

TITLE: DOMESTIC AND INTERNATIONAL ACADEMIC DOCUMENTS REVIEW AND APPROVAL PROCEDURE

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1. Purpose

The purpose of this Procedure is to set the process for the review and approval of documents executed by Academic Areas (as defined below) at The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”).

2. Scope

This Procedure applies to all Employees (as defined below) of Sheridan involved in the execution of Academic Agreements (as defined below) that create obligations to or from Sheridan, regardless of any monetary value.

3. Definitions

“**Academic Agreements**” for the purpose of this procedure, means any written document or legal instrument that has the purpose to enter Sheridan into a legally binding agreement, contract, and/or relationship with an external party which creates obligations to and/or from Sheridan, with a third party. For this procedure, these include but are not limited to: domestic and international Affiliation Agreements, Articulation Agreements, and Memorandums of Understanding.

“**Academic Areas**” means areas at Sheridan offering programs and courses to Students, either at the Post-Secondary level or within Continuing Education.

“**Academic Memorandum of Understanding (Non-Binding MOU)**” means a non-binding document outlining an agreed upon understanding between Sheridan and one or more other parties. An Academic MOU will outline the principles of the arrangement, and may specify further areas of exploration between the parties. An Academic MOU will be more general in nature while, for example, affiliation or articulation agreements, are more specific.

¹Ontario Ministry of Advanced Education and Skills Development (MAESD). Minister’s Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Glossary

“Affiliation Agreement” means an agreement between an organization and Sheridan for the purpose of providing unpaid work-integrated learning experience within the organization to Students. This may include field placements and clinical practicums, but does not include study abroad or international exchange. The agreement defines the roles and responsibilities of the organization, Sheridan, and the Student, and addresses risks. For the purpose of this document, the term affiliation agreement will be used to encompass agreements for field placement and clinical practicums (although the term affiliation agreement tends to be used for agreements with health sector organizations).

“Articulation Agreement” a formal agreement between one or more colleges and one or more educational institutions or boards of education that recognizes learning achievement, facilitates student progress, minimizes curriculum duplication, and eases the transition from one institution to the other.¹

Articulation agreements may also be known as transfer agreements, or exceptional transfer agreements, but will be referred to as articulation agreements for the purpose of this procedure.

“Documents” for the purpose of this Procedure means any written document or legal instrument that enters Sheridan into a legally binding agreement, contract, and/or relationship with an external party which creates obligations to and/or from Sheridan, which include, but are not limited to: placement agreements, contracts for goods and services, memorandums of understanding, partnership agreements, consulting agreements, affiliation agreements, co-op agreements, articulation agreements, etc. This definition of Documents does not include employment documents.

“Employee” means a person under the employ of Sheridan either:

- a. On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or
- b. On a less than full-time, and/or temporary basis under the terms of an employment agreement.

“Execution of Documents” means signing a Document to make it legally binding.

“MOU”: see above, **“Academic Memorandum of Understanding (Non-Binding)”**

“Originating Department” means a business unit and/or office of Sheridan who is responsible for keeping a Document in accordance with the Records Policy Retention Schedule.

“Partner” refers to the other party involved in the Academic Agreement.

“Reciprocal International Exchange Agreement” is a standard form of study abroad, practiced by most institutions in Canada, the US, and around the world. In such an exchange, each partner charges the participating student its home campus tuition. Each exchange participant then attends the partner institution abroad exempt from tuition at the hosting institution. MTCU recognizes and accounts for exchange students, both incoming and outgoing in annual audits. The budget for tuition and fees paid by outgoing

¹Ontario Ministry of Advanced Education and Skills Development (MAESD). Minister’s Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Glossary

students and for incoming students is managed by the International Centre (Established by Presidents Executive Council, June 26, 2017).

“**Student**” means any individual who is admitted, enrolled or registered for study at Sheridan whether physically present at campus or online. Individuals who are not officially enrolled for a particular term, but who have a continuing Student relationship with, or are representing Sheridan may also be considered Students.

4. Procedure

Guidelines for Pursuits with External Collaborators shall be consulted to promote consistency and informed decision-making for all Academic Agreements pursuing a relationship with an external party.

4.1 Affiliation Agreements

4.1.a Domestic Affiliation Agreements

4.1.a.i Affiliation Agreements will be developed using the Affiliation Agreement template available from the Office of the General Counsel.

4.1.a.ii If there are no substantive changes to the template, the Office of the General Counsel does not need to review the affiliation agreement. If substantive changes are made to the template (beyond adding dates of the agreement, parties, etc.), the revised document must be provided to the Office of the General Counsel for approval with a minimum ten (10) business days’ notice.

4.1.a.iii The Affiliation Agreement will be signed by either the Dean/Director responsible for the Academic Area or by the Vice Provost, Academic, and by the Affiliation Agreement Partner.

4.1.a.iv Sheridan and the Affiliation Agreement Partner will each retain one original copy of the executed Document. At Sheridan, the original, executed version of the affiliation agreement shall be maintained centrally within the Office of the Provost and Vice President Academic, with a copy maintained in the Originating Department. If the Affiliation Agreement covers students in programs that span more than one Academic Area, copies of the Affiliation Agreement will also be maintained in each Academic Area.

4.1.b International Affiliation Agreements

4.1.b.i If an Affiliation Agreement involves either students travelling to other countries, or an international partner, the Dean, International shall be consulted from the outset of development of the relationship. The same procedures will be followed as domestic affiliation agreements (see section 4.1.a), but the International Centre must be included in the process of developing the Affiliation Agreement and the Dean, International, as Chair of the International Affairs Committee must sign off on the agreement. International Agreements will be developed using the International Agreement template available from the Office of the General Counsel.

¹Ontario Ministry of Advanced Education and Skills Development (MAESD). Minister’s Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Glossary

4.1.b.ii Sheridan and the International Affiliation Agreement Partner will each retain one original copy of the executed Document. At Sheridan, the original, executed version of the affiliation agreement shall be maintained centrally within the Office of the Provost and Vice President Academic, with copies maintained in the Originating Department and the International Centre.

4.2 Articulation Agreements

4.2.a Domestic Articulation Agreements

4.2.a.i Articulation Agreements should start the development process by using the Articulation Agreement template available from the Office of the General Counsel. The Vice-Provost, Academic in collaboration with the Dean/Director responsible for the Academic Area will be responsible for the development and review of this agreement.

4.2.a.ii The draft domestic Articulation Agreement will undergo an internal review, and will be reviewed by the following groups and individuals:

- i. Pathways Implementation and Review Team (includes Office of the Registrar and the Centre for Teaching and Learning)
- ii. Office of the General Counsel (the final document must be provided to the Office of the General Counsel with a minimum of ten (10) business days' notice).

The Vice-Provost, Academic and the Dean/Director responsible for the Academic Area will make a recommendation to the Provost and Vice-President Academic to 1) approve the agreement or to 2) decline the agreement.

4.2.a.iii Although signing authority rests with the Provost and Vice-President Academic, either the Vice Provost, Academic or Dean/Director responsible for the Academic Area will also be listed as additional signatories for domestic agreements. Sheridan and the Partner institution will each retain one original copy of the executed Documents.

4.2.a.iv The original copy of the executed Document will be maintained within the Office of the Provost and Vice President Academic, and maintained in accordance with retention requirements. A copy of the Document will be sent to the applicable Academic Area.

4.2.a.v The Dean/Director responsible for the Academic Area shall notify the Office of the Registrar of the final agreement to ensure operational and recruitment elements are considered well in advance of implementation.

4.2.b International Articulation Agreements

4.2.b.i For articulation Agreements involving international institutions, the International Centre will be consulted to ensure the partnership is aligned with Sheridan's strategic interests. The Dean, International in collaboration with the

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Dean/Director responsible for the Academic Area will be responsible for the review of this agreement.

4.2.b.ii The draft international Articulation Agreement will undergo an internal review, and will be reviewed by the following groups and individuals:

- i. International Affairs Committee
- ii. Pathways Review and Implementation Team (includes Office of the Registrar and the Centre for Teaching and Learning)
- iii. Office of the General Counsel (the final document must be provided to the Office of the General Counsel with a minimum of ten (10) business days' notice).

The Dean, International and the Dean/Director responsible for the Academic Area will make a recommendation to the Provost and Vice-President, Academic to 1) approve the agreement or to 2) decline the agreement.

4.2 b.iii Although signing authority rests with the Provost and Vice-President Academic, either the Vice Provost, Academic, Dean/Director responsible for the Academic Area or Dean, International will also be listed as additional signatories. Sheridan and the Partner institution will each retain one original copy of the executed Documents.

4.2.b.iv The original copy of the executed Document will be maintained within the Office of the Provost and Vice President Academic, and maintained in accordance with retention requirements. A copy of the Document will be sent to the applicable Dean/Director responsible for the Academic Area.

4.2.b.v The Dean/Director responsible for the Academic Area shall notify the Office of the Registrar of the final agreement to ensure operational and recruitment elements are considered well in advance of implementation.

4.3 Reciprocal International Exchange Agreements

4.3.a Reciprocal International Exchange Agreements, wherein outgoing and incoming students pay tuition at their home institution and are exempt from tuition at the exchange institution abroad, are managed by the International Centre. The development of such Exchange Agreements should follow the process outlined in the "Guide to Establishing Exchange Agreements", using the Template for Reciprocal Exchange Agreements.

4.3.b The draft Reciprocal International Exchange Agreement will undergo an internal review and will be reviewed by the International Affairs Committee. The International Affairs Committee will make a recommendation to the Dean, International to: 1) approve the agreement or to 2) decline the agreement.

4.3.c The Reciprocal International Exchange Agreement will be signed by the Dean, International and the Dean/Director responsible for the Academic Area or by the Vice Provost, Academic, and by the Affiliation Agreement Partner.

¹Ontario Ministry of Advanced Education and Skills Development (MAESD). Minister's Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Glossary

4.1.d Sheridan and the Exchange Partner will each retain one original copy of the executed Document. At Sheridan, the original, executed version of the affiliation agreement shall be maintained centrally within the Office of the Provost and Vice President Academic, with a copy maintained in the Originating Department. If the Exchange Agreement covers students in programs that span more than one Academic Area, copies of the Affiliation Agreement will also be maintained in each Academic Area.

4.2.e The Dean, International shall notify the Office of the Registrar of the final agreement to ensure operational and recruitment elements are considered well in advance of implementation.

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4.4 Signing Authority for Affiliation Agreements, Articulation Agreements and Reciprocal Exchange Agreements

Document Type	Total Document Value	Signing Authority
Affiliation Agreements (e.g. unpaid field experience agreement)	\$0 (No exchange of funds between parties of the agreement)	DOMESTIC ONE OF: (i) Faculty Dean or (ii) Vice Provost, Academic INTERNATIONAL - ONE OF: (i) Faculty Dean or (ii) Vice Provost, Academic AND: Dean, International
Articulation Agreements	\$0 (No exchange of funds between parties of the agreement)	DOMESTIC ONE OF: (i) Faculty Dean / Department Director (CAPS) or (ii) Vice Provost, Academic AND: Provost and Vice-President, Academic INTERNATIONAL - ONE OF: (i) Faculty Dean / Department Director (CAPS) or (ii) Vice Provost, Academic AND: Dean, International AND: Provost and Vice President, Academic AND: (Protocol may require President's signature on international agreement)
Reciprocal Exchange Agreements (International)	Exchange Budget is managed by International Centre. Balance of Incoming and Outgoing exchange students ensures cost-recovery	INTERNATIONAL ONE OF: (i) Faculty Dean / Department Director (CAPS) or (ii) Vice-Provost, Academic AND: Dean, International

4.5 Other Academic Documents

For Academic documents that are not considered Affiliation Agreements, Reciprocal Exchange, or Articulation Agreements, the Dean/Director responsible for the Academic Area must consult with the Vice-Provost, Academic to determine the appropriate process to develop, review and approve the document. This includes both domestic and international Academic Memorandums of Understanding. For MOUs, the signing authority will depend on the type of MOU. For example, a Vice-President or President may be required to sign international MOUs.

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For any international Memorandums of Understanding, the Dean, International must be consulted from the outset. For all other Academic Documents, the Intellectual Property Policy should be consulted, as necessary.

4.6 Document Value

If an exchange of funds is being considered (including in-kind contributions) between parties for any Academic document, the Vice-Provost, Academic must be consulted. The Purchasing Policy must also be consulted.

4.7 Academic Agreements that include a Research Component

Should any academic agreement contemplate or include an applied research component (e.g. memorandums of understanding, funded grants, external funding for research, community/industry related projects, collaborative research agreements, etc.), then the document must be developed collaboratively with the Office of Research.

5.0 Related Documentation/Links/Forms

Accessible via General Counsel on Access Sheridan:

Guidelines for Pursuits with External Collaborators

Academic Documents (Domestic and International Checklist)

Template – Affiliation Agreements

Template – International Affiliation Agreements

Template – Articulation Agreements

Template – Memorandums of Understanding

Guide to Establishing Exchange Agreements

Exchange Agreement Checklist

Template – Reciprocal Student Exchange Agreement

Accessible via the Policy Server

[Records and Information Management Policy](#)

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