



**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	2014-11-28
Supersedes	N/A
Senate Approval Dates	2020-10-02; 2014-11-28
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Review/Retirement Date	October 2025
Responsibility for Revision	CAPP
Responsibility for Implementation	Chairs, Deans, Directors

**Purpose:**

To provide academic oversight of Memoranda of Understanding that 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:**

The aim of this policy is to ensure that Letters of Intent or Memoranda of Understanding in collaboration with another post-secondary institution be reviewed and approved by appropriate departments, committees, and Senate. The University recognizes that such agreements with other institutions may be mutually beneficial.

**Definitions:**

A Letter of Intent expresses an intention to collaborate with another post-secondary institution but does not have immediate curriculum and/or financial implications.

A Memorandum of Understanding expresses an intention to collaborate with another post-secondary institution and is supported by an articulation or exchange agreement.

**Procedures:**

A Letter of Intent with other post-secondary institutions that does not have immediate curriculum and /or financial implications shall be reviewed by the relevant Dean before being sent to the President for approval. It shall be included for information in the annual CAPP report to Senate.

If an academic unit is proposing a new Memorandum of Understanding (MOU), in collaboration with another post-secondary institution, that has curriculum and/or financial implications, the unit must consult with the relevant Dean and any departments that might be affected by the proposal, including academic units, the Registrar's Office, the International Education Centre, Information Technology & Services, the Library, and the Teaching and Learning Centre and Online Learning. Units that are consulted have one month to provide a response.

The proposed MOU, along with any feedback, supported by an articulation or exchange agreement, must be submitted to UCC (for undergraduate proposals) or GSPPC (for graduate proposals) for review and approval. The UCC or GSPPC will forward approved agreements to Senate.

When an existing MOU is renewed, academic units should consult with the relevant Dean regarding any changes. If substantive curriculum and/or financial changes are proposed, the proposed revisions must be submitted to UCC/GSPPC and Senate for approval. If there are no substantive curriculum and/or or financial changes, the Dean will forward the revised MOU to the Registrar's Office and the Vice-President Academic and Provost Office. The renewed MOU shall be included for information in the annual CAPP report to Senate.

The Office of the Vice-President Academic and Provost will house a central repository of Letters of Intent and Memoranda of Understanding with other post-secondary institutions and contact academic units when they are close to expiry.

**Related Documents:**

The "Template for New and Revised Articulation Agreements" is posted on the Intranet with Deans' Office documents.