

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.110	Vice-President Academic and Provost		
Policy Name			
Academic Affiliation Agreements			
Approved by	Replaces	Category	Next Review
Board	S.2015-01 Academic Agreements	ACST	May 2026
Date Issued	Date Revised	Related Policies, Reference	
May 2023	New	S2019-01 Admission Policy B.215 Spending and Signing Authority Policy	

1. PURPOSE

- 1.1 Capilano University (the “University”) encourages academic affiliations with partner organizations where the affiliation will enhance an identified academic purpose including, access to the University; teaching and learning; professional practice; and creative activity, research and scholarship.
- 1.2 This policy provides direction to members of the University community regarding Academic Affiliation Agreements.

2. DEFINITIONS

Academic Affiliation Agreements (AAA) are written agreements between Capilano University and a partner organization to work together to deliver academic activities or support academic programs.

The AAA may include:

- a) memoranda of understanding / memoranda of agreement; and/or
- b) contract agreements (for example: practicum agreements, internships, specific projects).

Partner Organizations may include other institutions of learning, government bodies, public sector organizations, Indigenous organizations, community-based organizations, not-for-profit organizations, businesses and/or international organizations.

Institutions of Learning include public and private educational institutions within K-12 (for example: elementary schools, high schools and school districts) and the post-secondary sectors

(for example: universities, colleges, institutes, and academies) in both Canada and abroad, as well as other organizations of related nature

Indigenous Organizations are led by Indigenous peoples, espouse significant elements of Indigenous knowledge, Indigenous worldviews or Indigenous ways of knowing, and/or have a focus on Indigenous learners, including First Nations, Inuit and Métis.

International Partnerships may include:

- a) bi-lateral and multi-lateral exchange relationships that facilitate study abroad and creative activity, research and scholarship experiences for registered students of respective institutions;
- b) academic pathways with international Institutions of Learning (based in Canada or abroad); and/or
- c) global programming agreements that permit delivery of Capilano University programming and/or Capilano University-endorsed programming by a partner institution in a non-Canada based location; and/or
- d) global projects that align with the objectives of the University and broaden global knowledge and experiences.

Memorandum of Understanding (MoU) is a formal written agreement between two or more parties that outlines an intent to work together and serves as a foundation for discussions and negotiations, and may lead to a formal binding contract among the parties, which typically supersedes the MoU. MoUs are intended to be flexible, are not considered to be contracts and are not binding. MoUs cannot be used to procure services and should not include language that implies or imposes contractual obligations on a party although financial arrangements may be included. International AAAs may initiate with an MoU or a **Memorandum of Agreement (MoA)** which is typically more prescriptive and establishes a conditional agreement including the roles of the parties to cooperatively work together on an agreed upon project or meet an agreed-upon objective.

3. SCOPE

This policy applies to all Academic Affiliation Agreements made between the University and Partner Organizations.

4. CONSULTATION AND APPROVAL

4.1 Entering into an AAA on behalf of the University with Partner Organizations may require the approval of the University Board of Governors (the "Board") where the agreement is deemed to have significant financial impacts or present notable risk to the University.

4.2 Entering into an AAA on behalf of the University with Partner Organizations may require

the approval of the University Senate (Senate) where the agreement is deemed to entail programmatic, admissions or curricular considerations that require the oversight of an academic unit.

- 4.3 Where the above are not notable considerations, the AAA may be entered following consultation within the respective academic unit(s) and/or the Office of Creative Activity, Research and Scholarship & Graduate Studies, and in accordance with the University Spending and Signing Authority Policy (B.215). The Office of the Provost will be responsible for delineating the appropriate academic units and bodies of university governance that need be consulted, and those from which approval will be required for the AAA to be entered into.

5. ACADEMIC STANDARDS

- 5.1 The proponent of a proposed AAA must demonstrate that the relevant senior administrator and/or other members of the academic unit(s) have been consulted.
- 5.2 Where required, the proponent of a proposed AAA will seek the approval of Senate and the Board, prior to approving the AAA.
- 5.3 The AAA must ensure the protection of intellectual property and academic freedom and be compliant with the University's Privacy Statement.
- 5.4 Unless explicitly stated, the AAA does not guarantee participants admission into programs named in the agreement. The granting institution's usual admission criteria will apply.
- 5.5 The AAA will ensure that the academic standards of the University are maintained.

6. ALIGNMENT AND BENEFIT

- 6.1 The AAA will enhance one or more of the following:
- a) access of learners to University courses and programs;
 - b) the quality of teaching and learning through the development of pedagogy, curricula, courses or programs;
 - c) student learning experiences through community-based activities and other dynamic student and employee experiences both locally and internationally;
 - d) research, scholarship and creative activity in both the domestic and international spheres;
 - e) professional development and new training opportunities for the University community;
 - f) the work of equity, diversity, and/or inclusivity;

- g) revenue generation through academic activities such as the sharing and/or offering of existing curricula to students outside the University region, joint delivery of courses and programs; and/or
 - h) the reputation of the University.
- 6.2 The AAA must demonstrate in advance alignment with the purpose and values of the University.
- 6.3 The AAA must demonstrate in advance alignment with one or more areas related to the University's strategic plans (*Envisioning 2030* and *Illuminating 2030*).
- 6.4 In honor of the *United Nations Declaration on the Rights of Indigenous People Article 19* and the *Truth and Reconciliation Commission of Canada: Call to Action 92*, the AAA will demonstrate that consultation and cooperation has occurred in good faith with any Indigenous Peoples and/or local Nation(s) concerned and that their free, prior and informed consent has been obtained.

7. ACADEMIC AFFILIATION AGREEMENT INITIATION, REVIEW AND TERMINATION

- 7.1 An AAA may be initiated by members of the University community in accordance with the purpose, policy statements, standards, and benefits described in this Policy, the University Admission Policy (S2019-01), and the University Spending and Signing Authority Policy (B.215).
- 7.2 The AAA will define the roles and responsibilities of the involved partner organizations and address any risks to the organizations, their employees, students and others who may be impacted by the agreed activities under the agreement.
- 7.3 An MoU would normally serve as the first expression of the AAA.
- 7.4 The AAA will contain a clause that enables review and termination of the agreement.
- 7.5 The AAA will be set for a specified period, generally not to exceed five years.
- 7.6 The Provost will provide to Senate and the Board a summary of all AAA's on an annual basis.

8. EXCLUSIONS

This policy does not include direct purchase of courses, curriculum, programs or services that are delivered by the University on behalf of the purchasing organization.