

## Appendix B – JDP Individual Student Agreement

### JOINT DOCTORAL PROGRAM (JDP) AGREEMENT

#### BETWEEN

DALHOUSIE UNIVERSITY (Halifax, Canada)

#### AND

\_\_\_\_\_ (\_\_\_\_\_)

as *Partner institutions*.

**1. Preamble:** In accordance with Dalhousie University's JDP Policy and (*policy, bylaw of partner institution*), the present agreement is made between:

**Dalhousie University**, Halifax, Nova Scotia B3H 4R2, Canada, represented by the Dean of the Faculty of Graduate Studies (FGS), Marty Leonard.

And

(**Other Institution** name and address) \_\_\_\_\_, represented by \_\_\_\_\_, (**name and position**), in order to put in place a doctoral co-supervision and co-enrolment program under the following terms and conditions for

(**Student**, name, date of birth, city and country of birth, nationality),

whereby both institutions recognize the validity of the JDP established and that of the resulting Ph.D. degree defended.

### 2. Administrative Details

#### 2.1 – Registration, Fees and Duration

At **Dalhousie University** the student is registered in the Doctor of Philosophy in (**specific doctoral program**) starting in the (**month/year**) term.

At (**partner institution**) the student is registered in the doctorate program (**specific doctoral program**) starting in the (**month/year**) term.

Student tuition and other fees are paid in accordance with Section 4.2.

Expected duration of the program is 4 years, with possible extension to 6 years without modification of this agreement.

**2.2 – Thesis Topic and Placement Periods/Residency**

Thesis topic at time of entry into the program. Changes to this topic does not require modification of this agreement provided it continues to occur within the current programs of study: \_\_\_\_\_

**Placement Periods/Residency:**

Indicate the Term/Year and mark the expected location of residency. Update years/terms and add rows as needed.

- Notes: 1. **Fall** = September - December; **Winter** = January - April; **Summer** = May - August.  
 2. Minimum residency in each institution is three terms.

Locations of Residence:			
Year	Term	Dalhousie University	Partner University
2019	Fall		
2020	Winter		
2020	Summer		
2020	Fall		
2021	Winter		
2021	Summer		
2021	Fall		
2022	Winter		
2022	Summer		
2022	Fall		
2023	Winter		
2023	Summer		

Example:			
Year	Term	Dalhousie University	Partner University
2019	Fall		X
2020	Winter		X
2020	Summer		X
2020	Fall	X	
2021	Winter	X	
2021	Summer	X	
2021	Fall	X	
2022	Winter	X	
2022	Summer		X
2022	Fall		X
2023	Winter		X
2023	Summer		X

**2.3 - Health Coverage and Legal Liability**

Adequate coverage is ensured at each institution as follows:

- At Dalhousie University the student is covered by **the DSU International Health Plan which must be signed up for by the student in the terms they are physically present unless proof of alternative health coverage is available.**

- At ( \_\_\_\_\_ ) the student is covered by ( \_\_\_\_\_ ).

Additional notes (if necessary): \_\_\_\_\_

**3. Pedagogical Details**

**3.1 – Thesis Supervisors and Existing Collaboration**

- At Dalhousie University the student is supervised by **(Professor name, department)**, and

- At **(other institution)** the student is supervised by **(Professor name, department)**,

who are committed to fulfilling their role as tutors to the doctoral student. They both exercise the responsibilities assigned to thesis or coursework supervisors in each country. If the co-supervisor does not yet hold Adjunct (FGS) membership status, an application must be submitted by the department requesting membership status to meet Dalhousie regulation requirements for PhD co-supervision.

### 3.2 - Doctoral Project

Description of intended thesis project, recognizing this may change as the degree progresses (maximum 1 page, **attached**)

### 3.3 - Academic Plan

**Description of activities (courses, seminars, comprehensive exams, thesis research, etc.) at each institution** (*This Plan cannot be altered without the consent of both universities, and must align with placement periods identified in Article 2*)

Dalhousie University	Partner University
Fall 20XX:	Fall 20XX:
Winter 20XX:	Winter 20XX:
Summer 20XX:	Summer 20XX:
Fall 20XX:	Fall 20XX:
Winter 20XX:	Winter 20XX:
Summer 20XX:	Summer 20XX:
Fall 20XX:	Fall 20XX:
Winter 20XX:	Winter 20XX:
Summer 20XX:	Summer 20XX:
Fall 20XX:	Fall 20XX:
Winter 20XX:	Winter 20XX:
Summer 20XX:	Summer 20XX:

**Note: A student may not leave a JDP without the permissions of the deans (or designates) of both signing universities.**

### 3.4 – Thesis Manuscript and Oral Defence

The thesis leads to a single oral defence, recognized by both participating institutions. The examining committee is appointed mutually by both participating institutions. The minimum examining committee will consist of:

- (1) \_\_\_\_\_ from \_\_\_\_\_ Co-supervisor
- (2) \_\_\_\_\_ from Dalhousie University, Co-supervisor
- (3) A Reader from Dalhousie University
- (4) A Reader from \_\_\_\_\_
- (5) An External Examiner (external to both institutions)

The thesis defence will be held at (\_\_\_\_\_) during the expected duration of the program. The language of the thesis manuscript and the oral defence will be English.

**Notes:** possible alternate language requirements of thesis summary: \_\_\_\_\_  
\_\_\_\_\_

### 3.5 - Issuing of Parchments

Upon a favourable verdict by the oral defence examining committee, **Dalhousie University** agrees to confer the title of “Doctor of Philosophy” to **(student name)** and to issue the corresponding degree (doctorate),

And **(other institution)** agrees to confer the title of “ \_\_\_\_\_ ” to **(student name)** and to issue the corresponding degree (doctorate).

The wording of each parchment will mention the partner institution and the JDP as the mode of study.

### Article 9 - Submission, Description and Reproduction of the Thesis

These will comply with the regulations in effect at each institution.

### 4. Other Aspects

#### 4.1 - Details of student funding:

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**Note that a JDP student is considered a student at both partner institutions and thus allowed to apply for all appropriate forms of financial aid open to a student enrolled at each institution (while accounting for national origin/citizenship/residency, if relevant).**

#### 4.2 - Fee/Tuition plan for a JDP student between \_\_\_(partner)\_\_\_ and Dalhousie U.

Notes for students in residence at Dalhousie:

PhD students are assessed the normal PhD tuition for their program of study in each term they are physically in residence at Dalhousie University. In terms where they are at the partner university, a nominal Off-campus Student fee is assessed to maintain basic service access and student records.

Note that the following sequence is only a suggestion reflecting the example residency schedule in Section 2.2, and should be adapted to the specific course of study.

Year	Term	Location of Residency		Fees/Tuition	
		Dalhousie University	Partner University	Dalhousie University	Partner University
2019	Fall		X	Off-campus Student Fee	PhD Tuition & Fees
2020	Winter		X	Off-campus Student Fee	PhD Tuition & Fees
2020	Summer		X	Off-campus Student Fee	PhD Tuition & Fees
2020	Fall	X		PhD Tuition & Fees	Institution Dependent
2021	Winter	X		PhD Tuition & Fees	Institution Dependent
2021	Summer	X		PhD Tuition & Fees	Institution Dependent
2021	Fall	X		PhD Tuition & Fees	Institution Dependent
2022	Winter	X		PhD Tuition & Fees	Institution Dependent
2022	Summer		X	Off-campus Student Fee	PhD Tuition & Fees
2022	Fall		X	Off-campus Student Fee	PhD Tuition & Fees
2023	Winter		X	Off-campus Student Fee	PhD Tuition & Fees
2023	Summer		X	Off-campus Student Fee	PhD Tuition & Fees

At Dalhousie, tuition and fees are usually paid by the supervisor of the PhD, such that that person's explicit agreement is needed in each JDP case. Details of student funding must be included in section 4.1. Both Universities will attempt to provide adequate financial support to a JDP student, so that a student will not need to pay more fees than required for a "normal" PhD at either University. As a JDP student is enrolled in both institutions, a JDP student may apply for aid from both institutions simultaneously, subject to any restriction posed by either university's regulations. Note that residency restrictions may limit terms in which a student may receive financial aid from each institution.



**5. SIGNATURES**

Electronic signatures are acceptable for the purpose of management of this agreement, and may be signed in counterpart.

(Student Signature)

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Name:  
Title:  
Dated:

**Dalhousie University**

**Partner University**

(Thesis Co-Supervisor)

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Name:  
Title:  
Dated:

(Thesis Co-Supervisor)

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Name:  
Title:  
Dated:

(Department Chair/Head or Program Director)

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Name:  
Title:  
Dated:

(Department Chair/Head or Program Director)

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Name:  
Title:  
Dated:

(Dean of Graduate Studies)

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Name:  
Title:  
Dated:

(Dean or equivalent)

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Name:  
Title:  
Dated:

**6. SUBMISSION**

Submit this form, signed by all parties except for the Dean of Graduate Studies at Dalhousie University, to FGS. When applicable, this form should accompany the recommendation for admission form submitted to FGS for the prospective student.

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