

Student Affiliation Contracts Process

FAQs

Q: What is a Bi-Party MSAA contract?

A A Bi-Party MSAA (Master Student Affiliation Agreement) is a contract between Children's Health System of Texas (CHST) and an academic institution to facilitate student placements.

Q: What is a Tri-Party MSAA contract?

A A Tri-Party MSAA (Master Student Affiliation Agreement) is a contract between Children's Health System of Texas (CHST), UT Southwestern Medical Center and an academic institution to facilitate student placements.

Q: What is an MOU contract?

A An MOU (Memorandum of Understanding) is a contract between the Children's Health System of Texas (CHST) and a specific clinical or academic program to support the understanding and rationale of students placed at Children's Health sites for the specific program needs.

Q: Who can initiate a contract request?

A The request can be initiated by the student, Host Department, Clinical Academic Advisor, or Academic Institution.

Q: How do I know if an MSAA already exists?

A Check the MSAA Shareable Document. If not found, contact Student Affiliations Contracts to obtain a copy.

Q: What happens if no MSAA exists?

A If no contract exists, the requesting party confirms placement and submits a request via the contract intake form, once checking the MSAA shareable document to ensure it is not in existence. An MSAA template is then sent to the university for review. The process can take a **minimum** of 90 days from request to execution.

Q: What is the role of Contract Management?

A Contract Management sends the contract template to the university, reviews edits, coordinates with Legal and manages the execution and distribution of the contract.

Q: What is the role of Legal in the contract process?

A Legal reviews and approves any edits made to the contract and provides final approval before execution.

Q: What is the role of Academic Affiliations in the contract process?

A Academic Affiliations manages the process with the host department, the student, contracts management, legal, and student services to ensure that all contracts are executed and valid for the terms of the student's rotation at Children's Health. They also manage the intake requests for new contracts to understand the long-term partnership with the school, along with managing the full portfolio of executed academic contracts.

Q: Who receives the executed contract?

A The executed contract is sent to Academic Affiliations and the school partner by Contract Management. Academic Affiliations informs the student, Host Department, and Student Services of the newly executed contract.

Q: How is the contract tracked?

A Academic Affiliations updates the MSAA Shareable spreadsheet and myClinicalExchange ([mCE](#)).