



<b>Policy Name:</b>	Carleton University Dual Master's Degree Policy
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## **CARLETON UNIVERSITY DUAL MASTER'S DEGREE POLICY**

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## **What is a Dual Master's Degree?**

The Dual Master's Degree refers to a bilateral Master's level co-enrolment agreement between two university institutions in different countries that enables a student to simultaneously complete a Master's program at both institutions. A Dual Master's Degree Agreement between the partner institutions defines an academic pathway (Dual Master's Degree Pathway) for a student to complete the program requirements and fulfil the learning outcomes of both Master's programs.

Since Dual Master's Degree Agreements apply to existing Master's programs that have already been approved within their respective quality assurance jurisdictions, there is no need for a separate program appraisal or review process.

## **Eligibility and Establishment**

Any Master's degree program at Carleton University can propose a Dual Master's Degree Pathway. In order to do so, a Dual Master's Degree Agreement must be established between Carleton University and the partner institution. A proposal must be submitted by the program according to the *Actions for Academic Program to Establish a Dual Master's Degree Pathway* section below. Any full-time student registered in such a program is eligible to participate in the Dual Master's Degree Pathway.

## **Language of Instruction**

Instruction shall normally be in English. The student must be able to meet the language proficiency requirement of both institutions.

## **Fulfilling Program Requirements**

Students participating in a Dual Master's Degree Pathway must fulfill the program requirements at both institutions. This will occur through a transfer of credit, according to the guidelines outlined in the Dual Master's Degree Agreement between the institutions, where courses taken at one institution can be applied to the partner institution (and vice-versa) in a manner where the requirements of both institutions can be met within the program's normal time to completion. The students are subject to the rules and regulations at both institutions.

For a thesis completion option, or a jointly supervised research essay/project completion option with a minimum weight of 1.0 credit, approximately 50% of the coursework credit requirements of the Carleton University program must be fulfilled at Carleton University. Students are jointly supervised by at least one member from each institution. Research-based work will occur at both institutions as defined in the Dual Master's Degree Agreement.

For all other completion options, including coursework only, at least 60% of the coursework credit requirements of the Carleton University program must be fulfilled at Carleton University.

## **Conferring of Degrees**

Upon completion of the appropriate requirements, students will receive a diploma from each institution, each diploma carrying a notation to the effect that the degree was obtained through a Dual Master's Degree Agreement. In addition, a notation will be made on the students' transcript that indicates they have participated in a Dual Master's Degree Agreement between the two institutions. The names of both participating institutions will be indicated on each diploma and the transcript.

## **Registration, Fee Structure and Funding Arrangements**

Students participating in a Dual Master's Degree Pathway must apply and be admitted as full-time students in both institutions. For each student, one institution serves as the "home" institution and the other as the "host" institution. Students will only pay tuition fees to their home institution and will not be required to make such payments to the host institution; however, students will pay to the host institution any incidental fees that are customarily charged while at the host institution, as specified in Article 2 of the Dual Master's Degree Agreement. The Dual Master's Degree Agreement will normally require that each institution serves as the home institution for approximately half the number of students that are participating in the Dual Master's Degree Pathway and may limit the number of students that can participate in the Dual Master's Degree Pathway.

The Dual Master's Degree Agreement outlines the normal academic pathway and study schedule for students participating in the Dual Master's Degree Pathway. Normally, the duration of residency is approximately equal at each institution. The minimum duration of residency at each partner institution is two full-time terms. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Travel, applicable immigration fees, accommodation, health care, and other living expenses will be the responsibility of the student. The joint supervisors are responsible for taking appropriate steps to ensure that students do have sufficient funds to pursue their studies abroad.

Students whose home institution is Carleton University will retain all internal and external scholarships and endowed awards, subject to the conditions of such awards; the students will need to be aware of these conditions prior to engaging in a Dual Master's Degree Pathway.

## **Other Administrative Arrangements**

### Health insurance coverage

International students coming to Carleton University will be required to enroll, within 30 days of arrival, in the University Health Insurance Plan (UHIP) at their own expense to ensure adequate healthcare insurance while in Canada. Information can be obtained through the UHIP web site at [www.uhip.ca](http://www.uhip.ca) or by contacting the International Student Services Office (ISSO). Likewise, Carleton University students travelling abroad will be required to obtain adequate health insurance coverage as required by the partner institution.

### Liability of the parties

Each institution shall be responsible for any liability arising from any and all activities of the student while attending their institution.

### Intellectual Property

Should any collaboration result in the potential for intellectual property development, the parties shall immediately meet through designated representatives and seek an equitable and fair understanding as to ownership and other property interests that may arise. Any such discussions shall at all times strive to preserve a harmonious and continuing relationship between the parties and the institutions.

## **Research Evaluation**

### Thesis Evaluation

Participating students in a thesis-based completion option will be required to write a single thesis which will lead to a single oral defense. The language of the thesis will be in English. The board of examiners will be composed of examiners appointed by both institutions and will include the supervisors from each institution and at least one additional examiner from each institution. A written evaluation of the thesis must be submitted by all board members prior to the oral defense.

Consistent with the Carleton University Thesis Examination Policy, the examination board will comprise, as a minimum:

- the thesis co-supervisors;
- one additional member from the student's unit or program at Carleton University (this includes cross-appointed and adjunct professors);
- one additional member from the partner institution;
- one member from either institution, but outside the student's units or programs;
- the chair of the examination board (for students whose home institution is Carleton University: the chair of the student's unit at Carleton University, or delegate);
- the Dean of the Faculty concerned (ex officio);
- the Dean of the Faculty of Graduate and Postdoctoral Affairs (ex officio).

In the case of joint programs, the examination board should normally include at least one additional faculty member from the appropriate unit or program at the other university that is part of the joint program.

Where possible, participation in thesis defenses will occur by telephone, video-conferencing or similar media. Where this is not possible or desirable, and costs are incurred in faculty travel and accommodation, payment of such costs will be the responsibility of the co-supervisors.

### Research Essay/Project Evaluation

Participating students in a jointly supervised research essay/project-based completion option will be required to write a single report evaluated by a board of examiners. Evaluation will be similar to the thesis evaluation, except there is no requirement for an oral defense. The language of the report will be in English. The board of examiners will be composed of examiners appointed by both institutions and will include the supervisors

from each institution and at least one additional examiner from each institution. A written evaluation of the report must be submitted by all board members prior.

The examination board will comprise, as a minimum:

- the research essay/project co-supervisors;
- one additional member from the student's home unit or program (this includes cross-appointed and adjunct professors);
- one additional member from the partner institution;
- the chair of the examination board (for students whose home institution is Carleton University: the chair of the student's unit at Carleton University, or delegate);
- the Dean of the Faculty concerned (ex officio);
- the Dean of the Faculty of Graduate and Postdoctoral Affairs (ex officio).

## **Academic Integrity**

All students participating in Dual Master's Degree Pathway must follow the rules and regulations, including those relating to research ethics, of both institutions. Carleton University is committed to ensuring that all students conduct themselves in a manner consistent with the Carleton University Academic Integrity Policy. Recognizing that regulations and practices relating to academic integrity and intellectual property, as well as the culture related to their enforcement, vary substantially from place to place, all graduate students are required to review, comprehend and adhere to the Carleton University Academic Integrity Policy upon commencing a Dual Master's Degree Pathway.

In the event of contradictory regulations between institutions, the Deans of the Faculty of Graduate and Postdoctoral Affairs (or equivalents) shall determine a collective solution.

## **Actions for Academic Program to Establish a Dual Master's Degree Pathway**

A Dual Master's Degree Agreement may be established at Carleton University for a Master's program under the following circumstances:

- support of relevant units associated with the program;
- evidence of interest for Master's students in the program to conduct their research abroad at the partner institution;
- appropriate support from the partner institution.

A proposal must be submitted by the program coordinator to the Office of the Dean, Faculty of Graduate and Postdoctoral Affairs at Carleton University where agreement in principle will be given. A copy of the proposal will be provided to the relevant line Dean(s) for appropriate input and consultation. It is expected that partner institutions will have a policy consistent with Carleton University's Dual Master's Degree Policy, requiring the same Dual Master's Degree Agreement Form.

In some cases, an alternate Dual Master's Degree Agreement Form may be employed upon approval of the Office of the Dean, Faculty of Graduate and Postdoctoral Affairs at Carleton University and of the partner institution.

The Dual Master's Degree proposal includes:

1. the value added to the Master's program;
2. account of student demand and how the Dual Master's Degree Pathway will equip graduates for appropriate careers;
3. admission criteria and process for the Dual Master's Degree Pathway;
4. Dual Master's Degree Agreement Form (Appendix A).

If a modification is necessary in the Carleton program to facilitate the Dual Master's Degree Pathway, then the program modification should follow the Carleton Institutional Quality Assurance Process. The Dual Master's Degree Agreement will be finalized with official signing of the Dual Master's Degree Agreement. Signatures from the following individuals must be included:

- the Dean of the Faculty of Graduate and Postdoctoral Affairs;
- the appropriate counterpart at the participating institution;
- the relevant line Faculty Dean(s);
- the head of the relevant academic units;
- any additional signatures as required by the partner institution.

### **Actions for Academic Program to Admit Students in a Dual Master's Degree Pathway**

Students participating in the Dual Master's Degree Pathway must be admitted to the Master's program at both partner institutions, adhering to the normal program admissions criteria. In addition, students will require:

1. written approval from the programs as stipulated in the Dual Master's Degree Agreement;
2. details on how the student will fund their studies abroad;
3. where applicable, a written summary of the student's research project which must be signed by co-supervisors at both institutions;
4. where applicable, a letter from the co-supervisors from both institutions indicating their agreement to supervise the Master's student under the Dual Master's Degree Agreement.

**DUAL MASTER'S DEGREE AGREEMENT**  
**FOR THE [MASTER'S PROGRAM]**  
**BETWEEN**  
**CARLETON UNIVERSITY (Ottawa, Canada)**  
**AND**  
\_\_\_\_\_ (\_\_\_\_,\_\_\_\_)

1. **Preamble:** In accordance with Carleton University's Dual Master's Degree Policy and **[policy/bylaw of partner institution]**, the present agreement is made between:

**Carleton University**, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, Canada, represented by the Dean of the Faculty of Graduate and Postdoctoral Affairs (FGPA),

and

**[partner institution's name and address]**, represented by the President or delegate, **[name]**,

in order to establish a Dual Master's Degree Pathway under the following terms and conditions for

**[program name(s)]**,

whereby both institutions recognize the validity of the Dual Master's Degree Pathway established and that of the resulting Master's degrees.

2. **Administrative Details**

**Article 1 – Registration, Fees and Duration**

At **Carleton University** students will be registered in the **[specific Master's program and completion options]**.

At **[partner institution]** students will be registered in **[specific Master's program and completion options]**.

The expected duration of the program is two years. The duration of residency at each partner institution is a minimum study period of two full-time terms.

Students participating in a Dual Master's Degree Pathway are admitted as full-time students in both institutions. For each student, one institution serves as the "home" institution and the other as the "host" institution. Students will only pay tuition fees to their "home" institution and will not be required to make such payments to the "host" institution.

## **Article 2 – Academic Pathway and Study Schedule**

Study Periods:

1. **Fall term** = September - December; **Winter term** = January - April; **Summer term** = May - August.
2. The minimum residency in each institution is two full terms.

The student's normal academic pathway and student schedule at each institution is as follows:

### **Home: Carleton University**

	Activities	Residency
[term 1]	[courses, seminar, thesis research, etc.]	[Carleton University or partner institution]
[term 2]		
[term 3]		
[term 4]		
[term 5]		
[term 6]		

### **Host: Carleton University**

	Activities	Residency
[term 1]	[courses, seminar, thesis research, etc.]	[Carleton University or partner institution]
[term 2]		
[term 3]		
[term 4]		
[term 5]		
[term 6]		

**Notes** (transfers of credits, etc.) \_\_\_\_\_

\_\_\_\_\_

N.B.: Completion of the above activities will satisfy the Master's degree requirements at each institution.



### **Article 3 – Thesis, Research Project, or Research Essay, and Examination (if applicable)**

The thesis, research project, or research essay leads to a single evaluation recognized by both participating institutions; in the case of a thesis, the evaluation would include a single oral defense. The examining committee is appointed mutually by both participating institutions according to each one's academic regulations.

The language of the thesis manuscript and the oral defence will be English.

**Notes** (possible alternate language requirements of thesis summary): \_\_\_\_\_

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### **Article 4 - Issuing of Diplomas**

Upon a favourable verdict by the examining committee, **Carleton University** agrees to confer the title of “[degree title]” to the student and to issue the corresponding degree,

and

**[partner institution]** agrees to confer the title of “[degree title]” to the student and to issue the corresponding degree.

The wording of each parchment will mention the partner institution and the Dual Master's Degree mode of study.

### **Article 5 - Submission, Description and Reproduction of the Thesis, Research Project, or Research Essay**

These will comply with the regulations in effect at each institution.

### **Article 6 - Admission of Students into a Dual Master's Degree Pathway**

Each institution will serve as the home institution for approximately half the number of students who are participating in the Dual Master's Degree Pathway. **[If applicable: The number of participating students in any year for each institution shall not exceed \_\_\_\_ .]**

Admissions to a Dual Master's Degree Pathway will adhere to the normal program admission criteria of both institutions.

Students will be required to submit information regarding:

- Thesis/research project/research essay supervisors and existing collaboration (if applicable)
  - At Carleton University the student is supervised by **[professor's name, academic unit]**, and at **[partner institution]** the student is supervised by **[professor's name, academic unit]**, who are committed to fulfilling their role as tutors to the student. They both exercise the responsibilities assigned to thesis/research project/research essay supervisors at each institution.
- Academic pathway and study schedule
- Description of thesis/research project/research essay (if applicable)
- Details of student funding
- Intellectual property arrangements
- Health coverage and legal liability
  - Adequate coverage is ensured at each institution as follows:
    - At Carleton University the student is covered by **[UHIP, OHIP, etc.]**.

- At **[partner institution]** the student is covered by **[UHIP, OHIP, etc.]**.
- Additional notes (if necessary)
- Any additional matters

Admission to the Dual Master's Degree Pathway requires approval of the supervisors (if applicable) and the programs (e.g., Graduate Program Coordinators) from both institutions.

Each institution shall be responsible for any liability arising from any and all activities of the student while attending their institution.

### **Article 7 – Duration of Agreement and Termination**

This Agreement will be in effect for five years from the date duly signed by the parties. The Agreement can, however, be terminated by either party at any time subject to twelve months prior written notification to the other party. Students participating in the Dual Master's Degree Pathway at that time will be allowed to complete the requirements of the programs.

### **SIGNATURES**

One copy of the Agreement in electronic form is required with all the signatures.

<b>CARLETON UNIVERSITY</b>	<b>[partner institution]</b>
<p>(Graduate Program Coordinator Signature)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>	<p>(Graduate Program Coordinator Signature)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>
<p>(Dean of <b>[Faculty]</b> Signature)</p> <p>-----</p> <p>Name:</p> <p>Title: Dean, <b>[Faculty]</b></p> <p>Dated:</p>	<p>(Signature of appropriate counterpart at partner institution)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>
<p>(Dean of FGPA Signature)</p> <p>-----</p> <p>Name:</p> <p>Title: Dean, Faculty of Graduate and Postdoctoral Affairs</p> <p>Dated:</p>	<p>(Signature of appropriate counterpart at partner institution)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>