
Partnerships and Agreements

Policy Number:	1118
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
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POLICY STATEMENT

New Brunswick Community College (NBCC) actively promotes and develops partnerships and agreements that align to the vision, purpose, values and commitments of the College for the purposes of enhancing student learning experiences.

PURPOSE

To be determined.

SCOPE AND LIMITATIONS

This policy applies to business development, academic, applied research and international agreements involving students and staff. Agreements may be external documents presented by potential partners (but must include indemnity, confidentiality, amendments and scheduled reviews, and terms of agreement), or agreements generated by NBCC. Administrative and/or non-academic agreements are excluded from this policy.

1.0 DEFINITIONS

Applied Research

- the application of new or existing knowledge to solve real-world challenges. Unlike pure research, it is focused on the identification of usable solutions or applications to align with industry needs and opportunities.

Articulation Agreement

- an agreement between two institutions that authorizes studies undertaken in specific programs at one (sending institution or organization) to be credited toward direct entry into or advanced standing in specific programs at another institution.

Block Transfer

- one type of articulation whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having academic integrity.

Memorandum of Understanding

- a formal agreement between two or more parties over which the organizations have concurrent jurisdiction and which could serve as a basis for a future formal agreement or contract.

Partnership Agreement

- an agreement that provides a contract for two or more individuals or entities to form business partnerships.

2.0 IMPLEMENTATION

2.1 Initiating, Developing, Monitoring, and Reviewing Partnerships and Agreements

- 2.1.1** Employees are responsible to advise their supervisors of potential interested partners when exploring opportunities for partnerships and agreements. In turn, and if appropriate, the supervisor advises the Vice President responsible for that area of interest.
- 2.1.2** Partnerships and agreements shall enhance the quality of learning experiences, and consideration shall include a review of:
- a) ethical and strategic alignment to NBCC's vision, purpose, values, and commitments
 - b) recognition of shared benefits and goals between partners in alignment to human, ethical and institutional values
 - c) financial requirements
 - d) partner capacity and resources
 - e) safety
 - f) institutional risk
- 2.1.3** NBCC reserves the right to refuse agreement proposals for any reason, including non-compatibility and for lack of strategic alignment with NBCC's vision, purpose, values, commitments and resource capacities of the College.
- 2.1.4** Partnerships and agreements shall contain indemnity, termination, amendment, and confidentiality clauses with terms. Standard clauses for each are included in the templates provided.
- 2.1.5** The Vice President responsible for the area of interest has the overall oversight of the partnership and agreement to:
- a) report to the President and CEO on the viability of agreements with new partnering institutions
 - b) officially initiate on behalf of NBCC
 - c) identify a signatory
 - d) develop and recommend approval to the President and CEO
 - e) implement, monitor and review

2.2 Approving Partnership Agreements

- 2.2.1** The President and CEO or designate(s) approves all agreements on behalf of NBCC as per 2.1.5 (c).
- 2.2.2** Partnerships and agreements are considered official with an effective date after signature by all participating parties unless a specific effective date is stated within the agreement.

2.3 Terminating Partnerships and Agreements

- 2.3.1** If an agreement is being considered for termination prior to the agreed termination date, the respective Vice President:
- a) documents cause for termination
 - b) seeks legal opinion if required

c) submits to the President and CEO a request to terminate the agreement

2.3.2 The President and CEO or designate(s) shall advise the agreement partner of the termination of the existing agreement.

2.4 Renewing Partnerships and Agreements

2.4.1 If an agreement is being considered for renewal, the respective Vice President:

a) amends the agreement prior to the last quarter of the agreed termination date, or earlier if the terms require major changes

b) seeks legal opinion if required

c) submits to the President and CEO a request to renew the agreement

d) adds an effective date after the signature by all participating parties unless a specific effective date is stated within the amended agreement

2.0 OTHER RELATED DOCUMENTS

Memorandum of Partner Engagement Template (1118.4769)

Articulation Agreement Template (1118.5131)

Block Transfer Agreement (Receiver) Template (1118.5132)

Block Transfer Agreement (Sender) Template (1118.5133)

Letter of Intent Template (1118.5134)

Memorandum of Understanding Template (1118.5135)

Statement of Disclosure Template (1118.5136)

Recruitment Representative Review Process (1118.5143)

Recruitment Representative Profile (1118.5144)

Recruitment Representative Agreement (1118.5147)

Partnerships and Agreements Due Diligence Checklist (1118.5156)

Intellectual Property (3304)

Non-Disclosure Agreement (3304.4715)

Student Purchase of Training Agreement (1303.2679)

Student Confidentiality and Professional Practices Agreement (1109.2812)