

## **Joint PhD (JPhD)**

### **Guidance Document for Departments, Supervisors and Students**

The following is a comprehensive, though not necessarily complete, chronological series of procedural items students and supervisors participating in a Joint PhD program involving Dalhousie University. It specifically relates to students who begin their PhD at the partner institution.

#### **Pre-registration in the JPhD program**

- Prior to applying for/registering in a joint program, the prospective co-supervisors at each institution should discuss potential joint projects and identify a potential student candidate suited to the projects (if not already identified). Discussion with the student can proceed as appropriate.
- Consider when the student plans to formally enter the JPhD program. If a student is not yet registered in a PhD at either institution, they can start in the joint program from the first day. A student may also already be 1-2 years into a PhD program before choosing to pursue a joint degree. FGS does not encourage starting a Joint degree beyond the end of the second year as often students are beyond the point of completing course-work or comprehensive examinations at that point, and entering a Joint degree would require the student to complete additional course work and examinations.

#### **When intention to register is confirmed**

- The student will complete the application for the Dalhousie PhD program. It is important that a Dalhousie supervisor be aware of the application, as the final documentations submitted to FGS with the recommendation for admission requires an additional JDP agreement form.
- The student, the partner university co-supervisor and the Dalhousie supervisors will complete Appendix B – JDP Agreement Form, and submit it with the recommendation or admission to FGS.
- The partner university co-supervisor will apply for Adjunct Professor status at Dalhousie. This will formalize their authority to co-supervise graduate students at Dalhousie. Adjunct category descriptions and forms can be found [here](#). Partner institution supervisors should send their Adjunct application and CV to their Dalhousie co-supervisor counterpart, who will then proceed with the Adjunct nomination according to their department's policies.

### **After the student is formally accepted and before the student arrives**

- When accepted, and even when not on Dalhousie campuses (i.e. accepted but still at the partner university), the JPhD student needs to register for both JPHD 9000 and REGN 9999. There is a nominal fee of ~\$15/semester charged to their account as an off-campus student... this amount may vary from year to year, and FGS encourages the Dalhousie supervisor to make arrangements to cover this nominal fee when possible.
- Registration in JPHD 9000 while a student is at the partner institution requires an over-ride managed by FGS ([program.officer@dal.ca](mailto:program.officer@dal.ca)). Departments with active Joint PhD programs are responsible for maintaining a list of participating students who are off-campus each term, and communicating that list to FGS's program officer for the management of registration over-rides each term. Once the over-ride is processed, the student will be able to register in JPHD 9000. Failure to register in the JPHD 9000 course will result in the student being charged full fees for the PhD tuition and incidentals, so please ensure that the off-campus student list is accurate for each term and is updated regularly with the program officer.
- The JPhD student is advised to communicate with the Dalhousie International Office at least 4-6 months before the intended arrival date to discuss procedures for immigration, visa requirements, etc.
- The Dalhousie co-supervisor will set up agreed to financial supports for the student. This may require, as appropriate, transfer of funds between Dalhousie and the partner institution, and set-up of financial payments for the student via Dal Online.
- Plan for arrival, e.g. office space, helping with transition/possible mentor in-program, typical transition planning for students. International Office personnel can assist.

### **When on-campus at Dalhousie**

- Register in REGN 9999, and normal courses (grad courses, seminars, thesis).
- Do NOT register in JPHD 9000 during terms when the student is On Campus.
- Ensure the student is provided guidance on how to register for the [Dalhousie Student Union \(DSU\) International Health Plan](#), if needed.
- Undertake laboratory, departmental, library, and campus orientations. Student should complete WHMIS, OH&S, and First-Aid training, as appropriate. Student are encouraged to connect with the appropriate student services and associations.
- Set up GSIS requirements for courses to be taken at Dal, **noting in the comments that student is in the JPhD.**
- Plan for completion following them leaving... i.e. once work at Dal is complete, how will the remainder of the degree progress (and how can communication lines be maintained for on-going activities) ...

**When their time at Dalhousie is completed**

- After they return to the partner institution, the student needs to continue to register in JPHD 9000 and REGN 9999 until their program is complete.
- The student does not need to register in their thesis course each term following their departure from Dalhousie. They may register in courses as required when degree components are completed and need to be updated on their academic record (for example, if they complete a seminar requirements like a final presentation after having returned to the partner institution, they should register in the seminar course in the term when they satisfy those requirements so that a final grade can be applied in that term).
- The department should update their list of off-campus Joint PHD students so that the student can register in JPHD 9000 in the term following their departure.

**When they are ready to defend their thesis**

- The student will discuss with the supervisory committee arrangements for the thesis defence. In particular, co-supervisors and the student should ensure procedures and policies of both institutions are followed, and that there is agreement around details such as: the location of the defence; members of the examination committee; the external examiner or readers; general process for the exam; and, possible outcomes of the exam.
- The student must register in their thesis course in the final term when they plan to defend and submit their thesis. This will enable a final grade to be assigned in following the outcome of the thesis defense.
- The Graduate Offices at Dalhousie and the partner institution will provide the student guidance on how to submit the approved thesis at their respective institutions.
- The Graduate Offices at Dalhousie and the partner institution will provide the student guidance on how to apply for convocation at their respective institutions.