

Terms of Reference

Purpose

The Agreement is to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS (Canadian Association for 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 institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be deemed integral to the student's program by the home institution.
4. The Agreement applies only to graduate level 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. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.
7. Where course limits are in effect, a host can give priority to its own students with students applying under the Agreement being offered spaces in classes only where excess capacity allows.
8. Previous acceptance of an application under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
9. A proposed host may refuse to accept any application under this Agreement without providing cause.
10. 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 need to be defined, and the appropriate authorizing signatures must be included.
11. 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 would prevail.
12. 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.
13. 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).
14. 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.

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, this section should be crossed out and initialled by the signing authority from Graduate Studies, in which case, the home will charge these fees. 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. 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 or 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.

TEMPLATE FOR GRADUATE TRANSFER AGREEMENTS BETWEEN CANADIAN UNIVERSITIES

**Home Institution
(name and mailing address)**

Under provisions of the Agreement, it is agreed that:

Applicant Information:

_____		_____		_____		_____	
(Surname Name)		(First Name and Initial)		(Former/Maiden Name)		(Home Student Number)	
_____		_____		_____		_____	
(Current Mailing Address)		(City, Province)		(Postal Code)		(Telephone Number)	
Date of Birth	Sex	Country of Citizenship	Country of Birth	Immigration Status	Date of Entry (If non-Canadian)		
_____/_____/_____ Y / M / D	M / F	_____	_____	Canadian Citizen Landed Immigrant Student Visa Other Visa	_____/_____/_____ Y / M / D		

has permission to take the following at the _____:
(Host Institution)

Course Number	Course Title	Fees (host completes)	Credits	Term	Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Has the applicant ever taken advantage of this or of related transfer agreements? Yes No
If yes, provide specifics of the course(s), host, date taken (attach details on a separate sheet).

Home Institution

1. _____	2. _____
(Date)	(Date)
_____	_____
(Signature/Name) Department Approval	(Signature/Name) Office of the Dean of Graduate Studies

Host Institution

1. _____	2. _____
(Date)	(Date)
_____	_____
(Signature/Name) Department Approval	(Signature/Name) Office of the Dean of Graduate Studies

FAXED copies of this form with the appropriate signatures are acceptable.
This request form originates at the **Home** institution, usually at the Departmental level. The Department completes, signs and forwards it to its Graduate Studies office for approval and signature. The form is then forwarded to Graduate Studies at the **Host** institution to arrange final Departmental approval and signature. A copy of the completed form (with all the necessary signatures) is returned to Graduate Studies at the **Home** institution. The **Host** institution retains the original.