

Memorandum of Understanding
Joint doctoral degrees with Universities in France
JOINT THESIS SUPERVISION FRAMEWORK AGREEMENT
"CONVENTION-CADRE SUR LES COTUTELLES DE THÈSE"
May 14, 2013

Submitted for approval

The attached document, "Joint Thesis Supervision Framework Agreement" is a translation of an agreement entitled "Convention-cadre sur les cotutelles de thèse", a Memorandum of Understanding (MOU) covering joint doctoral degrees between Québec universities and universities in France that was signed by CREPUQ and its French counterparts in 1996.

Background

In May 2007, the McGill University Statutes were amended to allow the granting of joint degrees (following the approval of the Joint McGill - HEC Montreal EMBA), as follows:

"Any degree may be granted jointly with another institution of higher learning as a single degree, as established from time to time by Senate."

"Any degree may be granted jointly with a degree granted by another institution of higher learning, as established from time to time by Senate."

On 20th May 2009, Senate approved an MOU establishing a framework for awarding individual joint Ph.D. degrees between members of the Universitas 21 (U21) group of partner universities.

The current document would allow the same type of joint degrees, but with universities in France. (See www.cpu.fr and www.cdefi.fr for member institutions.)

Such joint degrees, known as "cotutelles," are common in other universities in Québec and there is strong interest at McGill in offering such degrees. Such an agreement would formalize existing collaborative and/or co-supervisory interactions between McGill faculty and those in France and potentially facilitate the development of new such relationships.

While this MOU describes the general agreement between these universities, the details of the program of an individual student would be specified in a Memorandum of Agreement (MOA) drafted specifically for that student. Each MOU would then be submitted to this committee for approval of the program and partner institution.

Current document

The current proposal is for McGill to agree to abide by this CREPUQ agreement and to approve in principle the awarding of joint degrees between McGill and the French institutions covered by this agreement.

Additionally, following the model of the U21 joint degrees, it is proposed that Senate ultimately delegate the approval of the MOAs for individual cotutelles students to APC.

JOINT THESIS SUPERVISION FRAMEWORK AGREEMENT

between

**the Conférence des Présidents d'Université (CPU),
the Conférence des Directeurs d'Écoles et de Formations d'Ingénieurs (CDEFI)**

and

**the Conference of Rectors and Principals of Quebec Universities
(CREPUQ)**

October 1996

The Conference of Rectors and Principals of Quebec Universities (CREPUQ), the Conférence des présidents d'université (CPU) and the Conférence des directeurs d'écoles et de formations d'ingénieurs (CDEFI), hereinafter called the two parties, wish to strengthen scientific cooperation between France and Quebec by fostering the mobility of doctoral students and have therefore decided to promote a new joint thesis supervision procedure between French and Quebec institutions of higher education.¹

Pursuant to the principle stated in the February 20, 1996 framework agreement on the recognition of degrees and validation of completed studies, each party's competent authorities agree to give equal treatment to each other's students.

The main provisions of this procedure, as stipulated below, have been established by mutual agreement between the two parties.

This procedure comprises four essential provisions which emphasize its innovative aspect:

1. The Doctoral Student performs academic training and research work under the responsibility of a thesis supervisor in France and a thesis supervisor in Quebec. The supervisors jointly exercise the powers granted to a thesis or research work supervisor in France and in Quebec.
2. The thesis shall undergo a single defense examination, in France or Quebec, recognized by both institutions.
3. The examination committee is comprised of scientists appointed jointly by both partner institutions. It shall include the two thesis supervisors and a member not from either institution.
4. The French institution agrees to award the title of doctor and the Quebec institution the title of Ph.D.; the wording of each diploma shall mention the collaboration with the partner institution and the joint thesis supervision.

The following terms and conditions are in addition to these provisions:

5. The Doctoral Student must register at both a French institution of higher education and a Quebec institution of higher education.

The Doctoral Student shall pay registration and tuition fees to only one of the two partner institutions.

6. The Doctoral Student performs academic training and research work alternating between France and Quebec, at defined periods upon the mutual agreement of the two thesis supervisors.

¹ Procedure governed in France by the January 18, 1994 order related to the creation of a joint thesis supervision procedure between institutions of higher education in France and abroad (published in the January 26, 1994 *Journal officiel de la République française*) and by the July 4, 1994 implementing circular established by the French ministry of higher education and research's Direction générale de la recherche et de la technologie (director general for research and technology), and in Quebec by the rules of the concerned institutions.

7. The content of the Quebec thesis examination shall be adapted by taking into account the Doctoral Student's acquired knowledge, validated at an earlier academic training, pursuant with the objectives of the program or training. The proposed adaptation shall be subject to consultation between the two thesis supervisors.

Lastly, to protect the interests of the partners and the students, both parties have agreed to make provision for the following clauses:

8. Protection of the thesis topic and its publication, use and protection of the results from the Doctoral Student's research work at both institutions shall be subject to regulation in force and maintained in accordance with the specific procedures of each country participating the joint thesis supervision. The provisions related to the protection of intellectual copyright may be set out in an appendix specifically for this purpose, as required.
9. For each Doctoral Student undergoing joint thesis supervision, an agreement shall be signed by the French and Quebec institution. The agreement shall comply with the requirements contemplated above and shall specify a certain number of guarantees to ensure successful joint thesis supervision, in particular the terms and conditions regarding social security.

In the event of a dispute, the issues raised will be addressed in accordance with the regulations and normal practices of the concerned institution.

A joint supervision agreement framework is included in the appendix.

**For the Conference of Rectors and Principals
of Quebec Universities**

Pierre Reid, President

October ____, 1996

For the Conférence des Présidents d'Université

Alain Gaudemer, President

October ____, 1996

**For the Conférence des Directeurs d'Écoles
et de Formations d'Ingénieurs**

Jacques Gelas, President

October ____, 1996

Addendum to Framework Agreement

Terms and conditions for payment of registration and tuition fees by the Doctoral Student at one of the two partner institutions (see *Section 5 of the Framework Agreement*).

In regards to the terms and conditions of payment of registration and tuition fees by the Doctoral Student at only one of the two partner institutions (see *Section 5, paragraph 2 of the Framework Agreement*),

– the CPU and the CDEFI on one hand,

– and the CREPUQ on the other hand,

have agreed on mutual agreement to adopt the following general principle:

“Each Doctoral Student shall pay registration and tuition fees only at the university where he performs his academic training and research, based on the terms and conditions to be set out in detail in each individual joint thesis supervision agreement.”

Consequently, in the joint thesis supervision agreement scheme appended to the Framework Agreement, the paragraph related to the payment of registration and tuition fees (ADMINISTRATIVE DETAILS – Section 1, paragraph 2) shall comprise the following terms and conditions:

ADMINISTRATIVE DETAILS

Section 1, paragraph 2 – Registration and tuition fees

The Doctoral Student shall only pay registration and tuition fees at one of the two partner institutions, i.e., the university where he performs his academic training and research, as agreed upon hereinafter by year or semester(s):

(Please specify dates)

- 1st year or semester(s) _____
- 2nd year or semester(s) _____
- 3rd year or semester(s) _____

**JOINT THESIS SUPERVISION AGREEMENT SCHEME
BETWEEN FRENCH AND QUEBEC INSTITUTIONS OF HIGHER
EDUCATION**

GENERAL

This document is provided to scientific and university authorities to facilitate the arrangement of a joint thesis supervision agreement between French and Quebec institutions of higher education for Doctoral Students completing their jointly supervised thesis, pursuant to the provisions and terms and conditions contemplated in the framework agreement on joint thesis supervision signed between the CPU, the CDEFI and CREPUQ, in October 1996 (hereinafter the "Framework Agreement").

It comprises the points that must appear in the joint thesis supervision agreement, and points required to ensure the procedure runs smoothly.

As required, the agreement may include additional or complementary aspects in accordance with the provisions and terms and conditions set out in the Framework Agreement.

PREAMBLE

In accordance with the provisions and terms and conditions set out in the Framework Agreement, this agreement is reached between:

the French institution _____

represented by its President or Principal,

(last name, first name, title)

and

the Quebec institution _____

represented by

(last name, first name, title)

It concerns:

(last name, first name)

M: or F: born on: _____ at _____
(city, country)

of _____ citizenship.

ADMINISTRATIVE DETAILS**Section 1 - Registration**

(The Doctoral Student must register at both institutions.)

The Doctoral Student is enrolled:

1) at _____
(French institution)

in the doctoral program, _____ major

as of the _____ academic year

and

2) at _____
(Quebec institution)

In the Ph.D. program, _____ major

as of the _____ academic year.

Registration and tuition fees:

The Doctoral Student shall only pay registration and tuition fees at one of the two partner institutions, according to the terms and conditions specified below:

Section 2 – Academic training and thesis

The thesis topic submitted by the Doctoral Student is (full title):

The Doctoral Student's planned academic training and research work period is usually three years. This period may be extended by special agreement between both institutions, upon the recommendation of both thesis supervisors.

The Doctoral Student performs his academic training and research work alternately at both institutions, in periods agreed to by both thesis supervisors based on the following terms and conditions:

- planned periods at the French institution:
(years and number of months) _____
- planned periods at the Quebec institution:
(years and number of months) _____

Protection of the thesis topic and its publication, use and protection of the results from the Doctoral Student's research work at both institutions shall be subject to regulation in force and maintained in accordance with the specific procedures of each country participating in the joint thesis supervision.

Where applicable, the provisions respecting the protection of intellectual property rights shall be the subject to an appendix in this agreement.

Section 3 – Social security and civil liability
(subject to additional information)

The Doctoral Student's social security and civil liability coverage shall be provided under the following conditions:

- at his home institution, the Doctoral Student receives:

- during his time at the host institution, the Doctoral Student receives:

N.B.: Students in France who are enrolled in the doctoral program before their 28th birthday are covered by the Student Social Security Plan (supplementary mutual insurance is recommended); in addition, voluntary insurance is required for registration. Furthermore, the Doctoral Student must have civil liability insurance.

EDUCATIONAL DETAILS

Section 4 – Thesis supervisors

The Doctoral Student performs academic training and research work under the joint responsibility of a thesis supervisor in France and a thesis supervisor in Quebec, subject to prior agreement:

- at the French institution _____

The Doctoral Student's thesis supervisor is: _____
(last name and first name)

(title and function)

- at the Quebec institution _____

The Doctoral Student's thesis supervisor is: _____
(last name and first name)

(title and function)

Both thesis supervisors fully agree to perform their duties as tutor of the Doctoral Student. They jointly exercise the powers granted to thesis supervisors in France and in Quebec.

Section 5 – Academic training**Doctoral Student's educational activities:**

(specify all courses, seminars, etc., at each institution)

Thesis examination

After consultation between the two thesis supervisors and according to the knowledge the Doctoral Student has acquired in his prior academic training and the objectives of the program or education, the preparation and content of the Quebec thesis examination shall be adapted as follows (provide details):

Section 6 – Thesis defense

The thesis will result in a single defense, recognized by both institutions.

The examination committee is comprised of scientists appointed jointly by both partner institutions. It must include the two thesis supervisors and a member not from either institution.

Other aspects:

- The Doctoral Student shall defend his thesis: in France or in Quebec
- at: _____
(name of institution)
- The defense shall take place in _____
(month and year)
- The thesis shall be written and defended in _____
(language)
- The thesis summary shall be written and presented in _____
(language)

N.B.: The Doctoral Student is required to write either the thesis or summary in French; he is required to defend the thesis or present an oral summary in French.

Section 7 – Awarding of two diplomas

Upon the approval of the examination committee,

the French institution

agrees to confer to _____

the academic degree and title of doctor and issue the corresponding diploma to him

and

the Quebec institution _____

agrees to confer to _____

the academic degree of Ph.D. and issue the corresponding diploma to him.

The wording of each degree shall mention the collaboration of the partner institution and the joint thesis supervision.

Section 8 – Submitting, describing and reproducing the thesis

In both countries, the submission, description and reproduction of the thesis shall be carried out according to the regulation in force.

OTHER PROVISIONS

Note: This section is optional. It allows for additional provisions, such as in respect to housing or financial aid given to the Doctoral Student. In all cases, these provisions shall be established in accordance with the provisions and terms and conditions set out in the Framework Agreement.

Made in _____ original copies, on _____

Doctoral Student

French Institution

Thesis Supervisor

Dean of Graduate Studies

President of Institution

Quebec Institution

Thesis Supervisor

Dean of Graduate Studies

Vice Provost of Academic Affairs