



# A16.01.03 Services for Collaborative Partnership Students and Exchanged Students

<b>Effective Date:</b> December 2, 2008	<b>New:</b> X
<b>Replaced:</b>	<b>Revision:</b>

## Preamble

Douglas College recognizes the value of research and scholarly activity in supporting academic excellence, and will promote and sustain research and scholarly activity that is consistent with the mission and strategic objectives of the College and/or is linked to the academic discipline. of the employee who is so engaged. This policy outlines what forms of research and scholarly activity the College will support, provides guidelines governing research activities and indicates specific resources available for support. Douglas College is committed to working with post-secondary institutions to establish educational partnerships that support the development and maintenance of collaborative degree programs and other joint programs or scholar exchange arrangements which expand the learning opportunities available to Douglas College students. The College will work with partner post-secondary institutions, at both a policy and administrative level, to design collaborative program and student exchange arrangements that are educationally sound and economically efficient and viable.

## Purpose

These guidelines affirm Douglas College's commitment to contribute actively to learners' access and mobility within the BC post-secondary system and with national and international partners. Douglas College will endeavour to treat students from partnership and exchange agreements in a similar manner as other credit students, providing the same or similar services, access and support.

## Types of Collaborative Partnerships

### A. Fully Embedded Collaborative Programs:

These programs are offered fully on a Douglas College campus, by Douglas College faculty using a combination of Douglas College curriculum and curriculum provided by the collaborative partner. The credential awarded (typically a degree) is the credential of the collaborative partner.

### B. Partially Embedded Collaborative Degree:

These programs are offered partially on a Douglas College campus and either on-line or physically at the partner site to complete their credential. Courses provided at Douglas

College are taught by Douglas College faculty, while those taught at the partner site are taught by faculty hired by the partner institution. The credential awarded (typically a degree) is the credential of the collaborative partner.

C. On-site Joint Delivery:

Douglas College provides space for a partner institution to delivery a credential program on a Douglas College campus. the hosted program provides Douglas College students with an opportunity to advance their education to a higher credential level through block transfer into the hosted credential program.

D. Off-site Joint Delivery:

Douglas College works in partnership with another institution to deliver a Douglas College credential program at a campus of the partner institution. Exchange opportunity will be provided for students taking the same credential at Douglas College to complete some of their courses at the campus of the partner institution.

E. International Exchange Students:

The College establishes student exchanges which allow students to travel abroad and participate in academic, cultural and practicum learning experiences. The College also welcomes international exchange students from partner institutions as part of formal agreements.

## Administrative Guidelines

A. Standard Services Provided to Partnership Students or Visiting Scholars:

Students participating on a Douglas College Campus in a collaborative agreement will be treated under the general principle that access will be as any other Douglas College student. the services listed below have specific actions to assure logistical requirements are met. There are several services that are not specifically mentioned in these guidelines but it is expected that students will access at both institutions (e.g. counselling, academic advising, career centres, First Nations, women's centre, etc.) and will not be unreasonably denied services. The intent of these guidelines is to facilitate better services to students, however it is not expected that Douglas College employees will provide advice, expertise or assistance regarding partner institutional issues.

- **Appeals: Policy & Procedure:**  
 The institution and the applicable institutional policy will apply depending on individual situations. Example: Fee payment appeal or refund policy, the institution and institutional policy where the fees were paid will apply. Grade appeals: The reporting authority of the instructor will determine which institutional policy would apply. Example: If the instructor reports to a Douglas College Dean, the Douglas College Grade Appeal policy will apply.
- **Bookstore:**  
 Usually the institution where the course is delivered orders and sells the appropriate textbooks. Institutions do not have authority to share information; this information would have to come from the sponsoring agency. If students are sponsored and if the sponsorship covers textbooks, the sponsoring agency will need to make the documents out to both institutions.
- **Centre for Educational and Information Technology:**  
 All students in a collaborative partnership program will be given a Banner student ID in order to be allocated a MyDouglas account. All students who are registered in a credit course, or a specifically designated (partnership program) course will have access to the Douglas College student computer labs as governed Douglas College computer use policies or practices.
- **Douglas College Students' Union:**  
 Students in partnership programs may opt out of the partner Medical and Dental plan and opt into the Douglas College Students' Union Medical and Dental plan. The Registrar's Office will provide the Students' Union with a list of all partnership students each semester.
- **Financial Aid (Government):**  
 Students applying for government student loans and awards must apply through the institution where they register and pay fees for their credit course.
- **First Nations Student Services:**  
 Aboriginal students of joint partnerships have access to the Douglas College First Nations Centre. Additional supports, if needed may be negotiated with the partner.

- **Graduation:**

Students usually participate in the graduation ceremony of the institution that is conferring the credential; however, Douglas College encourages and will encourage student participation in our graduation ceremonies.
- **Learning Resources:**

All students who are registered in a credit course, or a specifically designated (partnership program) course will have access to the Douglas College Library and Library services.
- **Parking & Transportation:**

Students in partnership programs who are registering and paying fees for credit courses at the partner institution may apply for a Douglas College Parking Pass and will have access to Transit Passes and FastTrax Passes provided they are registered in a minimum of 9 credits at either institution. In order to verify this, the Registrar's Office will provide the Douglas College Cashiers Office, the Library and the Bookstore with a list of all partnership students each semester including the number of credits the student is registered in.
- **PLAR:**

Students wishing to PLA a course must apply to the institution where they would register and pay for the credit course.
- **Registration:**

All students physically in attendance at either the NW or DL Campus must be registered in the Douglas College student information system (Banner). In some cases, this will be done in the routine way that students register for Douglas College credit courses. For those students not registering in Douglas College credit courses, the student will register at Douglas College in a non-credit course and pay the applicable fees. (e.g. Student Union, Student Activity, Registration and Services Fees) This permits the issuance of a Student ID Card.
- **Student Assistant Employment:**

Students in partnership programs may work as Student Assistants but must conform to the rules and regulations of the Collective Agreement and the business rules of the institution where they are applying to work.

- **Student ID Card:**

Institutions may need to share enrolment information to assure student assistants maintain the minimum or maximum course requirements for employment. All students in a partnership program can obtain a valid Student ID card at both institutions provided they are currently registered in a credit course or a specifically designated (partnership program) non-credit course.

**B. Negotiated Articles of Agreements and Partnerships:**

Regulatory, legislative or jurisdictional issues pose challenges when meeting the principles outlined in the policy statement (above). Therefore, the following articles will require negotiation and working out of details. Our intent is to provide services and supports in such a way as to reduce complexity for students, streamline processes, meet regulatory requirements and provide effective and efficient services.

- **Admission:**

All students (except those outlined under International Exchange Students below) in partnership programs must meet the Douglas College minimum entrance requirements and provide documentation to support their application, or, provide a signed release to have this information shared with the partner. The application fee will be waived if paid at the partner institution.

- **Centre for Students with Disabilities:**

The partner institutions will share information concerning students who self-declare and require special accommodation. Students requiring accommodation will provide a signed release so information can be shared. Usually the accommodation will be made at the institution where the student is in attendance. If additional costs are incurred to accommodate a student, the costs become the responsibility of the institution where the student registers and pays for credit courses.

- **Fee:**  
Application, Student Union, Student Activity, and Registration fees will not be duplicated. Institutions must negotiate where and when these fees will be collected.
- **Financial Aid (Scholarships & Bursaries):**  
Students in a partnership program may apply for Douglas College administered Scholarships, Bursaries, and Awards provided they are registered and have paid fees for credit courses at Douglas College. There may be some flexibility provided there is agreement between all parties involved including both partners, the Douglas College Financial Aid and Foundation Offices.

### **International Exchange Students:**

Students participating as part of an exchange agreement with a partner institution are subject to the admissions policy and procedures of the home institution and, unless otherwise outlined in the exchange agreement, are not required to meet the admission requirements of the visiting institution. The processing of appropriate immigration documentation for International students coming to Canada will be handled by the Douglas College Office for International Education. The Exchange Agreements will usually outline to whom the payment of fees will be made. In some cases the application and other mandatory fees will be paid at the partner institution. In other cases, where International exchange mandatory fees are paid to Douglas College, international student fee rates will apply. Other issues regarding international students should be directed to the Centre for International Education.

Exchange agreements are negotiated through a separate process and are not anticipated to be part of this process.

- **Varsity Athletics:**  
Student may play for either partner provided the sport governing body has given approval. These negotiations, with the sport governing body will be done through the Centre for Sport, Recreation & Wellness.