



# JOINT PHD AGREEMENT

made effective this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**BETWEEN:**

**THE UNIVERSITY OF BRITISH COLUMBIA, VANCOUVER BC CANADA V6T 1Z1**

**AND:**

**NOTE:** This is not an application form for a PhD program. Applicants not currently enrolled at the University of British Columbia ("UBC") must submit a separate application for admission to a UBC PhD program.

<b>UBC Student No.:</b>	
<b>Family Name:</b>	<b>Given Names:</b>
<b>Mailing Address:</b>	
<b>Email:</b>	<b>Phone number(s):</b>
<b>Previous degrees/qualifications:</b>	
<b>UBC Graduate Program:</b>	
<b>Partner University:</b>	
<b>Name of Department/Graduate Program at Partner Institution:</b>	
<b>Which will be the Lead University?</b>	

**1. Evidence of ongoing or developing research collaboration including any existing Joint PhD agreements:**

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**2. Research topic:**

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**3. Academic rationale for utilizing a Joint PhD arrangement to realize the student's research program:**

**4. Supervisors, qualifications, and their supervisory experience to completion: UBC:**

Co-supervisor:

Additional supervisory committee member(s):

**5. Supervisors, qualifications, and their supervisory experience to completion: Partner University:**

Co-supervisor:

Additional supervisory committee member(s):

**6. Expected period of residency at each university (minimum 12 months at each institution):**

NOTE: List specific periods of time, e.g., Visit 1: mm/yy to mm/yy. Visit 2: mm/yy to mm/yy etc.

UBC:
Partner Institution:

**7. Proposed language of thesis:** \_\_\_\_\_

**8. Coursework required (enter specific courses to be taken) and location to be completed:** \_\_\_\_\_

**9. Comprehensive exam requirement and format: (Required)** \_\_\_\_\_

**10. PhD Examination. The examination of dissertation and student will be coordinated by the Lead University and must meet the requirements of both universities.**

UBC policy requires that a doctoral dissertation be examined by a qualified examiner who is external to both universities. The student must also have an oral examination before an examining committee that includes examiners from outside of the supervisory committee.

UBC policy for PhD examination, including oral defense: [www.grad.ubc.ca/current-students/final-doctoral-exam/examination-committee](http://www.grad.ubc.ca/current-students/final-doctoral-exam/examination-committee).

UBC requirements for dissertation preparation and submission: [www.grad.ubc.ca/current-students/dissertation-thesis-preparation](http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation) AND [www.grad.ubc.ca/current-students/final-dissertation-thesis-submission](http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission).



10a. Is an External Examiner required at the Partner University?

☐

Yes

☐

No

10b. Proposed composition of Examining Committee (names of specific individuals not necessary):


10c. Proposed location of oral examination:

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**11. Arrangements for payment of fees** (Normally, tuition is paid at Lead University throughout the program. Other mandatory student fees are normally paid at the university where the student is resident in a given term. Unless stated otherwise below, the university at which tuition or student fees are paid will retain those fees for its own use):

Tuition to be paid at:

Mandatory student activity fees to be paid at:

**12. Arrangements for financial support for student:**

Scholarship/stipend:

Travel support:

**13. Arrangement of financial support for supervision/examination:**

Supervisor travel:

Examiner travel:

Videoconferencing, etc.:



**14. Proposed form of Degree Awarded:** It is agreed that if successful, the student will be awarded a single doctoral degree. The degree will be represented by (choose one):

- ☐ A single degree certificate with crests from each university. It is the responsibility of the Lead University to produce this certificate.
- ☐ Separate certificates from each university.

Wording on certificate(s) and transcripts must state that the degree is "Awarded as a single degree under a Joint PhD arrangement" and include the names of both Lead and Partner universities.

**15. Additional Terms of Reference:** The Additional Terms of Reference attached hereto as Schedule "A" apply to this Joint PhD project and form part of this Joint PhD agreement.

**16. Enuring Effect:** This agreement shall enure to the benefit of and be binding upon the parties hereto and their representatives, successors and other legal representatives.

Contact Details of Degree Administrator: UBC	
<b>Name:</b> Student Academic Services	<b>Email:</b> graduate.sas@ubc.ca
<b>Phone:</b> (604) 822-2848	<b>Fax:</b> (604) 822-5802
Contact Details of Degree Administrator: Partner University	
<b>Name:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Fax:</b>



**Non-UBC University:**

**Lead ☐ or Partner ☐**

<b>1) Lead Supervisor:</b>			
Name:	Signature:		Date:
<b>2) Additional signatory (if required) at Non-UBC University:</b>			
Name:	Title:	Signature:	Date:
<b>3) Additional signatory (if required) at Non-UBC University:</b>			
Name:	Title:	Signature:	Date:
<b>4) Additional signatory (if required) at Non-UBC University:</b>			
Name:	Title:	Signature:	Date:

**University of British Columbia**

**Lead ☐ or Partner ☐**

<b>5) Lead Supervisor:</b>		
Name:	Signature:	Date:
<b>6) Dean of Relevant Faculty:</b>		
Name:	Signature:	Date:
<b>7) Dean of Graduate and Postdoctoral Studies:</b>		
Name:	Signature:	Date:
<b>8) Provost &amp; Vice-President, Academic (or designate):</b>		
Name:	Signature:	Date:
<b>9) Additional signatory required at UBC:</b>		
Name:	Signature:	Date:



## Acknowledgment and Consent of Student

I, the undersigned, hereby:

1. Acknowledge and understand the requirements for my PhD studies as set out in this Joint PhD agreement and the applicable rules, regulations and policies of the two universities;
2. consent to the processing of my personal information and the transfer of such information between the two universities for all purposes in conjunction with my PhD studies and this Joint PhD agreement; and
3. understand that my personal information is collected by UBC under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (British Columbia) and that if I have any questions about the collection, I may contact the Faculty of Graduate and Postdoctoral Studies at [jennifer.fletcher@ubc.ca](mailto:jennifer.fletcher@ubc.ca).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Schedule “A” Additional Terms of Reference**

### **ADMINISTRATIVE TERMS**

#### **Article 1: Joint Degree**

- 1.1 The two universities identified as the “Partner University” and the “Lead University” agree to jointly award a single PhD degree upon the student’s successful completion of the approved collaborative PhD education and research program described in this Joint PhD agreement.

#### **Article 2: Lead and Partner University**

- 2.1 The Lead University is responsible for the overall administration of the student’s work and the final examination process.
- 2.2 Regarding the different nomenclatures for doctoral degrees in different locations, the Lead University shall determine the nomenclature adopted for the jointly awarded degree in cases where only one degree parchment is created.
- 2.3 The student shall be bound by the policies of both universities.
- 2.4 Not less than one calendar year of the doctoral study period will be spent at each of the two universities.

#### **Article 3: Sharing of information**

- 3.1 Personal information of the student will be shared between the two universities to facilitate admission, enrolment, etc. for the Joint PhD program. Each university will obtain the necessary student consents for the processing of their personal information and the transfer of such information between the two universities for all purposes in conjunction with their PhD studies and this Joint PhD agreement.

#### **Article 4: Student Discipline, Academic Progress and Appeals**

- 4.1 Decisions on disciplinary matters associated with violations of academic policy or student conduct and discipline standards, and decisions with respect to the student’s academic progress, including any appeals of such decisions, shall be made according to the existing policies and requirements at each university. The universities may consult on specific issues and shall cooperate with each other in investigating any complaints submitted by the student, where possible; however, each university will adjudicate cases independently. Either university may make a decision that will have the effect of requiring the student to withdraw from the Joint PhD program. In such case either university may exercise its discretion to allow the student to continue in one of its other programs in accordance with the policies of that university.



## **Article 5: Insurance**

- 5.1 Mandatory student fees paid by the student to a university may provide health insurance coverage while the student is attending that university, subject to certain limitations under that university's health insurance policy. Notwithstanding the foregoing, it is the sole responsibility of the student to ensure that they obtain adequate insurance coverage to meet their needs for the time the student is enrolled in the Joint PhD program, including any travel abroad.

## **Article 6: Intellectual Property**

- 6.1 Unless agreed to otherwise by the universities in writing, in the event that intellectual property is created as a result of this Joint PhD project, the universities shall work together in good faith to determine their relative contributions of ownership of, the division of any proceeds arising from, and the institution that will be responsible for managing the protection and exploitation of, such intellectual property.
- 6.2 The student is required to indicate the affiliation with both universities in any work published as a result of this Joint PhD project. All other authorship and publication matters with respect to work produced by the student in the context of this Joint PhD project shall be in accordance with good scholarly practices and the policies of each university.

## **PEDAGOGIC TERMS**

### **Article 7: Supervision**

- 7.1 The supervision and training of the student will be provided by two co-supervisors, one from each university. Each of these individuals must be authorized to act as a doctoral supervisor at their respective university. In addition, it is expected that a supervisory committee, consisting of the two supervisors and at least two other individuals qualified to be a supervisor under both universities' policies, will be established to provide broad guidance and approval of the student's research. Meetings of the supervisory committee may take place by way of videoconference.
- 7.2 The co-supervisors will provide the resources necessary to permit the realisation of the research for the duration of this Joint PhD agreement, within the limits of available funds.
- 7.3 The co-supervisors will fully exert their function of supervisor in relation to the student and will consult with each other regularly to support the progression of the Joint PhD project. The co-supervisors will hold an actual or virtual meeting with the student at least once a year for the duration of the Joint PhD project. Supervision meetings at the university where the student is currently studying shall be held at regular intervals.
- 7.4 The research will be carried out at the two universities in accordance with the provisional schedule provided in this Joint PhD agreement. If required, this schedule may be varied by written agreement of the two universities provided that the student is given reasonable notice of such changes.





## Article 8: Degree requirements

- 8.1 Joint PhD students must satisfy the admission requirements of, and be admitted by, both universities. The student must also meet all academic requirements of the doctoral degree at each university. At UBC, this includes a comprehensive examination, normally completed within two years of enrolment, and may include coursework.
- 8.2 The student's overall academic program, as stipulated in this Joint PhD agreement, shall be subject to the normal quality assurance policies and procedures of both universities, including but not limited to the normal annual academic audit or review processes, and the two universities will work together to ensure the program meets their expected standards.
- 8.3 Degree requirements will be carried out at the two universities accordance with the provisional schedule provided in this Joint PhD agreement. Degree requirements must be completed within six years of initial registration in the doctoral program. Extensions may be granted with the permission of both universities in accordance with their policies.

## Article 9: The Examination

- 9.1 The Lead University will be responsible for the administration of the final doctoral examination, and will be the location for the oral defense. The consideration of the thesis and the doctoral examination, including the composition of the examination committee, must comply with the policies and requirements of both universities, unless otherwise agreed by the universities in writing.
- 9.2 The thesis will be prepared and formatted for examination and final submission according to the applicable policies and regulations of the Lead University.
- 9.3 An examiner that is external to both universities must have a fundamental role in the evaluation of the thesis. The exact composition of the examining committee must be approved by the Partner University at least six weeks prior to the examination.
- 9.4 It is the student's responsibility to provide all necessary documents, including the report of the external examiner and the final recommendation of the examining committee to each of the two universities' administration, according to the rules in force at the two universities.

## Article 10: Degree Conferral and Graduation

- 10.1 Upon completion of all degree requirements and related administrative processes, the universities agree to jointly award a single doctoral degree. There will be either one degree parchment with the names and insignia of both universities, the form of which must be approved by both universities OR two degree parchments, one from each university and each stating the degree was awarded as a single degree under a Joint PhD arrangement with <name of other university>.
- 10.2 The student may elect to attend graduation ceremonies at either or both universities, subject to the regulations and procedures of each university.

## Article 11: Official Filing

- 11.1 The student's thesis must be submitted to both universities through their normal mechanisms. At



UBC, all theses are submitted electronically to UBC and published in the digital institutional repository, cIRcle, and Library and Archives Canada.

- 11.2 UBC has policies regarding an embargo period for releasing doctoral theses to the public domain. Any requested embargo period must be approved by both universities.

#### **Article 12: Use of Name and Trademarks**

- 12.1 Neither university grants the other the right to use its name, crests or logos in any way without the prior written consent from the other. Each university has the right to specify the form and manner in which its name, crests and logos are used by the other. Should a university request in writing that the other cease using its name, crests or logos in a particular manner, the other university shall cease such use immediately.

#### **Article 13: Duration of the Agreement and General Terms**

- 13.1 Notwithstanding its signature by all the parties, this Joint PhD agreement comes into effect on the date first written above and will continue until the termination of the student's enrolment in the Joint PhD program, whether by way of completion of or withdrawal from the Joint PhD program.
- 13.2 In the event that any matters related to this Joint PhD agreement are in dispute between the two universities, each university's Dean (or equivalent position) of the faculty in which the student is enrolled in the Joint PhD program shall promptly but in any case, within twenty one (21) days, make a bona fide attempt to resolve such dispute.
- 13.3 These terms are in addition to, and not in substitution of, the rules of the universities applicable to the student.
- 13.4 Any provisions of this Joint PhD agreement that by their nature operate beyond the expiry or termination of this Joint PhD agreement shall survive such expiration or termination.
- 13.5 This Joint PhD agreement, any schedules and any modifications to such schedules constitute the entire agreement between the parties with respect to the Joint PhD project and no amendment of this Joint PhD agreement will be valid unless such amendment is in writing and signed by both parties
- 13.6 This Joint PhD agreement may not be assigned by either party without the prior written consent of the other party.
- 13.7 This Joint PhD agreement may be executed in counterparts and by facsimile, each of which will be considered an original, and together will be considered one and the same document
- 13.8 This Joint PhD agreement shall enure to the benefit of and be binding upon the parties hereto and their representatives, successors, permitted assigns and other legal representatives.