

## PROCEDURE

### Joint Supervision Agreement for Thesis Outside France

A joint thesis supervision allows a PhD student to work on a research project established jointly by professors of two partner academic institutions, one in Canada (ÉTS) and the other from outside Canada. These professors act as co-advisors and the student can receive a degree from each institution.

#### Basic Prerequisites:

1. The existence of a collaborative research project between the two prospective co-advisors.
2. A candidate eligible for the PhD programs at both institutions.

*Note: The applicant must review the [Special Requirements](#) for international students as soon as possible.*

The professor from ÉTS must first verify whether ÉTS and the prospective partner institution have already signed a [Partnership Agreement](#)

**If a Partnership Agreement has already been signed**

**If no Agreement has been signed**

The professor must contact [International relations service](#) to validate the eligibility of the contending institution.

BRECI makes a recommendation to the PhD program [director](#). The director determines the eligibility and informs the professor and the Dean of studies' office.

The cosupervisors draft a Joint Supervision Agreement based on the [model](#) available on the ÉTS website.

*If the partner wishes to use its own agreement template, refer to the ÉTS's [framework](#) as a "checklist".*

The draft agreement is submitted to the [Dean of studies' office](#) for validation.

Concurrent with the drafting of the Agreement, the research advisor verifies with the [Dean of research's office](#) if the project should be submitted to a conformity process (human subjects, ethical issues, controlled goods, confidentiality issues, etc.).

If the project implies a conformity process, a specific appendix to the agreement should be required.

Concurrent with the drafting of the Agreement, the student should proceed to an enrollment [application](#) in both institutions.

The Dean of Studies verifies the candidate's eligibility with the Registrar and, together with the PhD Program Director, validate the draft Agreement submitted by the professor.

An audit shall be conducted with the Dean of Research to validate whether specific appendices or papers are required in relation to conformity or intellectual property processes.

The Dean of Studies ensures that the required signatures are collected internally and at the partner institution. Once the signed copies are received from the partner institution, the Dean of Studies submits one to the Office of the Registrar, which ensures that the student's registration complies with the terms of the Agreement.

The PhD candidate is a full-time student, carries out work under the supervision of the two research advisors, alternating between the two institutions, and fulfills the requirements of both PhD programs. The candidate writes one single thesis, to be submitted to one single defense. The student must enroll at each term, in accordance with the agreed Study Plan, throughout the study period. The Office of the Registrar must be notified in the event of a waiver.

Once the requirements of both programs are met, the graduation procedure is engaged and the student will earn two degrees, each mentioning the Joint Supervision and the name of the other institution.