# Nominate Agreement for a Thesis Cotutelle

From *First name and family name of the doctoral student*

to Université Laval

and to *Name of the partner institution*

This agreement is proposed to the academic and administrative heads for the implementation of a thesis cotutelle and to guarantee its proper execution.

**Parties to the Agreement**

This nominate agreement is entered into between:

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| *Name of the partner institution* |
| Represented by | *First name and family name* |
|  | *Title* |
| and Université Laval |  |
| Represented by | *First name and family name* |
|  | Head of the Faculty of Graduate and Postdoctoral Studies  |

The agreement concerns:

|  |  |
| --- | --- |
| FAMILY NAME, First Name |  |
| Date of birth: |  |
| Nationality: |  |

## ARTICLE 1 – Registration

The student specified in this agreement shall be simultaneously and continuously registered on a full-time basis in both of the following institutions:

|  |  |
| --- | --- |
| Partner institution:  |  |
| As of: | *Month / year* |
| In the doctoral program in:  |  |

AND

|  |
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| At Université Laval  |
| As of:  | *Month / year* |
| In the doctoral program in:  |  |

## ARTICLE 2 – Thesis Supervision

Studies and research work are completed under the joint responsibility of the thesis supervisors of each institution.

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| At \_\_\_\_\_*Name of the partner institution*\_\_\_\_, thesis supervision is ensured by: |
|  |  |
| *Family name and first name* | *Title, email* |
| At Université Laval, thesis supervision is ensured by  |
|  |  |
| *Family name and first name* | *Title, email* |

## Context of the collaboration between the thesis supervisors

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| *Describe the* ***prior****,* ***current*** *or* ***planned*** *collaboration between the thesis supervisors.* |
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Both thesis supervisors shall fully supervise the student specified in this agreement. They jointly assume the responsibilities assigned by their institution for thesis supervision.

## ARTICLE 3 – Stay Schedule and Payment of Tuition Fees

Studies and research shall be conducted continuously, alternating between the two institutions. The student specified in this agreement shall pay the registration and tuition fees only at the institution where he/she resides for study or research, according to the following schedule:

|  |
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| **1st year:** Will reside at for the following academic terms .Will pay the tuition fees at for the following academic terms . |
| **2nd year:** Will reside at for the following academic terms .Will pay the tuition fees at for the following academic terms . |
| **3rd year:** Will reside at for the following academic terms .Will pay the tuition fees at for the following academic terms . |
| **4th year:** Will reside at for the following academic terms .Will pay the tuition fees at for the following academic terms . |

## ARTICLE 4 – Term of the Agreement

Notwithstanding article 13, this agreement is valid for four years. It may be extended by amendment with the consent of both institutions, following a joint proposal by both thesis supervisors.

## ARTICLE 5 – Social Protection and Civil Liability

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| With the partner institution, the student specified in this agreement has the benefit of: |
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At Université Laval, all international students are automatically covered by the Université Laval group health and hospitalization insurance plan through [Desjardins Insurance](https://www.desjardinslifeinsurance.com/en/group-insurance-plan-members?Province=QC&_ga=2.26473981.1953908272.1582683528-754767662.1582683528%22%20%5Ct%20%22_blank). This medical insurance plan covers medical and hospital expenses, as well as the cost of prescription drugs. This coverage is mandatory. You can’t replace it with any personal insurance.

Students from countries with which the Québec government has signed reciprocal social security agreements (Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Romania, Serbia and Sweden) may be exempt. These students have to take certain steps before they leave their home country and when they arrive in Québec.

<https://www.ulaval.ca/international/immigration/adherer-au-regime-dassurance-maladie-et-hospitalisation-des-etudiants-etrangers>

Registration in the **Mobility Register** is mandatory for any university activity taking place abroad or elsewhere in Canada: <https://www.ulaval.ca/international/securite>

## ARTICLE 6 – Thesis

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| The subject of the thesis submitted is:  |
|  |

*Complete Title*

Protection of the subject of the thesis and the publication, use of and protection of the results stemming from the research work are subject to the regulations in force in both institutions and are assured in compliance with the procedures of each country participating in the cotutelle.

## ARTICLE 7 – Intellectual Property

The work performed by the student for assessing the subject matter learned is his/her intellectual property. The student is the sole owner of the copyright to his/her work. Reproduction of all or a substantial portion of the student’s work is prohibited without his/her prior consent.

The student’s moral rights must be respected at all times. No one may modify the integrity of the work without the student’s prior consent.

## ARTICLE 8 – Research Ethics with Human Subjects

The student specified in this agreement is required to comply with the rules regarding research ethics in force in each of the partner establishments. A student must obtain the approval of the Université Laval Ethics and Research Committee (CÉRUL) and as the case may be, from the ethics committee of the partner institution **before** beginning any data collection activity.

## ARTICLE 9– Completion of Studies

Courses and other scheduled academic activities must meet the requirements of each of the programs and are subject to the regulations in force in both institutions.

At Université Laval, the student specified in this agreement must register for each of the courses of his/her program, including the doctoral examination. Research activities shall be shared between both institutions.

The student specified in this agreement shall participate in the following activities:

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| Partner institution: *Specify the academic requirements (courses, seminars, exams and other academic activities):*  |
| Université Laval: *Specify the academic requirements (courses, seminars, exams and other academic activities):* In accordance with the *Règlement des études* of Université Laval and subject to obtaining authorization from the program director and the direction of the Faculty of Graduate and Postdoctoral Studies, credit equivalence could be granted for a course completed in the partner establishments.  |

## ARTICLE 10 – Writing

The thesis shall be written and defended in the following language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If the thesis is written with the prior authorization of the heads of the programs concerned, in a language other than French, it must contain a summary in French.

The thesis must be submitted in compliance with the presentation rules provided by each of the institutions.

## ARTICLE 11 –Evaluation committee and Thesis Defence

The evaluation committee is constituted on an equal basis between the institutions. It has a maximum of seven (7) members. It must include the two thesis supervisors, a member designated by Université Laval, a member designated by the partner institution and a member external to the two institutions, chosen by mutual agreement.

The evaluation and thesis defence procedures shall comply with the rules in force in each of the partner institutions. All jury members must submit their evaluation report to the Université Laval Faculty of Graduate and Postdoctoral Studies at least ten (10) days before the thesis defence is held.

Following the positive opinion of the jury, the student specified in this agreement is invited to defend his/her thesis. Only one thesis defence is held, which is to be acknowledged by both institutions.

Following the thesis defence, the jury shall complete the reports required by each of the institutions.

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| --- | --- |
| The thesis defence shall be held at: |  |
|  | *Institution* |
| The thesis defence shall be held at the latest in the following month and year:  |  |
|  | *Month, year* |

## ARTICLE 12 – Diplomas

Following the favourable opinion of the jury, Université Laval and the partner university shall award a Ph.D. to the student specified in this agreement. The diploma awarded shall mention the collaboration of the partner institution as well as the cotutelle.

Depending on the practice of the institutions, mentions other than the title, the discipline and the cotutelle may be shown on the diploma or be supplied in a separate certification.

## ARTICLE 13 — Filing, Reporting, Reproduction and Dissemination of the Thesis

The filing, reporting, reproduction and dissemination of the thesis shall be done in each country pursuant to the regulations in force.

Université Laval disseminates the theses written by its students to showcase their research and creative work. Electronic dissemination is accomplished by the Université Laval library and by Library and Archives Canada (LAC).

The author of the thesis grants to Université Laval and to LAC a non-exclusive licence to disseminate the thesis, without any royalties, without any limit in time or geographical territory. This licence allows Université Laval to:

a) Reproduce and store on any media, publish, archive, backup, maintain, disseminate, communicate by any means, communicate the work to the public by telecommunication, Internet or otherwise, lend or distribute the student’s dissertation or thesis (the title of which is mentioned above), anywhere in the world for non commercial purposes;

b) Authorize any of the actions specified in the preceding paragraph when granting a sub-licence or a contract to a third party;

c) Include a description of the student’s dissertation or thesis in catalogs for dissemination and communication by any means.

## ARTICLE 14 – Travelling and Lodging Expenses

The student specified in this agreement and thesis supervision shall support the travelling and lodging expenses entailed by the study program, including the thesis defence.

Université Laval shall pay only one institutional financial contribution pursuant to the rules in force at the time of the thesis defence for the external examiner’s travelling expenses if the thesis defence is held at Université Laval. When it is held at the partner institution, a financial contribution may be paid for the travelling expenses of the Université Laval examiner other than the thesis supervisor.

## ARTICLE 15 – Other Provisions

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| *This optional article allows adding other provisions if necessary.*  |

# SIGNATURES\*

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| **The student**  | Signature:  |
| FAMILY NAME, First name:  | Date:  |

**FOR THE PARTNER INSTITUTION**

|  |  |
| --- | --- |
| **Thesis Supervisor** | Signature:  |
| FAMILY NAME, First name: | Date:  |

|  |  |
| --- | --- |
| **Head of the Doctoral School** | Signature:  |
| FAMILY NAME, First name: | Date:  |

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| --- | --- |
| **Institutional Head or his/her representative**  | Signature:  |
| FAMILY NAME, First name: | Date:  |

**FOR Université Laval**

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| --- | --- |
| **Thesis Supervisor** | Signature:  |
| FAMILY NAME, First name: | Date:  |

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| **Program Head** | Signature:  |
| FAMILY NAME, First name: | Date:  |

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| **Head of the Faculty of Graduate and Postdoctoral Studies** | Signature:  |
| FAMILY NAME, First name: | Date:  |

\**Electronic signatures will have the same validity, legality and enforceability as an original signature.*