

Proposal

[Name of Credential] in [Name of Program]

(International – [Name of Country] – [Name of Institution])

Office of the Vice President, Academic

[Day Month Year]

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| [Template dated: September 2020][**BEFORE YOU BEGIN:** The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in the square brackets. When writing the proposal, be as succinct as possible and ensure key information is clearly articulated. Where appropriate, consider presenting information using tables, images, or bullet points, and incorporating examples to help clarify.Make sure you update the date on the cover with each revision so everyone involved knows they are working on the most recent version.International partnership credentials include **program maps** of the existing domestic program and the proposed international program. The template for program maps is found at this location: https://www.bcit.ca/academic-planning-quality-assurance/program-development/.When this proposal is ready to be submitted to Academic Planning and Quality Assurance (APQA) within the VP Academic Office, it must be accompanied by the following documents (templates located at URL above):* Business Plan (to be completed by the School/International Department)
* Development Report (to be completed by the Instructional Development Consultant (IDC)]
 |

# Executive Summary

[The Executive Summary is a brief description (no more than two pages) with pertinent information from the proposal. It should be written last. The headings below identify the key areas to focus on in the Executive Summary. Provide a brief description on these topics here and provide more detail in the related sections throughout the proposal.]

## Proposed Credential & Rationale for Program

[State the name of the program, the credential, the BCIT School offering the domestic program, the collaborating institution and a brief rationale for offering the program through this institution. Include a brief description of the intended market (both vocational and educational) for program graduates.]

## Program Structure and Key Components

[Describe the proposed program, identifying the structure and key components of the curriculum as proposed to be delivered, including:

* Target student audience
* Admission requirements, transfer and laddering opportunities
* How BCIT and the collaborating institution have the infrastructure required to support the new program, i.e. admissions, transfers and resources
* Implementation schedule, including proposed start date, and number of students
* A general statement about faculty expertise and qualifications]

## Institutional Contact Information

[Standard wording is shown below this box. Please include in your proposal.]

For further information, please contact:
[BCIT program contact - Name, Position, Department, BCIT at 604.###.####.

BCIT International contact - Name, Position, Department, BCIT at 604.###.####.

Partner contact(s) - Name, Position, Department]

# Program Description

## Institution(s) Awarding the Credential

[Identify the institution and school awarding the credential. State whether the credential will be awarded by BCIT only, or awarded jointly by both BCIT and the partner institution.]

## Program Alignment with BCIT and Proposed Partner Mandates and Strategic Plans

[State how the program aligns with BCIT’s and the partner’s Mandate and Strategic Plans.]

## Target Student Audience

[Describe the target student audience for this program and anticipated annual enrolments for the program.]

## Implementation Plan

[Outline the plan for implementing the program, including proposed start date for the first student intake.]

[Outline the anticipated time commitments for students to complete the program (in years or semesters) and compare this estimate with the time typically required by students enrolled in the domestic offering.]

# Assessment of Proposed International Partner

## International Partner Institution’s Place in National Educational System

[Include a brief description of the partner institution’s national educational system structure and where the proposed partner fits within that structure. Include a statement describing the enabling legislation that establishes the partner institution within the national system. In addition, identify any special approvals, authorities or additional certifications required for the partner to be able to deliver our program.]

## Programming Scope of Proposed Partner

[State the breadth of the partner’s programming offerings as well as the range of credential types].

## Recognition of Graduates in Other Countries

[State how graduates of the partner institution are recognized in Canada and other countries.]

## Faculty Member Qualifications

[Describe the academic as well as vocational backgrounds of all faculty at the partner institution who will be involved in teaching this program].

## Other International Agreements

[Describe any other international linkage agreements the partner institution has].

# Curriculum

## Program Structure

[Provide an overview of the structure of the domestic program. Refer to Appendix 1.]

## Proposed Modifications to Curriculum Content

[Completion of this section is critical to the understanding of the program as it is proposed to be delivered. Complete the following table showing ALL variations from the program offered domestically. Refer to Appendix 2.]

| **BCIT Course Number** | **Course Title** | **Modifications to Content &****Rationale for Change** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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## Language of Instruction

[State the language of instruction to be used, the language used in text books and support materials, and the language to be used on all assessments such as examinations, quizzes, assignments, etc.]

[If the program includes practicums, work placements, or co-op work terms of any type, state the language to be used during those components of the program.]

[If the language of instruction is NOT English, state how students in the program will acquire the enabling language skills.]

[State how BCIT faculty will communicate with the partner’s faculty regarding curriculum-related issues.]

## External Standards, Certification and Accreditation

[Where appropriate, identify the provincial, national, and/or international certifications and industry standards achieved in the new program. If the program proposal is aimed at putting students into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), the institution should indicate whether they are in contact with the appropriate accrediting body, and whether or not they are seeking accreditation.]

# Program Delivery

[Describe the learning environment and how it will allow learners to achieve the learning outcomes. This will include a description of any labs and support facilities provided.]

## Learning Methodologies

[Describe the learning methodologies and resources (including Open Education Resources if applicable <https://open.bcit.ca/>) and state whether they are the same or different from those used with the domestic program, and how they will be incorporated. Examples include:

* Case studies
* Experiential learning (co-op, clinical etc.)
* Problem-based learning (PBL)
* Simulation, virtual reality, augmented reality
* Collaborative learning
* Etc.
* ]

[Explain how there will be opportunities to develop and practice employability skills.]

## Delivery Methodologies

[Describe the formats in which the program will be delivered, for example classroom-based courses, laboratory components, blended/hybrid courses, hands-on field applications, and distance/online courses. If delivery formats will include technology-based approaches, refer to BCIT’s E-Learning Strategy (<https://www.bcit.ca/files/ltc/pdf/2020-bcit-e-learning-strategy.pdf>) and include a reference to BCIT Policy 3501 – Acceptable Use of Information Technology, at <http://www.bcit.ca/files/pdf/policies/3501.pdf>. Describe the infrastructure mechanisms that are established at the partner institution for the delivery of the program.]

## Student Assessment

[Describe how students will be assessed and to what standard. If assessment strategies differ from the BCIT program, describe them and provide rationale for the differences. If students are to be assessed by external bodies, please provide details.]

# Admission and Transfer

## Standard Program Admission Requirements

[Describe the admission requirements for the program and the admission processes to be used.]

[Identify all methods available to applicants to qualify for admission to this program.]

## Transfer-In Arrangements

[Describe how students will be able to transfer into this program from other programs within the same institution or from other institutions.]

## Transfer-out Arrangements

[State all transfer opportunities that will be available to graduates of this program. Include the details of any arrangements for transfer to BCIT programs. If an agreement has been reached regarding the transferability of graduates of this program to other BCIT programs, include a copy of the arrangement in the appendix.]

## Residency Requirements

[In order to satisfy academic residency requirements for a BCIT credential, a student must satisfactorily complete a minimum of 50% of the total required program of study through BCIT’s international partner (i.e., completing BCIT courses). Confirm that BCIT’s residency requirements will be met for the proposed program, or provide rationale for any variations from this policy (see Policy 5003: Admissions, <http://www.bcit.ca/files/pdf/policies/5003.pdf>). If specific courses must be completed through BCIT to establish residency, identify the courses.]

# Program Resources

## Faculty

[Describe the requirements for faculty teaching in this proposed program, including necessary qualifications and experience. Summarize details of faculty who will be teaching the proposed program, referring to Appendix 3. Provide details of BCIT faculty qualifications as well as the qualifications of faculty of the partner institution (part-time and full-time) by completing the chart in Appendix 3.]

[Note: CV’s are **not** required in Appendix 3. If you choose to include them, please ensure you remove any personal contact information.]

## Facilities and Equipment

[Provide details of the facilities (e.g. classrooms, computer labs, specialized laboratories, shops) and equipment required for the new program to be successful, and how the partner institution has the capability to deliver the program.]

## Program Service Requirements

[Describe which program services will be provided by the partner institution, such as program advising, counseling services, library services, financial aid, etc.]

[Describe any BCIT services that will be required by this program.]

# Quality Assurance and Quality Control

## Curriculum Advisory Activities at Partner Institution

[Describe how the partner institution will help ensure the program remains up-to-date and able to meet employer and student needs in future years. Keep the text below, and insert partner institution and program names as appropriate.]

Regular updates and communication will be exchanged with the partner institution in conjunction with site visits and quality assurance inspections. The frequency of these updates and communications during the translation and initial deployment will be judged based on periodic check-ins, then modified as required by the working committee consisting of members from both institutions. A major review will be conducted after completion of the first cohort. Following this initial cohort, subsequent major reviews will be conducted no less than every 5 years.

The existing [name of domestic program] Program Advisory Committee will continue to provide advice to BCIT’s domestic program. The current curriculum for the domestic program will be followed by the proposed international program through regular updates and communication provided by BCIT. There will be instances where this information does not apply to [name of country] industry practices, and will be judged based on those communications. This is in keeping with one of the program objectives of the program: the delivery of [name of program] curriculum to [nationality] students primarily for the [country] market.

[Name of partner institution] will promote and establish external training relationships with industry. These relationships will help develop more resources and direction for student outcomes as requested by industry. [Name of partner institution] will need to adhere to BCIT course outcomes, and will have a responsibility to report any proposed alterations to BCIT for prior approval. BCIT will provide input into the delivery methodologies through its annual and arranged visits by its faculty and staff to ensure the associated program outcomes are achieved.

## Program Evaluation by BCIT

Quality assurance in an international setting will require oversight and strict adherence to BCIT processes. Audits and site inspections will be inherently required to ensure that BCIT program delivery standards and assessments are met. The quality control processes will follow the framework below: [note: customize as necessary]

*Curriculum maintenance:* On an annual basis, BCIT [name of domestic program] will provide [name of partner institution] with updated curriculum maps and course outlines that define the overall program objectives and learning outcomes as well as module guides and instructor guides.

*Course maintenance:*  BCIT [name of domestic program] will periodically review each course to ensure that it is meeting course level outcomes and standards. BCIT [name of domestic program] will provide additional or remedial support services for any course in the program as required.

*Faculty training:* [Name of partner institution] will send key faculty members to BCIT annually for a period of training as mutually agreed upon (schedule and fees). This will be documented in the partnership agreement.

*Annual site visit:* BCIT will annually conduct a site visit for observation purposes through its faculty. Pre-selected capstone lectures and/or seminars will be delivered by BCIT faculty to obtain student feedback.

*Major reviews:* A major review at [name of partner institution] will be conducted between Year [#] and Year [#] at a mutually agreed time. This major review will include (but not be limited to) a review of final grades, quizzes and examinations, assignments, student projects, and graduate feedback.

*Consulting visits by BCIT faculty:* BCIT will supply faculty to consult on components of the program at [name of partner institution] as mutually agreed upon in the partnership agreement.

*Other quality control measures:* BCIT reserves the right to specify delivery or faculty requirements for the program. The partnership agreement includes provisions for orderly termination of the program, if necessary.

*Intellectual property:* The intellectual property associated with course outlines, curriculum maps, and other materials provided by BCIT remains with BCIT or its faculty. [Name of partner institution] agrees to use these materials only for delivery of the international [name of program] and not for any other purpose.

BCIT will supply curriculum materials and instructor-copy textbooks, whereas [name of partner institution] will be responsible for teaching the courses based on BCIT’s standards and outcomes. BCIT retains all ownership of intellectual property associated with the materials. Before any student is issued a BCIT international credential, [name of partner institution] will submit each student’s transcript of marks for BCIT’s examination. Administrative staff in BCIT International (including TTA) will examine the records against the program map to ensure all of the BCIT required courses are completed successfully. If any [name of partner institution] student fails to meet BCIT academic standards, BCIT reserves the right to withhold the international credential from that individual.

# Other Information

[Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.]

# Appendices

Appendix 1 Program Map – Existing Domestic Program

[Include all courses in the domestic program. Show the course number, full course title, and number of credits. If the program includes options, include them in the description of the program regardless of whether they will be offered through the proposed partner or not.]

[Please consult your LTC Instructional Development Consultant regarding development and formatting of your final program map. The template and sample program maps are available at https://www.bcit.ca/academic-planning-quality-assurance/program-development/.]

Appendix 2 Program Map – Proposed International Program

[Include all courses that will be in the proposed program. Show the course number, full course title, and number of credits. If the program includes options, include the courses available in each option.]

[Please consult your LTC Instructional Development Consultant regarding development and formatting of your final program map.]

Appendix 3 Faculty Qualifications

| Faculty/Instructor | Professional Certification/Academic Qualification/Professional Development | Relevant Experience | Role/Position in Program & Subject Matter Expertise |
| --- | --- | --- | --- |
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[Note: CV’s are **not** required in Appendix 3. If you choose to include them, please ensure you remove any personal contact information.]

Appendix 4 Members of the Working Group

Members of the Working Group

| Member | Relation to program |
| --- | --- |
|  | Associate Dean |
|  | Program Champion |
|  | Instructional Development Consultant (LTC) |
|  |  |
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