POLICY ON NEW INTERNATIONAL ACADEMIC LINKAGES

Effective Date: June 9, 2010	**Originating Office:** Office of the Vice-President, Research and Graduate Studies
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PREAMBLE

The international activities at the University continue to grow through the establishment of new cooperation contracts as well as through the global research collaborations of each Faculty. The increasing number and scope of partnerships suggest that the overall University effort will be best served by following an institutional policy for developing international cooperation contracts with potential partner institutions as well as broadening existing relationships with institutions and organizations nationally and internationally.

PURPOSE

The purpose of this policy is to facilitate the review of all international cooperation proposals by the Associate Vice-President, International for final approval by the appropriate Vice-President, the President and other signatories as outlined in the *Policy on Contract Review, Signing and Required Approvals* (BD-1).

SCOPE

This Policy is applicable to all new contracts for international academic linkages and to University members who initiate a proposal for an international cooperation contract.

DEFINITIONS

For the purposes of this Policy:

"Appropriate Vice-President" means the Provost and Vice-President, Academic Affairs, the Vice-President, Research and Graduate Studies, the Vice-President, Services, or, in the case of contracts with shared jurisdiction, the appropriate combination of these.

"Contract" means any written or verbal agreement, contract, letter of intent, memorandum of understanding or memorandum of agreement, the provisions of which are binding upon the University.

"Cooperation Contract**"** frequently referred to as an Academic Cooperation Agreement**,** means a written agreement between the University and another institution, government, or non-profit institution that supports student and/or faculty exchanges, research collaborations, or multi-institutional degree programs. A Cooperation contract may entail a commitment of one or more University resources for academic and research purposes and has been approved by designated signatories.

Cooperation Contracts also include "Memoranda of Understanding" (MOU) and "Letters of Intent" (LOI) which are written statements of goodwill between the University and another institution, government or a non-profit organization expressing a mutual interest from both parties to form a partnership with the objective of generating reciprocal benefits. An MOU or LOI does not normally involve a commitment of University resources.

POLICY

Proposing a Contract – Internal Initiation

1. A contract may be proposed internally by a University faculty member, research group or academic unit.

2. The process to establish a cooperation contract with another institution is initiated by consulting the Associate Vice-President, International and the Director of Concordia International to assess the feasibility and the overall academic fit of the potential cooperation.

3. During this process, the proposer must seek the support of the Chair of his/her Department to continue with the proposal. The Director of Concordia International will

prepare a Cooperation Evaluation Form in collaboration with the proposer. The Dean shall be kept informed during the process.

Proposing a Contract – External Initiation

4. A contract may be proposed externally by a partner institution or a representative of an external academic unit or research group. This proposal might be made to a Concordia Professor, a Department, a Dean, Vice-President or the President.

5. All proposals shall be referred to the Associate Vice-President, International and the Director of Concordia International, who shall assess the feasibility and the overall academic suitability of the potential cooperation.

6. Discussion of the proposed cooperation shall take place with all interested parties, in-person or at distance, and the Director of Concordia International shall prepare a Cooperation Evaluation Form.

7. No cooperation or contract may be promised until the full review process has been completed and the contract approved.

Evaluation and Recommendation

8. In order to ensure the appropriate level of expertise and comprehensive review of each proposed international cooperation, the proposal and Cooperation Evaluation Form shall be submitted to the International Advisory Committee for review and discussion of the following:

   a. Academic standing of the potential institutional partner;

   b. General scope and specific areas of the proposed cooperation;

c. Resources and strengths of the prospective partner, and the extent to which they reinforce or complement Concordia's resources and strengths;

d. Potential benefits for other Concordia academic units;

e. Parties' responsibilities, potential liabilities arising from the activities proposed, the financial arrangements, and any services to be provided;

f. Evidence that the Concordia unit and the partner institution can support their commitments under the contract; and

g. Time frame of the proposed cooperation including terms of renewal and termination.

The International Advisory Committee shall be chaired by the Associate Vice-President, International and shall be composed of one (1) representative from the Office of the Provost and Vice-President, Academic Affairs; one (1) representative from the Office of the Vice-President, Services for contracts under the jurisdiction of that Office; the Dean of the School of Extended Learning; two (2) faculty members from the Faculty of Arts and Science; and one (1) faculty member each from the John Molson School of Business, the Faculty of Fine Arts and the Faculty of Engineering and Computer Science.

Approval and Signature

9. Upon a positive recommendation of the Advisory Committee, the Associate Vice-President, International shall verify that the contract has the support of the relevant Dean(s).

10. A draft of the contract shall be prepared and sent by Concordia International to the prospective partner's International Relations representative(s) for approval. When both institutions have approved the text, the final version will be prepared for signature.

11. The Associate Vice-President, International shall prepare a letter of support summarizing the contract, confirming that the appropriate Chair(s) and Dean(s) support its implementation, and requesting the required University signatures as outlined in the *Policy on Contract Review, Signing and Required Approvals* (BD-1).

12. Either institution may be the first to sign the contract once all approvals are received. The partner institution will be instructed to return one (or two, where there is a translated version) fully signed contracts(s) to the University. All relevant parties shall be informed of the signature of the contract.

Administration

13. Administrative responsibility for international cooperation contracts is assigned to Concordia International which is responsible for overseeing the evaluation, establishment and implementation (including all required reporting) with respect to all international cooperation contracts.

Renewal, Termination and Amendment

14. Cooperation contracts with partner institutions, including all amendments that may result after the initial signature, remain in effect for the period stated in the contract. The effectiveness of all contracts is subject to annual review by Concordia International. Any contract deemed inactive or seriously problematic may be terminated upon six months' written notice, unless otherwise stipulated in the contract.

15. No less than nine months prior to the expiration of the contract, the Associate Vice-President, International shall undertake a formal review of the contract and shall recommend to the appropriate Vice-President(s), no less than six months prior to the expiration date, whether or not it should be renewed, and if so, whether changes should be made to it.

Statement

16. Any contract that has not been reviewed and approved in accordance with this Policy is null and of no effect, and where necessary the partner institution will be so notified immediately upon discovery.

Procedures

17. A Procedures document has been developed outlining the process for the initiation, review and approval of an international cooperation contract.