining committee will be equally appointed with 2 professors from each institution, and will include an external examiner independent of both institutions. Participation by teleconference will be acceptable to both institutions. |
| [ ]  Other: |

1. Agreement that Both Institutions will Award a Single Doctoral Degree

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| [ ]  Both institutions will award a single doctoral degree designated as having been completed “in cotutelle” with the other institution. |

1. Signatures

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| [ ]  The partner institution’s template has been used, with key information reproduced here. All necessary signatures are provided on the partner’s form, which is included as an attachment. |
| [ ]  McMaster’s template has been used. Signatures are below. |

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| --- | --- | --- | --- |
| **Name** | **Date (day, month, year)** | **Position** | **Institution** |
| Click or tap here to enter text. | Click or tap here to enter text. | Doctoral Student | N/A |
| Click or tap here to enter text. | Click or tap here to enter text. | Co-Supervisor | McMaster University |
| Click or tap here to enter text. | Click or tap here to enter text. | Co-Supervisor | Partner Institution |
| Click or tap here to enter text. | Click or tap here to enter text. | Dean, Faculty of Faculty name | McMaster University |
| Click or tap here to enter text. | Click or tap here to enter text. | Vice-Provost and Dean of Graduate Studies | McMaster University |
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