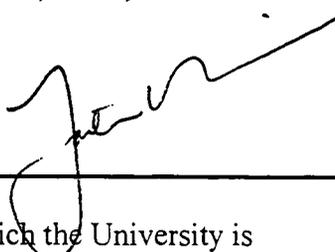


SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: Senate
FROM: Jonathan Driver, Dean of Graduate Studies, Chair, SCIA
SUBJECT: "low risk" approvals
DATE: 17th March 2006
cc:



SCIA is mandated to consider all international activities in which the University is involved.

With the agreement of the SCIA membership, I would like to propose that SCIA adopt a two-tiered approval process, similar to that used by the Research Ethics Board. Because SCIA has to approve all new international initiatives, we sometimes deal with relatively trivial issues, and we also hold up some initiatives that need approval at short notice (e.g. when a senior administrator is travelling, and wishes to sign a memorandum of understanding with another institution).

At its 14th March 2006 meeting SCIA recommended adoption of a practice of classifying some initiatives as "low risk". These would be identified by meeting all of the following criteria:

- (a) no commitment of funding from the University
- (b) no travel of students abroad
- (c) no impact on academic programs

Typically, this might include: signing letters of intent or MOUs that commit the University to exploration of further initiatives; exchanges that don't involve students; preliminary proposals for participation in international development.

Such proposals could be identified by the SCIA secretary, approved (if appropriate) by the SCIA chair, and reported to SCIA at a regular meeting. SCIA would always have the option of overturning the chair's decision.

I would like to propose the following motion to Senate:

That the chair of SCIA be authorized to approve low risk international activities using criteria outlined in this document, with the understanding that all such approvals will be reported to SCIA, and that SCIA has the right to change the chair's decision.