



**Agreement for a Joint Educational  
Placement-Doctorate**

Note: This is not an application for a PhD program. Applicants not currently registered at the University of Toronto must submit an application for admission via the SGS Admissions Application available on the [program's web-site](#).

**Agreement**

Agreement for a joint educational placement for full time study towards the earning of a doctorate (hereafter Joint Placement) between the University of Toronto,

\_\_\_\_\_ (Name of U of T Graduate Degree)

\_\_\_\_\_ (Name of U of T Graduate Unit)

And,

\_\_\_\_\_ (Full, Official Name of Institution)

\_\_\_\_\_ (Name of Graduate Degree)

\_\_\_\_\_ (Name of Graduate Unit)

For,

\_\_\_\_\_ (Student Name: last name, first name(s)).

**Preamble**

The Joint Placement student must be recommended for admission as a doctoral degree student and must be deemed admissible by both institutions. Evidence of acceptance at both the lead and collaborator institution must be provided.

A student must designate one institution as the lead institution. This decision must be made at the time of the signing of this agreement and is binding for its duration.

For the purposes of this agreement, the University of Toronto is designated as the Lead Institution  (indicate, if applicable) or Collaborator Institution  (indicate, if applicable).

This agreement is in place for the time during which the student is duly registered and in good standing at both institutions. For a student who designates the University of Toronto as the lead institution, this application must be completed prior to achieving [candidacy](#).



## Agreement for a Joint Educational Placement-Doctorate

**Section A: Student Information** (To be completed by the student. If not applicable at the time of application, indicate N/A).

	Lead Institution	Collaborator Institution
Student Number		
Mailing Address		
Email		
Phone		
Graduate Degree		
Graduate Unit		

**Section B: Supervision** (To be completed by the supervisor at the University of Toronto).

	Lead Institution	Collaborator Institution
Name of Supervisor		
Mailing Address		
Email		
Phone		
Fax		
Name of Graduate Chair (or designate)		
Graduate Unit		



**Section C: Statement of Collaboration** (To be completed by the supervisor and Graduate Chair at the University of Toronto).

1. Evidence of ongoing or developing research collaboration with the collaborating supervisor.

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2. Rationale that a Joint Placement would enhance the proposed research program.

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3. Evidence of research excellence of the collaborator program.

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4. Evidence that the supervisor at the collaborator institution has agreed to participate.

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5. Evidence that the supervisor at the collaborator institution is a member of its Graduate Faculty; meets the criteria and qualifications to be appointed in accordance with the [Graduate Faculty Memberships guidelines and procedures](#) of the University of Toronto as a member of the School of Graduate School at the University of Toronto and support of the Graduate Chair for this membership.

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6. Does a Memorandum of Understanding exist between the University of Toronto and the collaborator institution?  Yes  No

7. If yes, has this agreement been reviewed by all parties signing the current Agreement document?  Yes  No

8. Does such an agreement exist between the University of Toronto Division/Unit and a Division/Unit at the collaborator institution?  Yes  No

9. If yes, has this agreement been reviewed by all parties signing the current Agreement document?  Yes  No

**Section D: Program Requirements** (To be completed by the supervisors at both institutions).

A Joint Placement student’s academic program must meet the doctoral regulations of both institutions.

	Lead Institution	Collaborator Institution
Name of Graduate Program		
Coursework to be Completed		
Other Graduate Program Requirements		
Residency Requirement		
Process for Review of Student Progress		



Intellectual Property*		
Ethical Review**		

\*The following University of Toronto Policies apply to research, intellectual property and discovery:

- [Inventions Policy](#)
- [Copyright Policy](#)
- [Publications Policy](#)

\*\*Regardless of where the research is being conducted, the [University of Toronto Ethical Review policies](#) apply.

### Section E: Thesis

A Joint Placement student must meet the thesis requirements of the lead institution.

Notwithstanding those requirements, the thesis must conform to the regulations of the School of Graduate Studies, University of Toronto. The thesis shall constitute a written piece of original scholarship. It must be a significant contribution to the knowledge of the field and must be based on research conducted while registered in the doctoral program. A thesis should have a coherent topic with an introduction presenting the general theme of the research and a conclusion summarizing and integrating the major findings. Nonetheless, it may contain a collection of several papers. The collection of papers may be expanded or supplemented by unpublished material, scholarly notes, and necessary appendices. In all theses, pagination should be continuous; there should be a common table of contents and an integrated bibliography for the whole thesis. The thesis should normally be written in English, but with the permission of the School, a graduate unit may permit, or require, students in that unit to write the thesis in French. The thesis must be published on T-Space and deposited with Library and Archives Canada.

Agreed (Student)       Agreed (Supervisor, Lead)       Agreed (Chair, Lead)

### Section F: Final Oral Examination

The Final Oral Examination is conducted in accordance with the requirements of the lead institution. Where University of Toronto is the lead institution, all policies and regulations for Final Oral Examinations govern the defence, regardless of where the defence takes place.

Agreed (Student)       Agreed (Supervisor, Lead)       Agreed (Chair, Lead)



**Section G: Fees and Funding** (To be completed by the supervisors at both universities).

The student will maintain full-time status at both institutions for the duration of the agreement.

Tuition is paid at the lead institution in accordance to that institution’s policies.

During residency at the collaborator institution, the fees are determined by the policies of that institution.

In accordance with its policies, where U of T is the collaborator institution, incidental and ancillary fees and health insurance will be charged in all sessions though students may request they be reversed at registration for sessions of non-residency at U of T.

Where U of T is the lead institution, outgoing students will be assessed incidental & ancillary fees as well as health insurance, if applicable, during their residency at the collaborator institution but may apply to SGS for an incidental & ancillary fees reversal with documentation indicating payment of these fees at the host institution.

Incidental fees may be charged at the collaborator institution. Indicate and document the amounts and sources of funding:

	Lead Institution	Collaborator Institution
Tuition		
Student Activity Fee		
Health Insurance		
Financial Support – scholarship/stipend/teaching assistantship		



Financial support - travel		
Research resources: equipment, space, supplies		
Other incidental fees		

Arrangement of financial support for communication/ supervision/examination:

	Lead Institution	Collaborator Institution
Supervisor Travel		
Examiner Travel		
Communications: videoconferencing, etc.		
Other communication expenses		

**Section H: Diploma and Transcript**

If successful, the student will be awarded a single doctoral degree from the lead institution with a parchment and transcript noting that the degree is “Awarded as a single degree under a Joint Placement arrangement with the (collaborator) institution.” The student will participate in the convocation ceremony at the lead institution.

Agreed (Student)

Agreed (Supervisor, Lead)

Agreed (Chair, Lead)



**Section I: Responsibilities of the Student** (To be completed by the student).

I understand that I am subject to the policies and regulations of both institutions. In the event of Academic Misconduct and Research Misconduct, the policies of the University of Toronto apply. In all other instances, I understand that the policies and regulations of the institution I am in current academic residence will take precedence.

Student Signature:	Date:
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**Section J: Agreement of Lead Institution and Collaborator Institution to the Conditions of the Agreement**

Note: Please attach to this form evidence of acceptance at both institutions (e.g. Offer Letter).

We have read this Joint Placement Agreement. We understand and accept the arrangements that are proposed for the program of study under this proposal. We understand that the decision to award the degree by one of the universities is not binding upon the other.

Any instance of Academic Misconduct and Research Misconduct must be reported by the Chair or designate to both institutions. Regardless of where the misconduct occurs, the regulations of the University of Toronto apply.

In the event that the supervisory relationship at either institution breaks down, the Department Chair or designate will make reasonable efforts to assist the student in finding an alternative supervisor, provided that the student is in good standing and in accordance with U of T policies and procedures, etc. In the event of any disruption that is a "force majeure" (any of the following: an act of God, fire, governmental order, court order, civil disturbance, act of public enemy, embargo, war, work stoppage or labour dispute) in the academic activity at either institution, the student's study will revert to the other.

For students in good standing, this agreement may be terminated at any time with the consent of all parties. In that instance, with the consent of the lead institution, the student may revert to a status as a non-joint placement degree student at the lead institution and would then be subject to the policies and regulations governing any non-joint placement degree student.





**Section K: Signatures**

	Lead Institution	Collaborator Institution	Date
Student			
Supervisor			
Graduate Unit Chair or Designate			

Additional Requirements and/or Comments (Supervisor at Lead):

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Additional Requirements and/or Comments (Chair at Lead):

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The School of Graduate Studies or the unit responsible for graduate education, at each institution has reviewed the documents and finds them in order.

	Lead Institution	Date	Collaborator Institution	Date
Dean, School of Graduate Studies				

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.



**Appendix A**

Doctoral students participating in a Joint Educational Placement must maintain registration at both institutions for the period of the program. Tuition fees are paid to the “lead” institution. At the University of Toronto (U of T), students must actively register each September either by paying fees or deferring payment on the basis of a fellowship or other award.

Incidental and ancillary fees will be assessed for both lead and collaborator Joint Placement students. When U of T is the collaborator institution and students are in residence at U of T, **students must register by paying their incidental and ancillary fees.** Students who are resident at the other, lead, institution may register and request these incidental and ancillary fees be waived by using this form. This form must be submitted by **no later than September 1.**

When U of T is the lead institution, students may request a reversal of U of T incidental and ancillary fees for sessions they are resident at and have paid incidentals to the collaborator institution. The request must be made by **no later than November 1 (for Fall/Winter fees) and no later than July 1 (for summer fees).** Fees will not be refunded for partial sessions.

**SECTION 1: (To be completed by the student).**

Last Name:	First Name(s):
Institution:	Student Number:
Graduate Degree:	Graduate Unit:

**Check one of the following two options:**

- 1. U of T is the collaborator institution in my Joint Educational Placement arrangement. I will be resident at the lead institution between the time period \_\_\_\_\_ and \_\_\_\_\_. I am applying to have my U of T incidental and ancillary fees reversed for the academic year and to be registered for the period. By registering I agree to abide by the policies and regulations of my graduate unit, the School of Graduate Studies, and the University of Toronto.
- 2. U of T is the lead institution in my Joint Education Placement arrangement. I will be resident at the collaborator institution between the time period \_\_\_\_\_ and \_\_\_\_\_. I am applying to have my U of T incidental and ancillary fees reversed for the period. Proof of payment of incidentals at the collaborator institution is attached.

Student Signature:	Date:
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## Appendix B

Before you submit your Joint Placement Agreement, please read and complete the steps outlined in this checklist.

### Student

- Read the Joint Placement Agreement for Doctoral students carefully to familiarize yourself with the terms & conditions.
- Find a faculty member at the U of T and another institution to agree to Joint Placement supervision.
- If U of T and the other institution agree in principle to Joint Placement study, apply to the doctoral programs at each institution following the normal application process.
- Working with the supervisor at your lead institution, complete the U of T Joint Placement Agreement early on in your program. The other institution may also require a similar form.
- Follow requirements for registration, enrolment and fee payment at each institution.
- Familiarize yourself with the degree requirements of both institutions, including any course requirements; other academic requirements such as language and seminar requirements; and thesis requirements. Regardless of whether the University of Toronto is the lead or collaborator institution, all University of Toronto degree requirements must be met.
- If U of T is the lead institution and you will be in residence at the partner institution, apply to SGS Student Services to for a fees reversal from U of T incidental & ancillary fees if you are paying these fees at the host institution.
- If U of T is the collaborator institution and you will not be in residence, you may request that incidental and ancillary fees and health insurance be reversed at registration by SGS Student Services for sessions of non-residency at U of T.
- Familiarize yourself with the policies & procedures of both institutions (e.g. SGS Calendar) including the U of T Code of Behaviour on Academic Matters, Code of Student Conduct, Policy on Ethical Conduct in Research and Intellectual Property and Inventions Policy, among others, and important deadlines especially concerning registration, enrolment, program progress (e.g. candidacy), good standing and degree completion.

### Supervisor

- Prior to completing the Joint Placement Agreement, consult your Chair regarding the feasibility of accepting a Joint Placement student.



- Complete the Statement of Collaboration, in consultation with your Chair, providing evidence of research collaboration with the supervisor at the partner institution.
- Confirm degree requirements, in consultation with the co-supervisor, for the Joint Placement student's program of study at both institutions.
- Ensure that arrangements for on-going supervision, including requirements for regular supervisory committee meetings, are in place.
- Ensure that and issues such as intellectual property, stipends and benefits, travel costs, access to research equipment and supplies, research ethics, space etc. are outlined in the agreement.
- Ensure that the student and co-supervisor understand that the thesis must meet the requirements of both the lead and collaborator institutions.
- Ensure that the student and co-supervisor understand the requirements for the establishment of Supervisory Committee(s) and Examination Committee(s) at each institution.

**Chair**

- Check to see if a MOU exists between the University of Toronto and the collaborator institution and/or between the University of Toronto Division/Unit and a Division/Unit at the collaborator institution. If yes, ensure that the agreement(s) have been reviewed by all parties signing the current Joint Placement Agreement.
- Ensure that the research program is collaborative and can be supported at both institutions.
- Ensure that appropriate supervisory arrangements are in place by confirming that the supervisor at the collaborator institution is a member of its Graduate Faculty and can be appointed in accordance with the Graduate Faculty Memberships guidelines and procedures of the University of Toronto as a member of the School of Graduate School.
- Consider any resource implications, such as but not limited to: funding, office space, equipment & supplies and travel.
- Submit the Joint Placement Agreement (including a letter of offer), with appropriate signatures, to U of T School of Graduate Studies (SGS) for approval.

**All Parties**

- Consult the School of Graduate Studies, Student Services should you have any questions about the Joint Placement Agreement.