

Procedure for Evaluating Proposed International Partnerships and Signing International Memoranda of Understanding (MOUs) or International Agreements

Identification of Potential Partnership

A Faculty member or academic unit identifies a possible partnership. Initial contact is made with the potential partner to determine a) level of interest on both sides, b) the appropriate contact(s), c) a high-level plan of the possible partnership. Once this is completed, the Schulich Internationalization Office (IO) should be notified of the potential partnership to provide assistance with further assessment. The IO will consult with relevant stakeholders (i.e. Schulich departments, Western International, etc) about the proposed partnership and provide support to the Faculty member..

Consultation with IO

Assuming there is interest from all relevant stakeholders to proceed, the Faculty member or academic unit works with the IO to scope out the opportunity to a greater extent and identifies all relevant stakeholders internally and externally. The IO consults with Western International, Research Western, the relevant academic administration units, and any other relevant stakeholders to gather information that will assist in assessing the opportunity.

Document Preparation

If the proposed partnership is deemed viable, the IO assists the Faculty member or academic unit in preparing the *Checklist for Proposed International Agreement* and a template draft Agreement or Memorandum of Understanding document. This will require back-and-forth-communication and could be a lengthier process.

Review

The Checklist assists the Dean in assessing the overall feasibility and benefit of the proposed agreement for Schulich, as well as other Western units that would be affected by the agreement. If the proposal is deemed favorable, it is recommended for signature by the Dean's Office via the IO.

Recommendation

The IO submits the proposal to the relevant office at Western University (Western International or Research Western) for review and to collect the final signatures.

Management

Once the Agreement or Memorandum of Understanding has been signed by all parties, the IO maintains a copy of the agreement on behalf of Schulich, and distributes copies to the partner as well as internal stakeholders. The Agreement or Memorandum of Understanding is also entered into the International Partnerships Database that is administered by the IO.

Evaluation Of Renewal

The IO will communicate with the Faculty member/academic unit prior to expiry of the agreement in order to assess the overall success of the partnership, the particulars of the agreement, and consult internal stakeholders to determine whether the agreement should be renewed or terminated.

Attached: *Checklist for Proposed International Memoranda of Understanding or International Agreements*

Checklist for Proposed International Memoranda of Understanding (MOUs) or International Agreements

Please complete this Checklist to provide a summary of your proposed partnership for the signing authorities at Schulich about the nature of the Memorandum of Understanding (MOU) or Agreement you are proposing. Once completed, please submit the checklist to international@schulich.uwo.ca for review and follow-up.

Summary

- Who is the international partner? Brief description and background:
- Which Schulich units are involved in the proposed agreement? Which is the lead unit that will oversee the MOU/Agreement? Who is the main Schulich contact for the MOU/Agreement?
- Summary of the proposed MOU/Agreement:
- Summary of Schulich's commitments:
- Will the proposed MOU/Agreement impact any entities beyond Schulich (i.e. other Faculties, Hospitals, Research Institutes)? Does the proposed partnership include any government or business linkages?
- Financial components of proposed MOU/Agreement (if any):
- English language components of proposed MOU/Agreement (if any):
- Possible risk factors to Schulich:
- Anticipated date of implementation:
- Duration of proposed MOU/Agreement:

Signatures

By signing this document you confirm that you have reviewed and support the proposed partnership. Please include any comments or questions in the space below. Any comments or questions will be addressed accordingly during the review process.

Initiator of proposed agreement signature

Name:

Date:

Comments:

Chair signature

Name:

Date:

Comments:

Vice-Dean signature

Name:

Date:

Comments: