GENERAL CONVENTION FOR CO-ADVISING

FOR THE DOCTORAL THESIS

The following information is grouped below as follows:

* Characteristics of the General Convention for co-advising for the doctoral thesis, Conditions and considerations, and the Procedure at the Université de Sherbrooke;
* Official co-advising convention from the Université de Sherbrooke
* Appendix: Template of a protocol of agreement for the protection of intellectual property rights

Characteristics of the General Convention for co-advising for the doctoral thesis, Conditions and considerations and the Procedure at the Université de Sherbrooke

1. CHARACTERISTICS OF THE GENERAL CONVENTION FOR CO-ADVISING FOR THE DOCTORAL THESIS

* 1. The doctoral student and his or her supervisors must sign a co-advisory convention that must then be approved by the appropriate authorities in each establishment.
  2. The doctoral student must register at both university establishments and carry out his or her work, alternating in each institution.
  3. The doctoral student works under the supervision of two supervisors and must meet the requirements of the two institutions concerned, including scholarly activities and the examination of the synthesis.
  4. The doctoral student prepares a single thesis that is defended at only one of the partner univeersity, the identity of which will be determined in the convention.
  5. The thesis jury is established by mutual agreement between the two institutions.
  6. The doctoral student receives two degrees, a doctorate (or Ph.D.) from the partner university and a Ph.D. from the Université de Sherbrooke. On these are inscribed the co-advising process, the name of the second program and the name of the second establishment.

2. CONDITIONS AND CONSIDERATIONS

2.1 The co-advising function must be based on already established collaboration between the two faculties, departments or programs concerned, or between the two supervisors.

2.2 The protection of the intellectual property rights of the persons involved in the co-advisory process, therefore in common research, constitutes a fundamental issue which in itself must be the subject of a specific agreement. When needed, the convention form is followed by an agreement protocol that permits the addition of specific provisions relative to the protection of intellectual property rights.

2.3 The co-advisory process is more than a simple co-direction: it implies registering in two doctoral programs leading to the acquisition of two different degrees. Because of this situation, the doctoral student must respect the regulations in force at both establishments.

2.4 The co-advisory process requires considerable financial resources, both from the doctoral student and the thesis supervisors. They must also be able to assume the costs of travel, food and lodging for their annual trip and the other costs related to the thesis defence (travel, food and lodging for at least two members of the jury). The university pays no costs related to the co-advisory process.

3. PROCEDURE FOR ESTABLISHING A CO-ADVISORY CONVENTION

3.1 The supervisors must define, as exactly as possible, the program of doctoral studies (studies, seminars, examination of synthesis, etc.), the periods of residence at the Université de Sherbrooke and register the doctoral student in the co-advisory convention for the thesis. This program and the established timetable must then be approved by the faculty committee for graduate studies. The conditions should be the same as those that apply to the regular doctoral students who are not involved in the co-advisory process.

Examination of the synthesis or the equivalent is mandatory for all students.

The presentation of the thesis and the evaluation procedure must conform to the rules in force at the both universities.

Any waiver must first be approved by the faculty committee for graduate studies.

3.2 To the degree that is possible, the residence period for the doctoral student at the Université de Sherbrooke must be about half the total duration of the doctoral program; it should be at least three full-time semesters or more within the first 2 years, depending on the programs.

3.3 The doctoral student must be officially admitted to the Université de Sherbrooke, in the same manner as any other student, with a file that includes the required documents demanded for admission, submitted to the office of the registrar. Particular attention must be paid to the various documents required of an international student. These papers must be carefully checked when it affects international applicants.

3.4 The doctoral student must enroll on a full-time basis, without interruption, at the partners’ institutions.

3.5 The doctoral student must pay a minimum of three full-time semesters or more of tuition fees within the first 2 years, or more than two semesters for some programs. This payment may occur according to the predetermined periods of attendance or on an annual basis as established in the present convention.

3.6 The doctoral student and the Quebec-based thesis supervisor must complete the co-advisory convention form, available from the office of the vice-dean of research at each faculty and on the university’s Website in the section: *Agence des relations internationales* and in the page indicated as: *études.*

3.7 The co-advisory convention must be drawn up as quickly as possible, no later than the end of the first year of registration. Some exceptions apply, consult the respective responsible of each institution (ARIUS for UdeS). An electronic copy version is accepted for Sherbrooke. On request of the partner 2 original versions can be produced.

* It is the responsibility of the doctoral student to obtain the signatures of the supervisor at the Université de Sherbrooke and the vice-dean for research of the faculty committee for graduate studies and deposit duly signed copies with the Agence des relations internationales of the Université de Sherbrooke. He shall do the same for the partner’s establishment

3.8 The signatures of the doctoral student and the supervisor signify that both parties agree to assume the costs incurred by the co-advisory process.

3.9 The signature of the vice-dean of research on the co-advisory convention signifies that doctoral student has been definitely admitted into the program of studies that was approved by the faculty committee for graduate studies.

3.10 It is the responsibility of the Agence des relations internationales to obtain the signatures of the partner establishments and that of the vice-rector for institutional relations at the Université de Sherbrooke.

For all additional information, please contact the secretary or the vice-dean of your faculty, or the Agence des relations internationales.

CO-ADVISING CONVENTION

FOR A DOCTORAL THESIS

BETWEEN

## AN ESTABLISHMENT OF HIGHER EDUCATION

## AND

# THE UNIVERSITÉ DE SHERBROOKE

### GENERAL REMARKS

* The present document, an official form of the Université de Sherbrooke, is offered to those who are responsible for science programs and university relations in other institutions as a guide to facilitate the establishment of a co-advisory convention for a doctoral thesis between an establishment of higher education and the Université de Sherbrooke for each doctoral student who desires to prepare his or her thesis on a co-advisory basis.
* It is preceded by a few preliminary pages which describe the various characteristics of the convention that applies to co-advising for a doctoral thesis, the conditions and considerations, and the procedure to follow for the establishment of a doctoral thesis co-advising convention. It should be read by the various persons who wish to establish a co-advising convention so that they may sign with the full knowledge of its contents.
* It includes the points that must be part of the co-advising convention as well as those that guarantee the good and smooth functioning of the procedure.

#### THE PRESENT CONVENTION HAS BEEN CONCLUDED BETWEEN

Establishment

(name of establishment)

Represented by Mrs., Mr.

(first and family names, title)

**AND**

The Université de Sherbrooke,

Represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Jean Goulet, vice-rector for international relations)

International Relations Agency email address: [cotutelle-arius@usherbrooke.ca](mailto:cotutelle-arius@usherbrooke.ca)

**THE PRESENT CONVENTION CONCERNS**

Mrs., Mr.

(first and family names) doctoral student (University student number)

born on **\_\_\_\_\_\_\_\_\_\_\_** at ,

(date) (city, country)

of  nationality.

Email address:

**ADMINISTRATIVE PROCEDURES**

**ARTICLE 1 - Registration** (The doctoral student must register in both establishments).

The doctoral student is registered

* 1. at  (name of the partner establishment)

in a  DOCTORAL PROGRAM

(specialty)

starting in the university year

(date)

**AND**

1. at the Université de Sherbrooke

in a  Ph.D., program

(title)

starting in thesemester

(date)

The doctoral student will pay his or her registration fees and tuition in only one of the partner establishments, usually the one where the studies and research are carried out, according to the periods determined in the article that follows. Please note that at Université de Sherbrooke, billing is per semester.

**ARTICLE 2 – Duration of study and tuition fees**

* The planned **duration** of the study period and the research work of the doctoral student is normally three or four consecutive years starting from the first registration. It may be extended by a specific agreement between the two establishments, through a joint proposal of the two supervisors.

**Tuition fees**

* The doctoral student will pay **tuition fees** according to the periods specified in the following tables. Note that at the Université de Sherbrooke, billing is on a semester basis.
* The doctoral student carries out his or her academic work and research, alternating between the two establishments, the **periods of time to be determined by mutual agreement** between the two supervisors according to the following procedures:
  + predetermined periods in the **partner establishment**:
    - indicate the years and check the appropriate months when the doctoral student will be attending the partner establishment. The period of residence of the doctoral student at the partner establishment institution must be at least 12 months full-time registration.
    - check the appropriate periods to be paid in the partner establishment

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| Billing | X |  |  |  |  |  |  |  |  |  |  |  |  |
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| 20xx | Attendance | X |  |  |  |  |  |  |  |  |  |  |  |  |
| Billing | X |  |  |  |  |  |  |  |  |  |  |  |  |
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| Billing | X |  |  |  |  |  |  |  |  |  |  |  |  |

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* predetermined periods at the Université de Sherbrooke:
  + - indicate the years and check the appropriate months when the doctoral student will be attending the Université de Sherbrooke. PLEASE NOTE The residence period of the doctoral student at the Université de Sherbrooke must be of **at least three full-time semesters or more depending on the program within the first 2 years**;
    - check the periods to be paid at the Université de Sherbrooke;
    - the periods must be planned at least until the defense planned month. The doctoral student must keep its registration active at Université de Sherbrooke until the final thesis submission is made. As required, he will assume the costs associated to its situation.

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|  |  | | **Winter semester** | | | | **Summer semester** | | | | **Fall semester** | | | |
| Year |  | | Jan. | Feb. | Mar. | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
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Modifications of predetermined periods. The establishments agree that it is possible to modify the predetermined periods, insofar as the residence period of the doctoral student in both establishments must be of at least three full-time semesters during the first two years of enrolment, according to each program requirement. This modification must be specified through an amendment letter signed by the doctoral student and by the two supervisors. This letter must be forwarded to the person responsible for the co-advisory process of both establishments.

However, any extension of the term of the thesis will require the signature of an amendment by both establishments.

**ARTICLE 3 – THESIS**

The **thesis subject** submitted by the doctoral student is (complete title) :

* **The protection of the thesis subject as well as its publication, exploitation and protection of the results from the work** of the doctoral student are subject to the rules in force and assured according to the specific procedures of each of the countries engaged in the co-advisory process.

When required, the provisions relative to the **protection of intellectual property rights** will be the subject of a **specific appendix** to the present convention.

**ARTICLE 4 – Social coverage and civil responsibility**

The social coverage and civil responsibility of the doctoral student will be assured in the following conditions:

* in the partner establishment, the doctoral student benefits from:

* during his or her stays at the Université de Sherbrooke, the doctoral student benefits from RAMQ or Assurance maladie Desjardins de l’Université de Sherbrooke according to his nationality:

Students admitted by the Université de Sherbrooke must join to the university’s collective health and hospitalization insurance plan upon arrival on campus. Students who are citizens of the following countries Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Romania or Sweden, may be exempted from this requirement upon presentation of the required documents containing officially authorized seals and signatures.

**PEDAGOGICAL PROCEDURES**

**ARTICLE 5 – Thesis supervisors**

The doctoral student carries out his or her academic studies and research under the joint responsibility of a thesis supervisors in the partner establishment and a thesis supervisor at the Université de Sherbrooke, the two supervisors having already established some form of collaboration.

* In the partner establishment

(name of the establishment)

the thesis supervisor is

Mrs., Mr.

(first and family names, title)

E-mail address :

* At the Université de Sherbrooke,

the thesis supervisor is

Mrs., Mr.

(first and family names, title)

E-mail address :

The two thesis supervisors agree to fully exercise the function of advisor for the doctoral student. They jointly exercise the authority in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and at the Université de Sherbrooke for such a function.

**ARTICLE 6 – The teaching and learning program**

* **Teaching activities for the doctoral student**: (specify the courses, seminars, etc.)
* in the partner establishment:

* at the Université de Sherbrooke :

* **Examination of the synthesis**

After a joint assessment by the two thesis supervisors, and considering the previous scholastic achievements of the doctoral student that have been validated for his or her earlier education, **the preparation and content** of the examination of the Quebec synthesis **are adapted** and follow in respect to the objectives of the program or the training: (to be detailed)

**ARTICLE 7 – Defending the thesis**

* The **thesis provides for a single defense,** recognized by the two establishments.
* The **thesis jury** is made up of minimum five members: each of the establishments name two members to the jury, including the thesis supervisor, while the fifth member, who must be from the outside community, is jointly designated by both parties. In the case of a disagreement about the fifth member, the decision will be left to the person responsible for doctoral studies at the student’s home university.
* **Other factors**
  + The doctoral student will defend his or her thesis in,

(another country or the Université de Sherbrooke)

at the .

(partner establishment or the Université de Sherbrooke)

* The jury hearing will take place

(date: year and month)

* The thesis will be written and defended in the  language
* The thesis summary will be written and presented in thelanguage

**N.B.**: The doctoral student is required to either write the thesis or the summary in the French language and to defend the thesis or present the oral summary in the French language.

**ARTICLE 8 – Delivery of the two diplomas**

**On favourable recommendation** of the thesis jury,

the partner establishment agrees to confer to the doctoral student the degree of doctor and award the corresponding diploma,

AND

The Université de Sherbrooke agrees to confer to the doctoral student the degree of Ph.D. and award the corresponding diploma.

The words on each degree will mention the title of the two programs, the collaboration of the partner establishment and the co-advisory process.

**ARTICLE 9 – Deposit, identity and reproduction of the thesis**

In each country the deposit, identity and reproduction of the thesis will be carried out according to the regulations in force.

**MODIFICATION**

In the event that the doctoral student notices a required change in the terms and conditions of the joint Ph.D agreement in order to complete his thesis, he / she shall inform the graduate studies supervisor and the registrar in writing so that the parties may agree on a relative amendment and make the required changes to the present convention.

**SIGNATURES**

By signing the present convention, the persons involved signify that they have read and are aware of the characteristics, conditions and considerations described in the preceding pages and they accept the terms.

A clear electronic color copy is accepted by Université de Sherbrooke

A clear electronic color copy is accepted by the partner establishment : yes no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Date*

Doctoral student

**Partner establishment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Name Name*

Thesis supervisor Person responsible for doctoral training Head of partner establishment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (date) (date)

**Université de Sherbrooke**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name* *Name* *Name*

Thesis supervisor Vice-dean of research of the faculty Jean Goulet

committee on graduate studies Vice-rector for international relations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (date) (date)

A signed electronic copy (or 2 original copies if required by the partner) must be returned to :

* the doctoral student;
* the vice-dean of research at the Université de Sherbrooke;
* the registrar at the Université de Sherbrooke;
* the person responsible for doctoral studies at the partner establishment.