Steps for Joint PhD/Cotutelle Agreement

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

- For current 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 Graduate and Postdoctoral Studies at SFU for assistance and advice (gscurric@sfu.ca)
  o  Please note: revisions to the agreement may be necessary. We recommend sending the agreement well in advance of the desired starting term in the Cotutelle program.

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 you active in your program at SFU.
- Register your travel on SFU’s International Travel Safety Registration System to receive your International SOS membership