

**Educational Affiliation Briefing Note**

**[Date]**

**[Title of Proposed Educational Affiliation]**

*[Note: The purpose of this template is to gather key information related to proposed new educational affiliations, as described in Policy 5801 and Procedure 5801-PR1. Please contact Academic Planning and Quality Assurance (APQA) within the VP Academic Office for questions related to educational affiliations, or assistance with this template. Once complete, please submit to APQA for review.]*

**PREPARED BY:** [Affiliation Initiator - Name, Department, Contact Information]

**PROPOSED PARTNER**

[Identify the proposed partner (full name), address, name of contact. State whether the proposed partner is a public or private institution/organization. Briefly outline the partner’s mission/vision/strategic direction.]

**PURPOSE**

[Outline the purpose of the broad affiliation, and any specific initiatives being considered. Describe advantages to BCIT in collaborating with the proposed partner.]

**BACKGROUND TO AFFILIATION**

[Describe the background/current status of discussions related to the proposed affiliation.]

**PARTNER REPUTATION**

[Describe the partner’s reputation with a focus on their:

- record of success

- record of affiliation with other institutions/organizations

- experience in similar initiatives

- policies/procedures related to these initiatives

- quality assurance processes.]

**PARTNER FINANCIAL/LEGAL STANDING**

[Comment on the proposed partner’s ownership, financial and legal standing, and stability.]

**RISKS**

[Outline the nature of risks assumed by BCIT in affiliating with the proposed partner (e.g. reputational, financial, legal, regulatory changes, other). Describe any other potential negative impacts on BCIT (e.g. limit to flexibility in affiliating with others, etc.). Identify any consequences if the affiliation is not pursued by BCIT.]

**CONFLICT OF INTEREST**

[Identify any conflict of interest issues in the proposed affiliation.]

**IMPACT/CONSULTATION**

[Describe anticipated impact on BCIT departments, and outline any consultations to date with involved/affected departments.]