



**Preamble**

The JEP student must have been accepted as a doctoral student at both institutions.

This Agreement is in place for the time during which the student is duly registered and in good standing at both institutions. This application must be completed prior to achieving [candidacy](#).

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 decision must be made at the time of the signing of this Agreement and is binding for its duration.

**Agreement**

This document formalizes an Agreement for a joint educational placement for full-time study towards the earning of a doctorate (hereafter JEP) between the University of Toronto,

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

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

\_\_\_\_\_ (Name of U of T Supervisor/Email)

And,

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

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

\_\_\_\_\_ (Name of Supervisor/Email)

For,

\_\_\_\_\_ (Name of Student/Email)

\_\_\_\_\_ (Student Number Lead/Collaborator)

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

A JEP student’s academic program must meet the doctoral regulations of both institutions. For details on the Thesis and Final Oral Examination, see Section D.

|                                   | Lead Institution | Collaborator Institution |
|-----------------------------------|------------------|--------------------------|
| <b>Name of Graduate Program</b>   |                  |                          |
| <b>Coursework to be Completed</b> |                  |                          |



|  |  |  |
|--|--|--|
| <b>Other Graduate Program Requirements (e.g. comprehensive examinations)</b> |  |  |
| <b>Residency Requirement</b>   |  |  |
| <b>Process for Review of Student Progress</b>                                |  |  |
| <b>Ethical Review*</b>   |  |  |

\*Regardless of where the research is being conducted, the [University of Toronto Research Ethics and Protections](#) policies apply.

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

For the purpose of this Agreement, fees are defined by incidental and ancillary fees.

The student will maintain full-time status at both institutions for the duration of the Agreement. Tuition and fees are 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, the 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, all funding policies apply and outgoing students will be assessed fees as well as health insurance. During their residency at the collaborator institution students may apply to SGS for the fees reversal with documentation indicating payment of these fees at the host institution.

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

|                         | <b>Lead Institution</b> | <b>Collaborator Institution</b> |
|-------------------------|-------------------------|---------------------------------|
| <b>Tuition</b>          |                         |                                 |
| <b>Fees</b>             |                         |                                 |
| <b>Health Insurance</b> |                         |                                 |



|   |  |  |
|---|--|--|
| <b>Funding – scholarship/stipend/teaching assistantship</b> |  |  |
| <b>Financial support – travel</b>                           |  |  |
| <b>Research resources: equipment, space, supplies</b>       |  |  |

**Section C: University of Toronto Policies That Apply to Research, Intellectual Property and Discovery**

I have read the University of Toronto’s policies regarding [Inventions](#), [Copyright](#), and [Publication](#), and agree to abide by them as they apply to my work.

Agreed (Student)

**Section D: Thesis and Final Oral Examination**

A JEP 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)

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)



Arrangement of financial support for communication/ supervision/examination:

|  | Lead Institution | Collaborator Institution |
|--|------------------|--------------------------|
| Supervisor Travel                          |                  |                          |
| Examiner Travel                            |                  |                          |
| Communications:<br>videoconferencing, etc. |                  |                          |
| Other communication<br>expenses            |                  |                          |

**Section E: Diploma and Transcript**

If successful, the student will be awarded a single doctoral degree. U of T will issue a parchment and transcript regardless it is a lead or collaborator institution. The transcript and parchment will include the following statement: “Awarded as a single degree under a Joint Placement arrangement with (the other institution).”

The other institution’s transcript and parchment will include the following, or equivalent wording (indicate below):

Agreed (Student)

Agreed (Supervisor, Lead)

Agreed (Chair, Lead)

**Section F: 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 JEP Agreement. We understand and accept the arrangements that are proposed for the program of study under this proposal.

By accepting admission to the University of Toronto, the JEP student agrees to abide by all relevant University of Toronto and School of Graduate Studies policies and regulations, including but not limited to the [Code of Student Conduct](#), [Code of Behaviour on Academic Matters](#), [Policy on Ethical Conduct in Research](#) and [Policy and Procedures: Sexual Harassment](#). Any instance of violation of these policies 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.

The JEP Agreement may be terminated at any time. In that instance, the student will no longer be considered as a Joint Placement degree student at the lead institution and would then be subject to the policies and regulations governing any regular degree student.

**Section G: Signatures**

|   | <b>Lead Institution</b> | <b>Date</b> | <b>Collaborator Institution</b> | <b>Date</b> |
|---|-------------------------|-------------|---------------------------------|-------------|
| <b>Student</b>                          |                         |             |                                 |             |
| <b>Supervisor</b>                       |                         |             |                                 |             |
| <b>Graduate Unit Chair or Designate</b> |                         |             |                                 |             |

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

|   | <b>Lead Institution</b> | <b>Date</b> | <b>Collaborator Institution</b> | <b>Date</b> |
|---|-------------------------|-------------|---------------------------------|-------------|
| <b>Dean, School of Graduate Studies</b> |                         |             |                                 |             |

*Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)*