

# REQUEST FOR INTERNATIONAL AGREEMENT PROCESS MAP

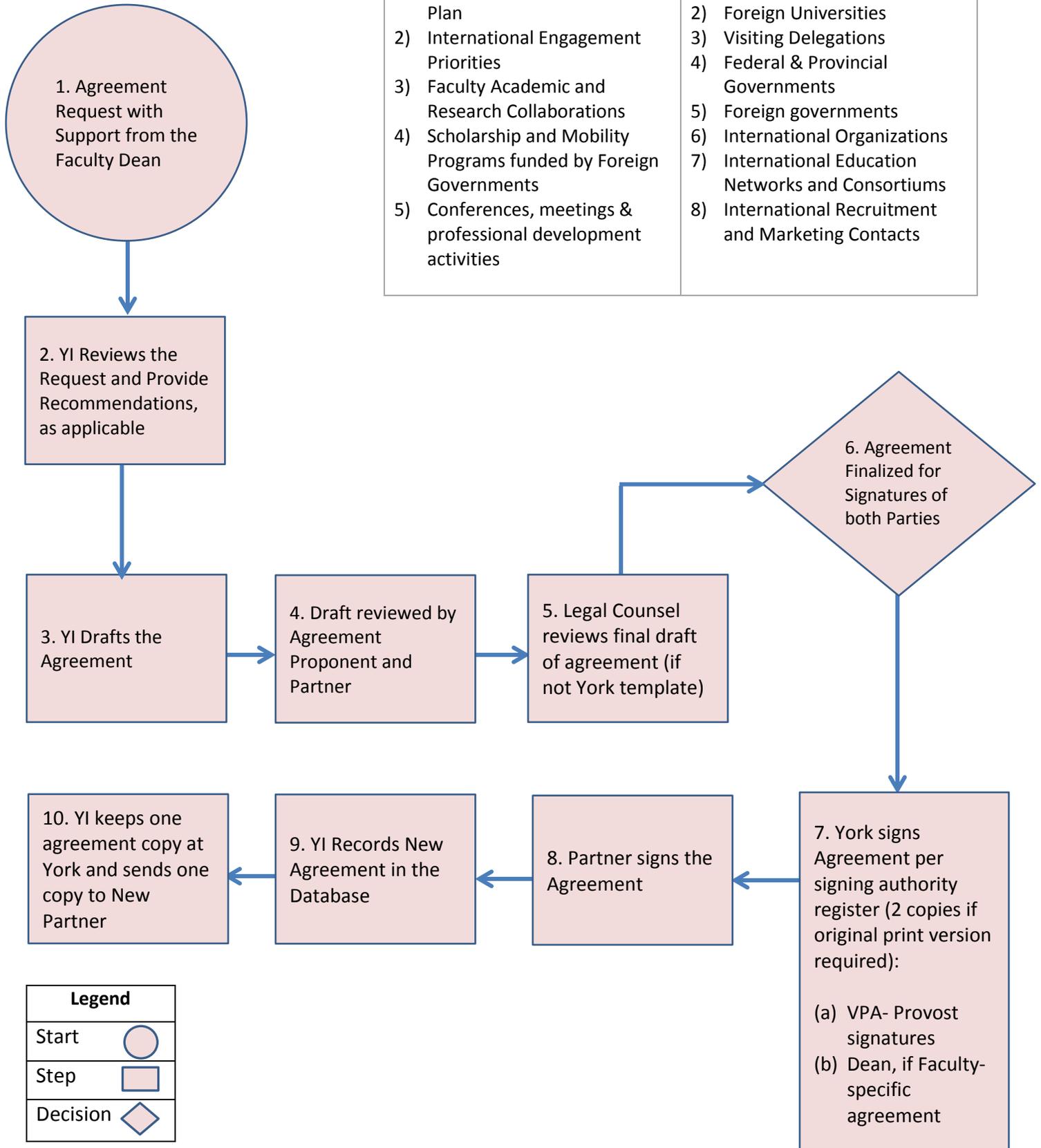
York International (YI), Office of the Provost and Vice-President Academic

## Drivers of Partnership Requests:

- 1) York University Academic Plan
- 2) International Engagement Priorities
- 3) Faculty Academic and Research Collaborations
- 4) Scholarship and Mobility Programs funded by Foreign Governments
- 5) Conferences, meetings & professional development activities

## Partnership Requests from:

- 1) Faculties & Faculty members
- 2) Foreign Universities
- 3) Visiting Delegations
- 4) Federal & Provincial Governments
- 5) Foreign governments
- 6) International Organizations
- 7) International Education Networks and Consortiums
- 8) International Recruitment and Marketing Contacts



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## I. Definitions

- **Agreement Proponent:** a Faculty Member or a Senior Administrator who champions the relationship with an external institution/university. The Agreement Proponent will be the contact point for activity updates and reporting related to the agreement once approved and fully executed.
- **Proposed Partner:** an external institution that is proposed to become a formal Partner of York through the establishment of an agreement. A Proposed Partner can be a university, higher education institution, a consortium, or a government institution, etc.

## II. Notes on the Process

Step 1	The Agreement Request Form on YI's website serves as a tool to help facilitate the partnership agreement request process. Agreement Proponents are encouraged to provide as much information as possible about the Proposed Partner including communication and cooperation activities to date. The Dean of the Faculty has to approve the request.
Step 2	Based on the information provided by the Agreement Proponent, York International will provide historical context, and may request additional information. Once all information is complete, YI will advise the Agreement Proponent on the next steps.
Step 3	YI will facilitate information gathering and consultation required to draft the agreement. Depending on the type of agreement and nature of the cooperation activities included, timeline for Step 3 may vary.
Step 4	Once the agreement has been drafted, YI will circulate the document for review and confirmation of the Agreement Proponent and Counterpart at the proposed partner institution.
Step 5	If the Agreement was drafted using the template of the Proposed Partner, the final draft will be reviewed by York's Legal Counsel. Recommended edits from Legal may result to additional back and forth between York and the Proposed Partner. Proposed Partner institutions also consult their Legal Department.
Step 6	Once the agreement discussion/negotiation is completed, the Agreement will be finalized. York and the Proposed Partner will need to confirm that the final texts are acceptable and agree to proceed with signing process. Either Parties can initiate the signature upon advising the other Party.
Step 7	York International forwards the agreement for signature of the Provost and Vice-President Academic. The Request for Agreement will be attached as supporting background document. <i>Interchangeable with Step 8.</i>
Step 8	Proposed Partner signs the Agreement. <i>Interchangeable with Step 7.</i>
Step 9	York international will record agreement data on MoveOn and save a copy on the Shared Drive and YI physical records.
Step 10	York International will forward one (1) copy of the agreement to the Partner.