

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

7.13 GUIDELINES FOR INTERNATIONAL RESEARCH PARTNERSHIPS

Classification: Research

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 international partners, including governments, academic institutions, and other organizations. 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 research partnerships with external institutions will be assessed and approved by the University. In considering a research partnership with other academic institutions, the University's responsibility and a paramount consideration is to protect the quality of its research, academic 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 Research Partnership Proposals:

- 2.01 The types of research partnerships covered under this policy include collaborative research initiatives involving faculty and or graduate students, faculty exchanges, or other types of joint activities whose primary purpose is the pursuit of research.
- 2.02 Other types of partnerships, including student learning abroad partnerships, transfers of academic credit, collaborative academic programs, study and/or work experience programs, and library and documentation exchanges, should be processed under the terms laid out in the Guidelines for Educational Partnerships [[MAPP 1.26](#)].

PROCEDURE

International Research Partnership Request and Review Process

- 3.00 Applicants seeking to establish a research partnership as defined in Section 2.01 must submit a brief statement of intent to the Office of the Vice-President (Research). All such requests will be subject to the approval of the Vice-President (Research), who may, as appropriate, seek advice from the International Research Advisory Council, appropriate Deans, or other members of the University community.

Execution of Agreements

- 4.00 Upon approval, the Office of the Vice-President (Research) 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 normally will 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.

Record Keeping and Reviews of Partnerships

- 5.00 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 research partnership agreements will be maintained by the University Secretariat.

- 6.00 The Office of the Vice-President (Research) will maintain a current list of approved proposals and will notify the appropriate units upon establishment or termination of a research partnership agreement.
- 7.00 The Office of the Vice-President (Research) will file a report with the Educational Partnership Advisory Council at least semi-annually listing all research partnership agreements that were approved or rejected by the Office.