Steps for Joint PhD/Cotutelle Agreement

Step 1 Identify a potential supervisor at each institution and make contact

- For SFU students this should be done no later than four terms into your PhD program. Your course work and comprehensive exam at SFU should be completed before entering into a joint PhD/Cotutelle agreement.
- For students from another institution, our website has some helpful tips for finding a supervisor at SFU.

Step 2 Submit an application for admission

- Admission requirements must be met at both institutions (including language competency)

Step 3 Start working on Cotutelle Agreement

- Use either SFU’s agreement template or a template from the other institution (all items on SFU’s template must be included)
- Use common sense and simple language in preparing the agreement
- Make sure minimum requirements are met at both institutions (refer to SFU’s Graduate General Regulations in the SFU Calendar)
- Ask senior supervisors to work out some of the details if necessary
- Send agreement to the Graduate Studies office at SFU for assistance and advice (kag3@sfu.ca)

Step 4 Collect signatures for Cotutelle Agreement

- Make sure the document is agreed upon by both sides before collecting signatures
- Electronic signatures are acceptable at SFU
- Submit a signed copy to each institution for distribution to all parties

Step 5 After the Cotutelle Agreement is signed and admission accepted at both institutions

- Inform your graduate program assistant when you are in enrolled at the other institution. Your GPA will enroll you in GRAD 700 which will keep active in your program.
- Register your travel on SFU’s International Travel Safety Registration System to receive your International SOS membership