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**Letter of Intent to Initiate a Cotutelle Study at McMaster University**

This cotutelle 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***.***

According to the Quality Assurance framework, cotutelle is a customized program of doctoral study developed jointly by two institutions for an individual student in which the requirements of each university’s doctoral program are upheld, but the student working with supervisors at each institution prepares a single thesis which is then examined by a committee whose members are drawn from both institutions. The student is awarded two degree documents, though there is a notation on the transcripts indicating that the student completed his or her thesis under Cotutelle arrangements. In the case of the Cotutelle, since this arrangement relates to an existing, approved program, no separate appraisal or review processes will apply.

*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. Review the Cotutelle flowchart for steps to finalize the agreement.*

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 (expected start date) |

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

1. Student and Supervisor Details

Student:

Contact information (Phone and Email):

Supervisor Name and Designation (McMaster University):

Contact information (Phone and Email):

Supervisor Name and Designation (Partner Institution):

Contact information (Phone and Email):

1. Research Project and Study Plan (Including research schedule in both institutions) **250 words maximum**
2. 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* |  |
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1. Schedule for Progress Reports and Committee Meetings

*Refer to ‘Academic Progression’ and ‘General Regulations on Supervision’ sections of the Graduate Calendar for details. The student is expected to hold at least one supervisory meeting in a calendar year. Any additional program-specific milestones should be listed here as well.*

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| **In-time status** | **Date** | **Milestone** | **Location (Home or Host Institution)** |
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| Year \_\_\_\_ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. Timetable

*McMaster cotutelle policy article 10:*

*“Generally, the student spends the majority of time at the Home Institution, with a minimum of one-quarter of time (roughly 12 months) at the Host Institution.”*

List expected dates and residency towards completion of degree requirements in the table below (the last round of exchange should preferably place the student at the home institution to facilitate thesis submission and defense). Note that a visiting student, who is in year 2+ of their PhD study, will not be eligible to count their time towards a cotutelle agreement. Consult with Associate Dean and SGS for any such scenario.

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| **Expected Dates (tentative/firm)** | **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

*As per McMaster’s Cotutelle 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. The Faculty where the student is registered will determine any additional financial requirements. All tuition and fee requirements should be in the Cotutelle MOA.”*

*Please consult with program’s office and Faculty’s Graduate Studies office for guidance.*

**Part I: Tuition and ancillary fees at McMaster**

Is the student paying tuition at McMaster when located here? Yes 🞎 or No 🞎

Provide details:

Is the student paying ancillary fees while located at McMaster University? Yes 🞎 or No 🞎

Details:

List any alternate arrangements for tuition and ancillary fees and amounts:

List any Faculty/program-specific financial requirements, sources of funds, and amounts:

**Part II: Graduate stipend at McMaster (provide supporting document/letter)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Duration | Home supervisor contribution | Host supervisor contribution | Home program, institution | Host program, institution | External scholarship | Other sources | TOTAL |
|  |  |  |  |  |  |  |  |
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Details on the above funding arrangement, including any additional sources of funds:

1. Insurance Coverage and Visa Requirements

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| For the whole duration of their doctoral studies, the student 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  Summarize: |

1. Intellectual Property

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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 written consent from the other Party before any disclosure can be made. |
| Other: |

1. Language of Thesis and Defence, and Details of Examination Procedure

*As per the Cotutelle policy article #12:*

*"A formal thesis defense is required. 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 remotely). The examining committee must have equal representation of voting members from both institutions (generally two professors from each institution though may not necessarily be the supervisor) and must include an external examiner independent of both institutions. Both institutions must approve the selection of the external examiner(s), and the external must submit a written report to both institutions before the defense date.”*

Review the following and check the boxes. Provide comments as appropriate.

|  |
| --- |
| The student will submit a written thesis to McMaster SGS to initiate thesis defense examination.  The examination committee will include an external who will be at arm’s length.  The external will provide a written report before the defence date.  Comments: |

|  |
| --- |
| The thesis and defence will both be normally in English. Upon successful completion of the defence, a final version of written thesis will be submitted to McMaster for dissemination through the eThesis program.  Yes  Other, summarized below. |

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| Summarize any additional arrangements regarding thesis defense: |

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. The institutions will agree that all academic requirements have been completed before a degree could be granted. |

1. Signatures

☐ 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.

☐ OR, if McMaster’s template has been used, then signatures are below.

*The signatories have read McMaster’s Cotutelle Policy and agree to fulfill its requirements and procedures. Everyone has reviewed the information provided in the LOI, and agrees that no changes may be made to the content of the MOU without re-submitting a revised LOI with new signatures.*

*The student and both supervisors have discussed the research project and study plan and are aware of the research schedule and financial/tuition/funding arrangements included in this document.*

*The student must meet McMaster’s admission requirements as per the policy. The department/graduate program head confirms that an initial assessment of eligibility has been performed by their graduate admissions committee.*

Graduate Student Date

Partner Institution Supervisor Date

McMaster Supervisor Date

McMaster Associate Dean (Graduate) Date

McMaster Program Head Date

McMaster Faculty Dean Date

Partner Institution Program Head Date

Partner Institution Date

Associate Dean (Graduate) or equivalent

McMaster Vice-Provost and Dean SGS Date