



Saskatchewan Universities Graduate Agreement (SUGA) Request Form

This is an agreement between the University of Saskatchewan and the University of Regina regarding graduate courses. The terms are outlined on the reverse side of this form.

Student Information

Surname (Last) Name		First Name and Initial		Former (Maiden) Name		Student Number (Home)	
Address				City/Town		Country	
Telephone				Email			
Date of Birth (dd/mm/yyyy)		Gender Female Male		Country of Citizenship		Country of Birth	
Citizenship Status Canadian Citizen Landed Immigrant Study Permit				Date of Entry (if non-Canadian)			

Course Information

The above named student has permission to take:

Course Number	Course Title	Credit Hours	Term
Course Number	Course Title	Credit Hours	Term
Host University University of Regina University of Saskatchewan	Term Fall Winter Spring/Summer	Session to	If you have taken courses under this agreement, indicate how many.

Approval

Home institution

Department Signature	Printed Name	Date (dd/mm/yyyy)
Office of the Dean of Graduate Studies Signature	Printed Name	Date (dd/mm/yyyy)

Host institution

Department Signature	Printed Name	Date (dd/mm/yyyy)
Office of the Dean of Graduate Studies Signature	Printed Name	Date (dd/mm/yyyy)

Faxed copies of this form with the appropriate signatures are acceptable. **Please type the information requested.**

This request form originates at the **University of Regina**, 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 of the required signatures) is returned to Graduate Studies at the **home institution**. The **host institution** retains the original.

Address Correspondence to:

Faculty of Graduate Studies and Research
University of Regina
Regina, SK Canada S4S 0A2
Tel: 306-585-4161
Fax: 306-337-2444
Email: graduate.studies@uregina.ca

College of Graduate and Postdoctoral Studies
University of Saskatchewan
Room 116, Thorvaldson Building, 110 Science Place
Saskatoon SK Canada S7N 5A2
Tel: 306-966-5751
Fax: 306-966-5756
Email: grad.studies@usask.ca

Memorandum of Agreement

between the
Faculty of Graduate Studies and Research at the University of Regina
and the
College of Graduate and Postdoctoral Studies at the University at Saskatchewan

Preamble

The Western Dean's Agreement (WDA) which normally governs the access of graduate students to courses at other member Institutions has some limitations which the University of Regina and the University of Saskatchewan do not wish to apply to their graduate students taking courses at these two institutions. Under the terms of the WDA, a student may only take those courses at the host institution that are deemed integral to their program of studies and unavailable at the home institution. Thus, for example, the WDA would not allow students to take a course at a host institution simply because it would be more convenient to do so or if the course in question was available at the latter. Moreover, the WDA does not apply to students who are in non-thesis based programs even though these students might also be able to take advantage of a WDA type of arrangement.

Purpose

The Saskatchewan Universities Graduate Agreement (SUGA Agreement) is revised in the context of the McKay Report which strongly encourages the Provinces' two major universities to collaborate as much as possible in order to further post-secondary education in Saskatchewan. The SUGA Agreement is to be viewed as providing more benefits than the Western Dean's Agreement and therefore supersedes that agreement. The purpose of the SUGA Agreement is to expedite registration procedures concerning graduate students so that students at one of our two universities can access relevant course offerings at the other through an efficient administrative process and at minimal cost. It will be open to graduate students in any degree program at either institution, and who may wish to access a course for credit to their program at the host institution primarily because of convenience. The agreement will also encourage rationalization of course offerings as well as collaborative course delivery.

Eligibility

Eligibility and Conditions for Participation in the SUGA Agreement:

- 1) the student concerned must be a graduate student in good standing at one of the universities party to this agreement, and have the signed consent of both the host and home academic unit;
- 2) the course or courses must be integral to the student's program (identified as required on the student's Program of Study) although any particular course may be in a discipline other than the student's home unit;
- 3) the total number of courses taken through this agreement will not exceed 9 credit units/hours for non-thesis programs, 6 credit units/hours in Master's thesis programs and 3 credit units/hours in a Ph.D. program;
- 4) special topic or Independent studies courses involving only a single student are usually not available to students under the SUGA Agreement.

Responsibilities at Host and Home Institutions

The student's home university has full responsibility for determining the graduate program requirements including such components as reports, projects or practice aside from the requirements for the particular course taken at the host university. It is the responsibility of the home university to monitor eligibility for student participation in the SUGA Agreement. Where course capacity is limited the host university reserves the right to give priority to its own students. Eligible students wishing to participate in the SUGA Agreement must arrange for the completion of the Request Form (attached).

Fees

Students covered by the agreement will not pay tuition at the host university for the course(s) concerned, but will be required to pay any and all applicable incidental fees to the host institution. Students participating in a SUGA arrangement will be required to be registered in the corresponding semester at their home institution in accordance with that institution's regulations. Following completion of the course, 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.