

**FRAMEWORK FOR COLLABORATION ON SHARED  
INTERUNIVERSITY GRADUATE EVALUATION EDUCATION COURSES  
(based on the Canadian Association of Graduate Studies template)**

**Purpose**

This Agreement is to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS (Canadian Association of Graduate Studies) member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home).

The definition of “home” is the institution in which the student applicant is enrolled and is expected to provide the graduate degree or diploma. The “host” is defined as the institution at which course credits can be obtained that can be counted toward a degree or diploma at the home institution.

**Approval of Applicants**

The intent of this Agreement is that such an arrangement would prove to be to the mutual advantage of the host and home institutions. Whereas there may be imbalances apparent within specific programs in the short term, whether an institution serves as either home or host, at an institutional level a balanced reciprocity should, at least in principle, occur in the long run.

Students applying to take advantage of this Agreement would not be required to go through the normal application process associated with being accepted as a transfer student. The only documentation required to process such cases would be the single page request form. In other words, a student in good standing at any member institution would not require any additional documentation other than the completed application to access transfer credit courses at any member host institution.

**Eligibility**

1. A student applying for consideration under this Agreement must be in good standing at the home program/institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be approved by the graduate advisor or equivalent in the home institution, for credit in the student’s program.
4. The Agreement applies only to graduate credit courses.
5. The number of courses taken under this Agreement can be limited by the number of courses allowed for transfer credit at the home institution or the number allowed at the host institution, whichever number is less.
6. Home institutions will specify the minimum requirement on the number and type of (e.g., core) courses that must be completed at the home institution.
7. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.

8. Where course enrolment limits are in effect, a host program can give priority to its own students and offer students applying under this Agreement spaces in classes where excess capacity allows.
9. Previous acceptance of an application for course transfer under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
10. A proposed host may refuse to accept any application under this Agreement without providing cause.
11. Incomplete applications will not be accepted. All of the identifying information about the applicant requested must be provided, the proposed course and timing for enrolling in it needs to be defined, and the appropriate authorizing signatures must be included.
12. This Agreement does not have any bearing on procedures in place for transfer of a student from a program at one university to another, nor on application for admission at a host institution. In these cases, the usual application procedures in place will prevail.
13. Students taking advantage of this Agreement would not be eligible for any form of financial support from the host institution, simply by virtue of being enrolled at a host via this Agreement.
14. Following completion of the course (whether successful, withdrawal, or unsuccessful), it is the student's responsibility to arrange for the provision of a transcript to the home university, paying fees currently in effect for that service at the host institution.
15. Either a host or home institution reserves the right to specify additional conditions not otherwise outlined above, provided there is mutual agreement between the home and host concerning these conditions. Where such conditions are at issue they should be defined in an accompanying memo with agreement indicated by having the condition initialled by the respective Deans of Graduate Studies (or designate).
16. In the case of modification or deletion of any of the above conditions of eligibility, this would be indicated by the addition or crossing out of relevant text in the terms outlined. Any change (deletion or addition) indicated by the home institution must, if agreed to by the host, be initialled by the appropriate signing authority from the respective Offices of Graduate Studies beside those changes would constitute agreement to them. Any change indicated by a host does not require the corresponding agreement of the home.

### **Course Equivalents**

The CUEE Secretariat will assist member institutions with determining which courses offered by different institutions are equivalent. Member institutions will be requested to be mindful of the equivalency of their courses when making revisions, and to openly identify all significant changes in course content as they occur.

### **Fees and Related Study Costs**

Students covered by the Agreement will pay tuition for the course concerned and applicable incidental fees at the host institution. If the host declines to accept tuition fees, or has other agreements in place, this section should be crossed out and initialled by the signing authority from Graduate Studies, in which case, the home will charge these fees (as in the case of the Western Deans of Graduate Studies Agreement). Any costs associated with this Agreement are the responsibility of the student (tuition and related fees, living expenses, travel, etc.).

## **Non Interference with Related Agreements**

The approval or non approval of the Agreement will not interfere with the prerogative of member institutions to develop or continue agreements of similar scope with other institutions in Canada and elsewhere.

## **Relevant Precedents**

The precedent for the development of the Agreement derives from a similar one in effect among members of the Western Canadian Deans of Graduate Studies referred to as the Western Dean's Agreement (WDA). Related agreements exist in other parts of the country.

**NOTE:** The form on the next page is based on the Western Dean's Agreement form, with changes to the name of the Agreement. It may be required that members seek approval of this Agreement and the attached form from their respective Offices of Graduate Studies.

Any questions regarding this document may be directed to the CUEE Secretariat.

*Approved by the CUEE Consortium Council in January, 2011.*

For further information, contact:

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<http://www.evaluationeducation.ca/index.html>

**Students: Please note that this form must be submitted and all approvals must be obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to take the course(s).**

Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (YY/MM/DD)
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your Student Number there?		

*This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of the Faculty of Graduate Studies at the relevant university.*

**I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered student under the terms of the Canadian Association of Graduate Studies Agreement.**

Signature of Applicant:

Date:

**Courses to be taken:**

Department	Course & Course Number	(Dept. Use Only) Section & Catalogue Number	Course Title	Credit/Weight	Term

1. Students are subject to regulations of the home institution governing credit for the courses to be taken. As a condition of registration at the institution designated above, students will provide the home institution with official transcripts from the host institution after completion of courses.
2. Deadlines in effect at both the home and host institutions must be observed.
3. Students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time registration or course change is completed.
4. The host institution will not assess tuition fees but students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

**AUTHORIZATION SIGNATURES**

*This form will not be processed without all four signatures, obtained in the order 1 to 4.*

**The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Canadian Association of Graduate Studies Agreement at**

(Host Institution) \_\_\_\_\_ during the period \_\_\_\_\_

**Home Institution**

<b>1. Department/Graduate Program Approval</b>		<b>2. Faculty of Graduate Studies Approval</b>	
Name (print):	Date:	Name (print):	Date:
Signature:		Signature:	

**Host Institution**

<b>3. Department/Graduate Program Approval</b>		<b>4. Faculty of Graduate Studies Approval</b>	
Name (print):	Date:	Name (print):	Date:
Signature:		Signature:	

*The Faculty of Graduate Studies of the Host Institution will send a copy of the completed form to the Faculty of Graduate Studies of the Home Institution and to the Department/Graduate Program of the Host Institution for distribution to the appropriate people.*