Request for International Agreement Process Map

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

1. Agreement Request with support from the Faculty Dean

2. YI reviews the request and provides recommendations as applicable

3. YI drafts the agreement

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agreement

4. Draft reviewed by agreement proponent and partner

- 4. Draft reviewed by agreement sponsor and partner

Start Step

Decision

Drivers of Partnerships Requests

- 1. York University Academic Plan
- 2. York University
 Internationalization and
 Global Engagement Strategy
- 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 Consortium
- 8. International Recruitment and Marketing Contracts

5. Legal Counsel reviews final draft of agreement (if not a York Template)

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Agreement finalized for signature by both parties

6.

- 7. York signs the agreement per signing authority register (2 copies if print version required):
- a) VPA-Provost Signatures
- b) Dean, if Facultyspecific agreement

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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.

Notes on the Process	
Step 1	The Agreement Request Form on YI's website serves as a tool to 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 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 dialogue between York and the Proposed Partner. Proposed Partner may 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 the signing process. Either party 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. Interchangeable with Step 7.
Step 9	York International will record agreement data and save both a digital copy on shared drives and a physical copy for record keeping.
Step 10	York International will forward one (1) copy of the Agreement to the Partner.