



Senate

Policy Name	Memoranda of Understanding with Post-Secondary Institutions
Policy Number	CAPP 2014-03
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
Date of Original Approval	November 28, 2014
Supersedes	
Last Updated	NA
Effective from	November 28, 2014
Review/Retirement Date	November 2019
Responsibility for Revision	CAPP
Responsibility for Implementation	Deans, Chairs, Directors

Purpose:

To provide academic oversight of Memoranda of Understanding that the Mount Saint Vincent University has with other post-secondary institutions.

Scope:

Memoranda of Understanding with other post-secondary institutions in Canada and internationally, including articulation agreements and student exchange agreements.

Policy:

If a department is proposing a new memorandum of understanding (MOU), in collaboration with another post-secondary institution, that has academic implications, the department must consult with the relevant Dean and any departments that might be affected by the proposal, including academic departments, the Registrar's Office, the International Education Office, Information Technology & Services, and Distance Learning and Continuing Education. Departments that are consulted have one month to provide a response.

The proposal, along with any feedback, must be submitted to UCC (for undergraduate proposals) or GSPPC (for graduate proposals) for review and approval. The UCC or GSPPC will forward approved proposals to Senate.

When an existing MOU is renewed, departments should consult with the relevant Dean regarding any changes. If substantive academic changes are proposed, the proposed revisions must be submitted to UCC/GSPPC and Senate for approval. If there are no substantive academic changes, the renewed MOU shall be included for information in the annual CAPP report to Senate.

Memoranda of Understanding with other post-secondary institutions which contain expressions of intention to collaborate but do not have academic implications shall be included for information in the annual CAPP report to Senate.

#### Procedures:

The Office of the Vice President Academic will house a central repository of Memoranda of Understanding with other post-secondary institutions and contact departments when an MOU is close to expiry.