

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

1.26 GUIDELINES FOR EDUCATIONAL PARTNERSHIPS

Classification: General

Effective Date: 01JAN06

Supersedes: (NEW)

GENERAL

- 1.00 The University is committed to excellence in its research and academic programs and it recognizes that its strengths can be enhanced by collaborative relationships with domestic or international partners, including governments, academic institutions and other organizations, both public and private. Such collaborative relationships should strengthen and complement the University's priorities and mission.

The purpose of this Policy is to set out the process by which proposed educational partnerships with external institutions will be assessed and approved by the University. In considering a partnership with other academic institutions, the University's responsibility and a paramount consideration is to protect the quality of its programs and reputation, and also to assess and address any academic, legal, safety, and financial risks to the University, its faculty, and its students.

- 2.00 Types of educational partnership proposals:

2.01 Academic Partnerships

This general category includes joint teaching initiatives, collaborative academic program offerings at the graduate and/or undergraduate level, opportunities for study and/or work experiences for faculty including faculty exchanges, library and documentation exchange, and exchanges of pedagogical material and scientific and laboratory equipment.

2.02 Student Learning Abroad Partnerships

This general category includes student exchange programs, study abroad programs, international internships, research assistantships, and training programs. Also included is the facilitation of admission for a limited number of highly performing international students in a particular discipline at the University or its Affiliated University Colleges for a specified period of time through the support of international educational or government programs. These partnerships may involve participation of students from all partnering institutions or from one partnering institution only.

2.03 Transfers of Academic Credit

Transfer of academic credit to another educational institution for courses taken at the University, and/or transfer of academic credit to the University for courses taken at another educational institution.

- 3.00 Partnership proposals whose primary purpose is the pursuit of research are reviewed pursuant to the Guidelines for International Research Partnerships [[MAPP 7.13](#)]

- 4.00 Educational Partnerships Advisory Council

The Educational Partnerships Advisory Council (EPAC) has been established to review and assess educational partnership proposals and recommend to the Provost & Vice-President (Academic) those proposals that will be of benefit to the University.

Educational Partnerships Advisory Council (EPAC)

Terms of Reference:

To establish a framework, procedures, and criteria for the assessment of Educational Partnership proposals, and for the monitoring and periodic review of approved Educational Partnerships.

To assess Educational Partnership proposals and to recommend to the Provost & Vice-President (Academic) for approval only those proposals which satisfy the criteria developed by the Council.

To review Educational Partnerships periodically and make recommendations thereon to the Provost & Vice-President (Academic).

To review Educational Partnerships prior to their expiry date and provide recommendations to the Provost & Vice-President (Academic) regarding continuance of the relationship.

Composition:

An Associate Dean or designate from each Faculty on Main Campus

Ex officio:

Vice-Provost (Academic Programs & Students) [Registrar], who shall be Chair
Vice-President (Research & International Relations)
Director, Centre for New Students
Director, Undergraduate Recruitment & Admissions

Resource:

Legal Counsel
University Secretary (or designate)
Exchange Student Advisor

A Secretary shall be provided by the Office of the Vice-Provost (Academic Programs & Students) [Registrar]. Meetings will be held at least twice annually. As appropriate, some meetings may be conducted electronically.

PROCEDURE

Review and Approval Process

- 5.00 Applicants seeking to establish an educational partnership must submit an Educational Partnership Request to the Office of the Vice-Provost (Academic Programs & Students) [Registrar].
 - 5.01 Internal Applicants
For internal applicants, the Request will include a brief description of the proposal, expected benefits for students and/or faculty, and a letter of support from the relevant Department Chair, School Director, and Dean.
 - 5.02 External Applicants
For external applicants, the Request will include a brief description of the proposal, the expected benefits for students and/or faculty, existing or potential linkages between the applicant's home institution and the University, and evidence of support from the applicant's home institution.
- 6.00 Proposals that clearly do not meet EPAC's established criteria may be rejected by the Vice-Provost.
- 7.00 Subject to 6.00, the Vice-Provost will submit Educational Partnership Requests to EPAC which will forward its recommendation together with relevant documentation to the Provost & Vice-President (Academic). Proposals relating to transfer of academic credit (articulation agreements) that are approved by the Provost & Vice-President (Academic) will be forwarded to the Senate Committee on Academic Policy and Awards for approval and recommendation to Senate. The Provost & Vice-President (Academic)'s decision with respect to all other proposals is final.
- 8.00 Final decisions will be conveyed to the applicant by the Vice-Provost or designate.

Execution of Agreements

- 9.00 Upon approval of a partnership the appropriate office will ensure that an agreement setting out the terms of the partnership is executed by the University. The University will not commence a partnership until both parties have signed the agreement. Agreements will ordinarily follow a standard format

approved by the University's Legal Counsel. Any proposed variations from a standard format, or any non-standard agreements, or agreements to be executed in languages other than English, must be approved by the University's Legal Counsel. Agreements must be signed by the President or a Vice-President, and the Secretary of the University.

Agreements relating solely to transfer of academic credit (articulation agreements) must be signed by the Vice-Provost (Academic Programs & Students) [Registrar] and the Dean of a Faculty, in accordance with Senate approved procedures for the establishment of articulation agreements.

Record Keeping and Reviews of Partnerships

- 10.00 After execution of the agreement by the University and the partnering institution, one original signed copy must be forwarded to the University Secretariat for retention. A record of current educational partnership agreements will be maintained by the University Secretariat.
- 11.00 The Office of the Vice-Provost (Academic Programs & Students) [Registrar] will maintain a current list of approved proposals and will notify the appropriate units upon establishment or termination of an educational partnership.
- 12.00 At the request of any of its members, including the Chair, EPAC will review a partnership at any time if there are concerns about its implementation, and may make recommendations thereon to the Provost & Vice-President (Academic).
- 13.00 Prior to the expiry date of an approved partnership, the Vice-Provost will notify the affected units within the University. EPAC will review the partnership unless the other institution has advised the University that it does not wish it to continue. Proposed renewals will follow the same review and approval process set out above. Any new agreement must comply with the requirements set out in section 9.00 above.