

University of Toronto

MEMORANDUM OF AGREEMENT

Graduate Collaborative Specialization in

[Name of Specialization]

[MOA Effective Month, Year]

Memorandum of Agreement concerning a Graduate Collaborative Specialization in [NAME] (the “Collaborative Specialization”).

# Parties to the Agreement

In order to develop cooperative and multidisciplinary graduate education and research in [area of focus], the following units agree to the participation of the following graduate degree programs in the Collaborative Specialization in [NAME]:

## Participating Units

[Name of the Graduate Unit] (“Participating Graduate Unit”)  
[Faculty Name]  
[Program and Degree Name(s)] (“Participating Graduate Degree Program”)  
[Contact person for the Collaborative Specialization within the Participating Graduate Unit]

[Name of the Graduate Unit] (“Participating Graduate Unit”)  
[Faculty Name]  
[Program and Degree Name(s)] (“Participating Graduate Degree Program”)  
[Contact person for the Collaborative Specialization within the Participating Graduate Unit]

## Lead Faculty

[Faculty Name] (“Lead Faculty”)  
[Contact person for the Collaborative Specialization within the Lead Faculty]

## Director of the Collaborative Specialization

[Name of the Director] (“Collaborative Specialization Director”)  
[Unit of primary appointment]

## Supporting Unit/s (if applicable)

[Name of supporting unit(s)] (“Supporting Unit”)  
[Contact person for the Collaborative Specialization within the Supporting Unit]

# Admission and Program Requirements and Completion

## Admission Requirements

Applicants must be accepted into a Participating Graduate Degree Program before being accepted into the Collaborative Specialization, and must meet the admission requirements of both the Participating Graduate Degree Program and the Collaborative Specialization.

**Please append calendar copy showing admission requirements.** Changes to admission requirements are approved through governance as a minor modification.

## Program Requirements

The student must register first in the Participating Graduate Degree Program. Thereafter, upon acceptance, the student must then apply to and register in the Collaborative Specialization. The student must meet all degree requirements of the Participating Graduate Degree Program, as well as the requirements of the Collaborative Specialization.

**Please append calendar copy showing admission requirements.** Changes to program requirements are approved through governance as a minor modification.

## Program Completion

Upon certification by the Collaborative Specialization Director that all requirements of the collaborative specialization have been fulfilled, the designation “Completed [session date]— Collaborative Specialization [degree short form] in [name of program]” is shown on the graduate transcript. The Participating Graduate Unit recommends the granting of the degree.

# Role of Participating Graduate Units and Core Faculty

Each Participating Graduate Unit shall retain its authority over admissions and program requirements for its own graduate degree program(s), and is responsible for providing adequate research supervision by a member of the graduate faculty (“core faculty”) in the unit. Students in the Collaborative Specialization normally are supervised by a member of the Collaborative Specialization’s core faculty, or have a core faculty member as a member of the supervisory committee (where supervision and a supervisory committee are required). The SGS Calendar entry for Participating Graduate Units, their websites and other advertising material related to the Participating Graduate Degree Program shall include references to the Collaborative Specialization. The Participating Graduate Units will identify core faculty members from their respective programs to the Collaborative Specialization Director. Core faculty members are expected to contribute to the Collaborative Specialization through teaching, supervision and participation in the delivery of seminar series and other Collaborative Specialization learning elements, and may serve on the Collaborative Specialization Committee. Not all Collaborative Specialization core faculty members necessarily participate each year and, in many cases, simply remain available to students seeking supervision. Some core faculty may teach courses in the subject area of the Collaborative Specialization in the Participating Graduate Program.

# Administration of the Collaborative Specialization

## Collaborative Specialization Committee

The Collaborative Specialization is administered by a committee (the “Collaborative Specialization Committee”) normally consisting of one core faculty member from each Participating Graduate Unit. The Collaborative Specialization Committee shall be chaired by the Collaborative Specialization Director.

[List all responsibilities of the Collaborative Specialization Committee]

## Collaborative Specialization Director

The Collaborative Specialization Director is accountable to the Dean of the Lead Faculty. The Collaborative Specialization Committee recommends the appointment of a new Collaborative Specialization Director to the Lead Faculty Dean after consultation with chairs/directors of Participating Graduate Units and with the current Collaborative Specialization Director. The Lead Faculty Dean appoints the Collaborative Specialization Director for a term normally up to five years (renewable).

As outlined in the Collaborative Specialization Guidelines, the responsibilities of the Collaborative Specialization Director are as follows:

[Many of these responsibilities maybe may be shared with or delegated to the Specialization Committee. If this is the case please, indicate as appropriate in 4.2 and 4.1.]

Administration and Management

1. Chairs the Collaborative Specialization Committee, and ensures that the Collaborative Specialization Committee has appropriate representation from the participating programs. (One option where there are many participating programs may be to have a rotating sub-set of participating unit faculty members.)
2. Administers the budget and any resources.
3. Ensures that all materials (calendar, website etc.) are current.
4. Maintains a list of faculty associated with the Collaborative Specialization and any other records.
5. Consults with academic lead(s)/chair(s) of participating units and lead Faculty Dean(s) or delegate(s) on matters relating to the Collaborative Specialization.

Admissions and Academic Oversight

1. Reviews and approves admissions to the Collaborative Specialization
2. Provides guidance to students in managing Collaborative Specializations requirements and ensures appropriate graduate supervision.
3. Ensures that 30% of coursework is in the area of specialization (for coursework-only participating programs) and is clearly outlined in the SGS Calendar.
4. Confirms completion of program requirements for each student enrolled in the Collaborative Specialization, works with SGS to provide each student with a completion letter, and to ensure the Collaborative Specialization notation is recorded on the graduate transcript.

Governance

1. Ensures that the Memorandum of Agreement (MOA) is revised appropriately including the addition or deletion of participating programs.
2. Works with the lead Faculty to change admissions and program requirements through Faculty governance as necessary (including, for example, changes related to the new 30% requirement for coursework-only participating programs).

Program Requirements and University of Toronto Quality Assurance Process (UTQAP)

1. Prepares any materials required as part of the UTQAP review process.
2. Works collaboratively with the lead Faculty Dean and participating programs on the renewal of the MOA following the outcome of the review process.

[List any additional responsibilities of the Collaborative Specialization Director]

## Administration: General

[Explain requirements for administrative support and how these will be met]

# Supporting Units

Supporting units provide resources of various kinds to the Collaborative Specialization. A supporting unit is not necessarily a Participating Graduate Unit, although a Graduate Unit may serve both functions. Not all Collaborative Specializations have supporting units.

[Provide name of supporting unit(s). Explain commitment and role of supporting unit; e.g., it may advise the Collaborative Specialization Director, provide resources such as space, etc. If there is no supporting unit for the Collaborative Specialization, indicate “N/A”]

# Resource Issues

Provide details about resource requirements, including administrative support and all related expenses, such as advertising costs.

# Duration of Agreement and Renewal

This MOA shall be in effect until [DATE, no longer than 8 years post effective date], at which time it can be renewed following a UTQAP review of the Collaborative Specialization. The Lead Faculty Dean will commission a UTQAP review of the Collaborative Specialization in the academic year preceding the MOA expiry date. This review is a precondition for the renewal of the MOA and may result in a) renewal of the MOA, with any appropriate amendments to address the review findings; b) changes to the Collaborative Specialization and renewal of the MOA, with any appropriate amendments to address the review findings; c) decision to cease admissions to the Collaborative Specialization and bring forward a proposal to close the Collaborative Specialization following UTQAP protocols.

# Amendments

With the exception of additions or subtractions to the Collaborative Specialization’s list of Participating Graduate Degree Program(s), any amendment of this MOA will require approval from all signing Parties.

Academic changes to a Collaborative Specialization are normally minor modifications. The status of a change is decided in consultation with the Office of the VPAP.

# Termination

This MOA can be terminated following governance approval of a UTQAP proposal to close the Collaborative Specialization. The proposal is initiated by the Lead Faculty.

# Calendar Copy

[Append approved Calendar Copy entry for the Collaborative Specialization showing admission and program requirements.]

PARTIES AGREE TO PARTICIPATE IN ACCORDANCE WITH ALL TERMS OUTLINED IN THIS MEMORANDUM OF AGREEMENT

Collaborative Specialization Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Name

Participating Graduate Units and Faculties/Division Participating in Collaborative Specialization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director, Participating Graduate Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director, Participating Graduate Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Vice-Dean, Graduate Studies responsible for the above units

Continue listing all participating graduate units and corresponding Faculties/Divisions.

Supporting Unit(s) [if any]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director, Unit Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean responsible for the above supporting units

Lead Faculty

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Vice-Dean, Graduate Studies