

## 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 collaborator institution, apply to SGS Student Services for a fees reversal from U of T ancillary & incidental fees if you are paying these fees at the collaborator institution.
- If U of T is the collaborator institution and you will not be in residence, you may request that ancillary and incidental 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 other 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 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 other institution and/or between the University of Toronto Division/Unit and a Division/Unit at the other 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 other institution is a member of its Graduate Faculty (or equivalent) 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 the 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.