



Policy No.	C.3.10
Title	Affiliation Agreements (Education)
Approval Body	Board of Governors and Education Council
Policy Sponsor	Vice President Academic, Students & Research Vice President Administration & CFO
Last Revised/Replaces	April 24, 2008
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CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) encourages affiliation agreements with other public, private, and international organizations when these agreements enhance educational opportunities for students and attempt to avoid unnecessary duplication of learning. Typically, these affiliation agreements involve:

- the issuance of a VCC credential, a VCC course completion credit, a joint credential and/or course completion credit involving both VCC and another institution; and/or
- the recognition of a credential or course completion credit offered by another institution.

This policy and related procedures establish guidelines and responsibilities for entering into affiliation agreements between VCC and other institutions and bodies where these enhance educational opportunities for students.

This policy meets the Education Council's legislated responsibility under the College & Institute Act.

- Section 23 (1) states "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: ... (k) terms for affiliation with other post secondary bodies."
- Section 25 (1) states "To be implemented, decisions concerning the following matters must have joint approval: (a) curriculum evaluation for determining whether (i) Courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution."

SCOPE AND LIMITS

This policy and related procedures applies to all affiliation agreements (education) entered into by Vancouver Community College.

STATEMENT OF POLICY PRINCIPLES

1. The following principles should be considered when proposing an affiliation agreement between VCC and another institution, university or other body. Agreements:
 - a. Should improve student access, mobility, and enhance learner pathways
 - b. Should enhance student choice
 - c. Should provide educational opportunities VCC or proposed affiliate does not or will not deliver independently
 - d. Should have a high probability of success
 - e. Should provide either lateral and/or vertical educational pathways for students in pursuing their studies
 - f. Should incorporate an appropriate level of student services required to meet the policy principles
 - g. Should take the form of
 - i. Individual course articulations
 - ii. Block transfer
 - iii. Joint credential program
2. An agreement will specify terms for dates of review and renewal and the credential to be awarded, and will include mechanisms for dispute resolution, non-compliance and cancellation of an agreement.
3. An agreement will have a viable business plan associated with it, identifying all required resources and associated expenses, and sources for funding.

DEFINITIONS

Affiliation Agreement: An arrangement with another institution or body that involves the awarding of a credential. These may take the form of:

Articulation: Agreements that provide for inter-institutional transfer of credit for courses or programs. These formal agreements set out the terms under which credits or credentials awarded by one institution will be given transfer status by the other institutions. Normally the submission requirements will resemble those within the BC Council of Admissions and Transfer (BCCAT) guide.

Block Transfer: The process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a credential at another institution. For example:

- The 2 + 2 model is a model wherein the receiving institution grants two full years of credit towards a degree program, with no additional requirements.
- The 2 + 2 provided that ... model is a model wherein the receiving institution accepts a two year diploma for entry into a degree program, provided that the diploma contains specified courses, or that specified standards or additional prerequisites have been met.
- The bridging model is a model wherein the receiving institution grants two years of credit for a diploma towards a degree program but judges a students' background to be deficient in some areas and requires them to

take one or more bridging courses over one semester prior to entering semester 5 of the degree program.

- The course to course within the block model is a model wherein the receiving institution assesses all courses for equivalencies and grants unassigned or elective credit to those courses for which there are no direct equivalents.

Consortium Model: An agreement in which several institutions collaborate on the development of a generic curriculum but independently offer parts of or the entire program at their institution or jointly administer a program that is hosted at one or more institution

Joint Credential: The process whereby two or more independent institutions offer designated portions of a jointly developed/agreed to curriculum that result in a credential where both institutions are cited as the credential granter.

Agreements not subject to this policy include:

- Agreements arranged through the BC Council on Admissions and Transfer (BCCAT);
- Agreements with other institutions for the sole purposes of providing practica, clinical placements, work experience, and/or co-operative education;
- Agreements under the sole jurisdiction of the Board of Governors that do not involve the delivery of education and/or training (e.g. procurement, finance, facilities); and
- Agreements related to Contract Training will be addressed in Policy C.3.5 Programs Offered Under Service Contract.

Briefing Note: A two to three page written document which uses fixed headings to convey to the reader salient points related to the potential development of a Letter of Intent (See Appendix A).

Contract Training: The customization of programs or courses to meet the specific needs of an organization (e.g. satisfy mandatory accreditation requirements, keep competencies current, upgrade skills).

Letter of Intent: A document outlining the general intent of an organization involved in a prospective undertaking with another organization. It provides an indication of intent to act and allows the originator of a Letter and its potential partner to move forward in their negotiations. The terms of a Letter of Intent are not normally binding and this should be explicitly stated in a Letter to avoid misunderstanding.

RELATED LEGISLATION & POLICIES

Legislation:

College & Institute Act, (RSBC 1996), section 23(1)(k) and section 25(1)

Policies

C.3.5 Programs Offered Under Service Contract

C.3.11 Qualifications for Faculty Members

C.3.12 Qualifications for Continuing Studies Instructors
D.3.5 Prior Learning Assessment
E.4.1 Non-Based Funded Activities

RELATED PROCEDURES

Refer to A.3.10 Affiliation Agreements Procedures.