

**RYERSON UNIVERSITY  
POLICY OF SENATE  
THE DEVELOPMENT AND APPROVAL OF INTERNATIONAL PARTNERSHIPS  
AND INTERNATIONAL (AND NATIONAL) MOBILITY PROGRAMS**

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<b>Responsible Offices:</b>	Provost and Vice President Academic; Vice President, Research and Innovation; and Ryerson International

This Policy outlines the approval process for the establishment of formal international partnerships between Ryerson University and partners that involve the following activities:

- a) International (and national\*) student and faculty mobility programs
- b) Joint international Scholarly, Research and Creative (SRC) initiatives
- c) International development projects

International partnerships developed outside this policy that facilitate the above listed activities, will not be endorsed by Ryerson University.

Issues relevant to the development of international collaborative academic programs are addressed in Ryerson University's Senate Policy #155.

## **1. Preamble**

Ryerson University will establish international partnerships that are in keeping with the University's mandate and that are mutually beneficial to Ryerson and the participating institution(s). The nature of the collaboration and the activities to be carried out must support the achievement of objectives presented in Ryerson's Academic Plan and the SRC Strategic Plan.

Academic units and/or faculty members who wish to develop international partnerships must consult Ryerson International (RI) during the early phases of the development these arrangements. Ryerson International will provide tools and support services relevant to the development and approval of international partnerships.

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\* The procedures for the development and approval of partnerships that facilitate student and faculty mobility programs within Canada are also governed by this policy.

All University-approved Memorandum of Understanding and International Institutional Agreements governed by this policy will be public documents, and will be available through Ryerson International and the participating Ryerson academic unit(s). The official documents will be in English and, when requested, also in the language of the international institution(s).

## **2. Definitions**

The following definitions of terms generally used in documenting the nature of the international collaboration and level of commitment between Ryerson University and international partner institution(s) is provided here to guide the Ryerson community, and international partner institutions .

### **Memorandum of Understanding (MOU):**

At Ryerson University, an MOU is often used to promote good will between the University and international partners. It is often a precursor to future and more comprehensive formal international agreements.

An MOU must outline:

- a) The identified areas of cooperation to be carried out by Ryerson University and the international institution(s);
- b) The terms and conditions under which these activities will be carried out;
- c) The financial responsibilities of Ryerson University and of the international institution; and
- d) The duration of the MOU (to a maximum of five years), and the conditions for its continuation or termination.

### **2.1. International Institutional Agreements (IIA):**

An IIA is a formal agreement between Ryerson University and an international institution, which documents the agreed on details including those concerning student and faculty mobility activities; collaborative international SRC activities; and, the joint implementation of international development projects. An IIA must outline all key information relevant to the partnership and activities to be carried out, including the following:

- a) The objectives of the international collaboration, and its relevance to mandates and priorities of the two institutions;
- b) A description of the areas of collaboration, and where available, an outline of specific activities to be carried out;
- c) The terms and conditions governing the collaboration;
- d) The roles and responsibilities of Ryerson University and the international partner institution, including the financial responsibilities of each institution; and
- e) The duration of the agreement (to a maximum of five years), the monitoring and review of the partnership, and conditions for the continuation and/or termination of the partnership and associated instruments.

### **3. Development and Approval of International Institutional Partnerships**

#### **3.1. Establishment of International Institutional Partnerships:**

Requests to establish international institutional partnerships may be initiated by an academic unit, a faculty member, or by a Ryerson administrator. Requests from academic units and faculty members to initiate the development of an international institutional partnership must be made through the submission of a written proposal to the appropriate Dean(s) and Chair(s)/Director(s). This proposal must illustrate the relevance of the proposed collaboration to the academic and SRC priorities of the participating Ryerson academic unit(s). Proposals approved at the Faculty level must be forwarded to Ryerson International for coordination of the development of the documentation and its submission for approval by the University. In consultation with the participating Ryerson academic unit(s), Ryerson International will communicate with the participating international institution(s) on the development of the proposed partnership, and finalization of the associated MOU or IIA.

#### **3.2. Approval, Termination and Renewal:**

The authority to approve, terminate or renew an international partnerships and associated instruments, rests with the University's signing officer(s) and is governed by the signing policies of the University. Ryerson requires that multi-year agreements be signed by two University signing officers. Therefore, MOUs and IIAs governed by this policy will be signed by the Provost and Vice President Academic, and the Vice President Research and Innovation.

#### **3.3. Duration and Review of Memoranda of Understanding and International Institutional Agreements:**

- 3.3.1. MOUs and IIAs that govern student and faculty mobility initiatives, joint international SRC activities, and partnerships to implement international development projects, endorsed by Ryerson University, may be approved for a maximum of five (5) years.
- 3.3.2. On an ongoing basis and in collaboration with the participating academic unit(s), Ryerson International will monitor international partnerships.
- 3.3.3. MOUs and IIAs must undergo a review at five-year intervals to evaluate their continued relevance to Ryerson's mandate and priorities. Ryerson International, in collaboration with participating academic units will coordinate the review of the partnership and associated MOU or IIA, using a results-based evaluation methodology developed by Ryerson International. Ryerson International will document and submit the results of the review to the relevant Dean(s), who will make recommendations for the renewal or termination of the partnership to the Provost and Vice President Academic and the Vice President Research and Innovation.

### **3.4. Administration of Memoranda of Understanding and International Institutional Agreements:**

Ryerson International will manage all processes involving requests to develop, approve, monitor, review, continue or terminate an international partnership involving:

- a) International (and national) student and faculty mobility activities;
- b) Joint international Scholarly, Research and Creative (SRC) activities; and
- c) The joint implementation international development projects with international partners

### **3.5. Record of Agreements:**

An original of all MOUs and IIAs signed by Ryerson University and international partner institution(s) must be filed with the Secretary of Senate.

## **4. Procedures**

The tools and procedures for the development, approval, monitoring and review of international institutional partnerships are the responsibility of Ryerson International, and are available on the Ryerson International website under the “Faculty E-Guide for International Activities”, or directly from Ryerson International.