

Appendix A - Procedures Governing the Establishment of a Joint Doctoral Degrees with a Partner University

Date: June 28, 2019

Actions to Establish a JDP

Prior to engaging in a Joint Doctoral Program, a valid and active Memorandum of Understanding (MOU) must be in place between Dalhousie University and the Partner Institution.

If you are unsure of whether an existing MOU is in place, please contact the Office of International Relations. The agreement templates and procedure for creating an MOU specifically for Joint Doctoral programs can be obtained from this office, which also coordinates the approval process through the International Coordination Committee.

Actions to Engage in a JDP once an official MOU is in place

For students initially registered at Dalhousie University:

The student registers in the Ph.D. program at Dalhousie University and approaches his/her thesis supervisor(s) for initial approval of establishing a JDP. If approved, the student and supervisor(s) develop a draft of the JDP file as follows:

1. The JDP Agreement Form (Appendix B)
2. A written summary of the student's research project, which must be signed by the thesis supervisors at **both** institutions.
3. The anticipated academic path, including sequence of presences at the participating institutions.
4. A letter from the supervisors from both institutions indicating their agreement to supervise the doctoral candidate under the JDP (e.g., cotutelle, co-joint, etc.) and the value added to the doctoral program.
5. Details on how the student will fund his/her studies, using with section 4.2 of Appendix B, the JPD Agreement Form (Tuition and Fees), as a basis for costs.
6. Approval from the department chair.
7. Approval from the relevant faculty Dean (or designate).

The thesis supervisor(s) at Dalhousie University will forward the JDP file to the Dean, Faculty of Graduate Studies, where agreement in principle will be given. The student then submits an application through the normal admission process at the partner

institution and receives an official offer of admission for the chosen Ph.D. program at the partner institution. Once admitted, the entire JDP file is considered finalized.

Official signing of the JDP Agreement is then performed. The following signatures must be included:

- Dean, Faculty of Graduate Studies;
- Appropriate counterpart at the participating institution;
- Chair/Director of both doctoral programs;
- Thesis supervisors from both institutions;
- Student; and
- Any additional signatures as required by the partner institution

For students initially registered at a partner university:

The student registers in the doctoral program at his/her home university and approaches his/her thesis supervisor(s) for initial approval of establishing a JDP Agreement. It is anticipated that prior to these actions, an expression of interest between the supervisors at each university has already taken place. If approved, the student develops a draft of the JDP file, in consultation with his/her thesis supervisor(s). It is recognized that the partner university may have a specific process for establishing a specific JDP agreement. Regardless, the following should be included in the JDP file for approval from Dalhousie University:

1. The JDP Agreement Form (Appendix B) or equivalent
2. A written summary of the student's research project, which must be signed by thesis supervisors at both institutions
3. The anticipated academic path, including sequence of presences in participating institutions
4. A letter from supervisors from both institutions indicating their agreement to supervise the doctoral candidate under the JDP and the value added to the doctoral program
5. Details on how the student will fund his/her studies, using with section 4.2 of Appendix B, the JPD Agreement Form (Tuition and Fees), as a basis for costs.
6. Appropriate approvals from the partner institution

The thesis supervisor(s) at Dalhousie University will receive approval of the JDP file from the department chair and the faculty Dean. Once obtained they will forward the JDP file to the Faculty of Graduate Studies alongside the standard application and recommendation or admission through the normal admission process at Dalhousie University. If approved in principle, the student will receive an official offer of admission

for the chosen Ph.D. program at Dalhousie University. Once admitted, the entire JDP file is considered finalized.

Official signing of the JDP agreement is then performed. The following signatures must be included:

- Dean, Faculty of Graduate Studies;
- Appropriate counterpart at the participating institution;
- Chair/Director of both doctoral programs;
- Thesis supervisors from both institutions;
- Student; and
- Any additional signatures as required by the partner institution

In both cases the officially signed JDP Agreement Form represents the binding contract between all parties involved (student and supervisors) to ensure successful completion of the student's Ph.D. program.