**Approval Date: December 10, 2010**

**Parent Policy:** [Shared Credentials Policy](#)

# Overlapping Programs Proposal Procedure

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| **Office of Administrative Responsibility:** | Provost and Vice-President (Academic) |
| **Approver:** | Provost and Vice-President (Academic) |
| **Scope:** | Compliance with University procedure extends to all members of the University community. |

## Purpose

To provide the proposal process for overlapping **shared-credential programs**. **Overlapping programs** are usually proposed using existing programming, so the normal new program approval process does not apply. Information on that process is found on the University Governance Toolkit site.

## PROCEDURE

Proposals for overlapping programs with partner institutions should begin by speaking to the level of interest of the partner unit/Faculty, their scholarly standing among their peers, the benefits of the proposed program to the students and the University and alignment of the proposed program with the strategic goals of the University, the Faculty and the department.

The following questions should be answered next in each proposal:

1. How many students (annually and in total) are expected to be admitted into this program by the home department/Faculty? Describe the current student demand for the program.

2. What is the expected nature of the students' experience at the partner institution(s) (for example, taking courses, research opportunities, joint supervision, etc)? Indicate this separately for the students whose home institution is the University of Alberta and those whose home is at a partner institution.

3. How are the course requirements of the University of Alberta program being met? Indicate this separately for the students whose home institution is the University of Alberta and those whose home is at a partner institution.

4. How are the non-course-related residency requirements of the University of Alberta program being met (i.e. length of stay on University of Alberta campuses, total University of Alberta tuition and fees paid)? Indicate this separately for the students whose home institution is the University of Alberta and those whose home is at a partner institution. Note that together with #3, all the requirements of the University of Alberta degree must be met by those students who expect to receive a University of Alberta degree (a possible exception is noted below in #10).

5. Specify the components of the degree that will be examined and used by every partner institution in fulfillment of their degree requirements (for example, a thesis).

6. If the proposed program requires practicum or other forms of professional experience or certification, what arrangements have been made for completion of these components?

7. Does the proposed program require approval by accrediting or other professional bodies?

8. Are there any restrictions on what is accessible to the students while at the partner institution(s) (for example, course selection)?

9. Is the outcome of the proposed program a single degree/parchment or multiple degrees/parchments? What is the reason for selecting this particular outcome?

10. If the outcome is multiple parchments, explain which of the degree requirements for a University of Alberta degree the students at partner institutions are expected to meet.

11. Are any of the admission requirements to be modified or waived? The default arrangement is that the student must meet the admission requirements of all the partner institutions.

12. What are the tuition and fee-payment arrangements while at a partner institution? The default arrangement is that the student pays appropriate tuition and other fees to the host institution, and only nominal fees (to be specified in the agreement) to the home institution.

13. Outline the process by which those students who are unsuccessful in meeting the requirements of the shared-credential program will be returned to a regular degree program.

14. What are the Central resources expected of the University of Alberta? Examples include waivers, access to University of Alberta Library and/or Computing facilities by individuals who are not students, direct funding support, etc.

Agreements with partner institutions should contain, at a minimum, the following clauses:

1. It is the responsibility of the home department (or Faculty) participating in the agreement to advise and help the student to manage the requirements of the program on an ongoing basis. Partner institutions will be brought up to date annually on the numbers and the progress of the students in the program.

2. Each of the partner institutions can request that any student involved in the program be withdrawn from the program by their home department. While complying with the request, the home department will work with the student to ensure a smooth transition back into the home institution's regular degree program. For the University of Alberta, the formal request will be to, or from, the Dean of the student's Faculty, as appropriate.

3. Standard legal language regarding liability, indemnification and insurance.

4. Any of the partner institutions can leave the agreement upon giving unilateral notice to the partners. Upon receipt of such notice, no additional students will be admitted to the shared-credential program. The students already in the program will be given reasonable time to complete their studies.

5. The names of all the partner institutions will appear on every parchment issued by the partner institution(s) pursuant to this agreement.

6. Each home institution will select the student(s) that will enter into the program, taking into account the specific requirements of the partner department(s).

7. While at any of the institutions, the student is subject to the disciplinary rules and processes of that institution as well as all other policies and procedures. (Exceptions are to be noted in the agreement.)

8. At the end of a student's program, each of the institutions will check whether the student has met that institution's specific requirements under the agreement and will officially confirm the student's eligibility to graduate under the agreement. The student's home institution will hold the official record of the student's information.

9. The partner institutions are committed to helping those students who are unsuccessful in meeting the requirements of the program to successfully complete their studies at a single institution.

10. A thesis-based graduate student must have a supervisor at each partner institution.

11. University of Alberta doctoral candidacy examinations must be held, whether the partner institution requires them or not. Final doctoral examinations require at least one external examiner who does not belong to any of the partner institutions.

## DEFINITIONS

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| Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top] | |
| **Shared-credential Program** | A program of study that leads to degree(s) where the name of the University of Alberta is cited on the degree parchment awarded by another institution, and/or the name of another institution is cited on a University of Alberta degree parchment, in accordance with the University's *Parchment Procedure.* |
| **Overlapping Programs** | A program in which the student satisfies the requirements of existing degrees at their home institution, and possibly all the partner institutions, through the agreed-upon institutional mechanism of accepting a certain amount of the work done by the student at the partner institution(s) under a formal agreement. |

## FORMS

There are no forms for this Procedure. [▲Top]

## RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

University Governance Toolkit (University of Alberta)