

Collaboration Agreement

This agreement is made between the

Athabasca University Governing Council of Athabasca University

which is located in the province of Alberta
(*hereinafter referred to as "the University"*)

and

Sir Sandford Fleming College

which is located in the Province of Ontario
(*hereinafter referred to as "the College"*)

In order to meet the needs of the students who reside in the College's region, the University and the College agree to collaborate in the delivery of services to University students at the College's facilities. In so doing, the University and the College recognise the potential that the two institutions have to increase access to degree completion programs for the College's diploma graduates.

This Agreement covers the general conditions by which the parties will collaborate. Subsequent correspondence will include particulars related to the services and activities to be undertaken, and other matters specific to the implementation of this partnership.

1. Program Articulation

- 1.1 The University will undertake to assess, as appropriate, all of the College's diplomas for block and/or course by course transfer credit to applicable University degree programs, and to update these assessments as necessary. For certain programs, as determined by the University, an articulation will be undertaken that integrates College and University offerings in order for students to complete degree and diploma requirements concurrently.
- 1.2 For the purposes of providing information to the Government of Alberta or others, the University shall count all admissions to its programs, the course registrations for University courses, and the programs' graduates.
- 1.3 The College shall count all admissions to its programs of studies and will maintain all course registrations for all of its courses.

2. Scope of Activities

2.1 The University and the College commit to delivering student support services in a manner that enhances the learning experience of University students. Strategies must be flexible and cost effective to students, the University and the College. In particular, the University will endeavor to orient College staff as required in order that the activities required can be implemented.

2.2 Separate agreements will be developed for the provision of on-site University classes at the College in support of College programs, subject to the appropriate Government of Ontario approval, as required.

2.3 The University will have primary responsibility for the following, using designated staff and resources:

- a) Provision of information about the University's courses, programs and procedures (to be made available in a variety of media at the College's Learning Resource Centres and through information sessions hosted by the College throughout its region).
- b) Provision of course-specific software normally provided to students registered in University courses.
- c) Specific advice to students on how their previous studies will transfer to the University's programs and what requirements remain.
- d) A conduit through which students can raise issues with the University.
- e) Advice on Prior Learning Assessment for AU degree completion.
- f) Test/examination invigilation policies and procedures.
- g) Registration services.
- h) Reimbursement of expenses for approved services for students with disabilities.
- i) As appropriate and feasible, provision of library materials (through the College's library).

2.4 The College will have primary responsibility for the following, using designated staff and resources:

- a) Access to technology for University students at the College's Learning Commons, which will include access to PCs equipped with CD-ROM drives, Internet access, personal computer accounts for students, access to the

University's on-line information and services and course delivery platforms, and access to audio/visual playback equipment.

- b) Work with the University to ensure information in 2.3 (a) is available and accessible to students on-site.
- c) Advice to students on how their previous studies will transfer to the University's programs.
- d) Assistance to students for basic technical and software issues in order for them to access on-line courses.
- e) Access by University students to the College library, including borrowing privileges.
- f) Services for University students with disabilities. If extra costs are involved there will be prior consultation with the University. (Specific arrangements regarding such accommodations to be determined and appended to this agreement).
- g) Access as available to the College's laboratory classes for University students in order to complete the laboratory component of the University's science courses.
- h) Appropriate facility and services for exam invigilation.

2.5 In addition to the above, the University and the College agree to consider joint activities such as market research, promotional campaigns, and collaboration on the design and production of distributed learning materials. These activities will be planned, funded and agreed to individually as they arise.

3. Resources

3.1 The University agrees to provide:

- a) Administrative staff as required and as determined by the University, located on-site at the College;
- b) Computer, software and office operations expense for University staff located on-site at the College;
- c) The services of key staff who will be responsible for ensuring the effective implementation of this agreement.

3.2 The College agrees to provide:

- a) Adequate space and furniture, clerical and administrative support for the delivery of the services offered listed in Article 2 above on-site at the College.
- b) Staff resources as required and available to ensure the services listed in Article 2.3 are delivered effectively, and to provide back-up to University staff on-site at the College.

4. Financial Arrangements

4.1 For services provided by the College in the offering of University courses, excepting University courses offered on-site at the College, the University agrees to pay the College an annual fee of five thousand dollars (\$5,000) plus an amount equal to fifteen percent (15%) of the base tuition fee component of the course registration fee. For the purpose of this Agreement, base tuition excludes the course materials and handling fee, the Student Association fee and the Alumni fee. The calculation will be made twice annually, on March 1st and on November 1st, by the University in consultation with the College, and will be based on the number of students who remain registered in AU courses beyond the thirty (30) day refundable withdrawal period, as determined by the University. For the 2000/2001 academic year, the base tuition fee for a three-credit course is three hundred and ninety five dollars (\$395) for an out-of-province student and three hundred and twenty five (\$325) for a College staff member (see 4.2 below). **All AU fees are subject to annual adjustment.**

4.2 College staff members who register for University courses will pay course registration fees at the Alberta resident rate (i.e., \$444 as opposed to \$514 in 2000/2001).

4.3 The University will compensate the College for any additional direct costs of specific services and activities that are provided under Articles 2.4 and 2.5, as mutually agreed to in advance.

5. Implementation of the Agreement

5.1 The Vice President, Academic, or designate, will be responsible for the implementation of this agreement on behalf of the University.

5.2 The Manager, Academic Planning and Development will be responsible for the implementation of this agreement on behalf of the College.

5.3 The parties listed in 5.1 and 5.2 will convene committees and other liaison mechanisms as required to consider issues related to this collaboration, to recommend changes to the agreement, to record and report enrollments, to

develop joint proposals for market research, promotion and other collaborative activities, and to consider individual student concerns.

5.4 All publications and publicity describing any services offered under this Agreement must be approved by the designated representatives of both partner institutions prior to being issued.

5.5 The University has full academic authority regarding all aspects of the services, courses and programs covered by this agreement, including admissions, transfer credit evaluation, and all aspects of course development and delivery.

5.6 University students accessing services at the College will be subject to the College's specific policies regarding general student conduct, use of facilities and equipment, and other behaviour that would be deemed unacceptable to the College.

5.7 The College recognises that University regulations, policies and/or fees may be subject to change within the period of this agreement.

6. Amendments and Termination

6.1 This Agreement will be reviewed annually by those identified in 5.1 and 5.2 above and may be amended upon mutual agreement of the parties.

6.2 Either party may terminate this Agreement without cause, by giving a minimum of six (6) months notice in writing to the other party.

President,
Sir Sandford Fleming College

Date

President,
Athabasca University

Date