

## International Linkage Agreements, Policy on

<b>Classification</b> Internationalization	<b>Table of Contents</b>  1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Policy Statement ..... 2 5 Responsibilities..... 2 6 Related Procedures ..... 3 7 History ..... 3
<b>Approval Authority</b> Board of Governors	
<b>Implementation Authority</b> Vice-Provost (International)	
<b>Effective Date</b> July 1, 2006	
<b>Last Revision</b> N/A	

- 1 Purpose** This policy outlines the principles and procedures governing the establishment of international linkage agreements.
- 2 Scope** This policy applies to all international linkages that require formal agreements at the level of the institution or its administrative units.
- 3 Definitions** In this policy:
- a) “Approval Officer” means the university administrator who approves a formal international linkage. This may be a dean, director, vice-president, or the President.
  - b) “Formal International Linkage” means a legal inter-institutional agreement between the University of Calgary (or any of its administrative units) and a university, government, institution, or agency in another country involving the commitment of Institutional Resources in such matters as collaborative research, joint academic and scholarly activities, exchange of publications, student and/or staff exchange programs, and collaborative degree programs. Doubts about whether a formal agreement is required are to be resolved by the Vice-Provost (International) (delegated to the Director, International Relations).
  - c) “Informal International Linkage” means a collegial relationship across international boundaries among individual faculty members, administrators, and/or students that involves no commitment of institutional resources.
  - d) “Institutional Resources” refers to the resources of the University of Calgary and its administrative units considered as institutional entities. Institutional Resources include not only human and financial resources, but courses, academic programs, degrees, diplomas, and the like.

- e) “Proponent” means the University of Calgary administrative unit(s) proposing a formal international linkage.

#### **4 Policy Statement**

- 4.1** Informal International Linkages are a widespread, normal, and desirable feature of academic life, and will often suffice to achieve the desired collaborative ends.
- 4.2** Formal International Linkages should be considered only when needed to provide the framework and support activities/programs for commitments of institutional resources.
- 4.3** Duplication and redundancy in formal international agreements should be avoided.
- 4.4** Proponents of a Formal International Linkage must demonstrate the value of the linkage and the availability and appropriateness of any institutional resources.
- 4.5** Formal International Linkages are approved by the most relevant and convenient approval officer, as determined by the Vice-Provost (International) or designate, in consultation as necessary with General Counsel and other stakeholders. The Approval Officer for matters of academic programming is the Provost and Vice-President (Academic) or designate.
- 4.6** The Director, International Relations shall ensure that all formal linkage agreements are reported to the Provost and Vice-President (Academic) and the Vice-Provost (International).

#### **5 Responsibilities**

- 5.1** Approval Authority
- a) ensure appropriate rigour and due diligence in the development or revision of this policy.
- 5.2** Approval Officer
- a) ensure that the proposed linkage “adds value,” especially in light of the academic and strategic plans of the University of Calgary and the proponent unit(s);
  - b) ensure that any requisite institutional resources are available and committed;
  - c) ensure that all necessary legal agreements or MOUs are in place;
  - d) sign, or secure the necessary signatures, on any such agreements or MOUs.
- 5.3** Director, International Relations
- a) develop, maintain, and update templates and check lists for formal international linkage agreements;
  - b) work closely with proponents in developing proposed agreements;
  - c) lead consultations to determine the appropriate Approval Officer for the proposed agreement;
  - d) work with the General Counsel to secure necessary legal clearance;
  - e) submit the completed proposal, with appropriate recommendations, to the Approval Officer, and report all completed agreements to the Vice-Provost (International) and to the Provost and Vice-President (Academic).
- 5.4** Implementation Authority
- a) ensure that University of Calgary staff are aware of and understand the implications of this policy and related procedures;
  - b) monitor compliance with the policy and related procedures;

- c) regularly review the policy and related procedures to ensure consistency in practice;
- d) sponsor the revision of this policy and related procedures when necessary;
- e) appoint a Policy Advisor to administer and manage these activities.

**5.5 Proponents**

- a) consult with the Director, International Relations about the necessity and appropriateness of a Formal International Linkage; and
- b) work closely with International Relations in developing a necessary linkage proposal.

**6 Related Procedures**     [International Linkages Procedure](#)

<b>7 History</b>	July 1, 2006	Approved and Effective.
	January 1, 2020	Editorial Revision. Updated format and links. Also updated position titles, where applicable.