

**MEMORANDUM OF UNDERSTANDING**

BETWEEN

ROYAL ROADS UNIVERSITY

AND

THE DIRECTORATE OF MARITIME TRAINING AND  
EDUCATION

RE:

BACHELOR OF COMMERCE/

ENTREPRENEURIAL MANAGEMENT

1.0 Objective of Agreement:

- 1.1 This agreement is between Royal Roads University and the Department of National Defence. The participating units at the respective institutions are the School of Business at Royal Roads University (RRU) and the Directorate of Maritime Training and Education (DMTE) at the Department of National Defence (DND).
- 1.2 RRU agrees to facilitate the block transfer of MARS (Maritime Surface) officers and selected CMS sponsored candidates from DND with appropriate qualifications, identified below, into the third year of the Bachelor of Commerce (Entrepreneurial Management) degree at RRU. By this agreement, MARS applicants from DND (combined initial baccalaureate degree programme (IBDP) and naval degree completion programme (NDCP)) will be eligible for admission to the RRU with full block transfer credit. Five (5) spaces will be held for DND applicants until 01 May of each year, after which time, any other applicants will be placed on a competitive basis with other applicants. In a similar manner and as from time to time-agreed in writing by RRU and DND, other undergraduate programs may be included under this MOU.

2.0 Applicants will have a minimum qualification of:

- MARS training to Director level;
- N-OPME complete;
- command exams (part 1 - excluding combat-related portions); and
- at least five (5) years experience in the CF.

In addition to the DND minimum qualifications, RRU requires that a basic accounting course is essential to successful completion of the program and therefore requires such a course as a prerequisite. Candidates without the necessary prerequisites (as determined by Royal Roads University) will attend summer school in the session preceding the commencement of their program, if possible depending on the availability of courses.

2.1 Other CMS sponsored applicants without undergraduate degrees will:

- have 8-10 years operational training and experience with in the Canadian Forces;
- have Naval Officer Professional Military Education (N-OPME) complete; and
- be Head of Department (HOD) qualified.

2.2 Schedule: The annual cycle of the programme will proceed according to the following schedule:

Activity/ Time	Office of Primary Interest (OPI)
Oct - Dec previous year – Review of Selection List for Promotion and selection of possible candidates (phase 1 selection complete)	D Mil C 2 (Navy)
Feb - Mar - Evaluation of selected candidates (if required, supported by D Mil C2 and DMTE (phase 2 selection complete)	RRU – School of Business
April - Notice to candidates	RRU/Student
Sept - Students begin courses	RRU/Student
Post programme commencement: reimbursement of tuition if applicable	Student/CFB Esquimalt ULO

### 2.3 Application Process:

Activity	Comments
Review of Selection List for Promotion (phase 1)	Member is recommended for selection by Career manager/ MOC manager based on pre-requisites to apply for degree programme.
Candidate Selection Board (phase 2)	RRU conducts Prior Learning Assessment (PLA) on member to determine equivalencies/ eligibility for degree programme based on phase 1.
Notification of Successful Selection	RRU notifies student of successful application.
Course commences	Student to attend classes

### 3.0 Agreement of parties:

3.1 Program Costs and Services: The cost for the full program (full time studies of four quarters) is approximately \$13,000 per candidate not including books. This sum is subject to change in accordance with annual tuition increases. Additionally, the following services will be included:

- file review (accreditation of military training on members personnel record resume (MPRR);
- access to a senior academic coordinator
- follow-up and monitoring;
- program administration;
- academic counseling;
- use of student preparation rooms; and
- related activities normally encountered in the duration of the course/ programme.

3.2 As a partner to this agreement, DND agrees:

- to make a block application for all proposed applicants and when presenting more than five (5) applicants, to designate the five (5) applicants to be assigned the reserved places through either the IBDP or the NDCP;
- to submit a completed RRU application for each student;
- to provide an original copy of "Authorization for the Release of information" signed by the applicant(s) permitting the exchange of student information between RRU and DND;
- to make arrangements for direct payment of fees by the member or DND through a mutually agreeable invoicing system (; and
- to designate a DND university liaison officer (ULO) to act as a point of contact with the registrar at RRU.

3.3 As a partner to this agreement Royal Roads agrees:

- to provide MARS officers and selected CMS sponsored candidates holding the minimum qualifications set out above with academic acceptance into the third year of the Bachelor of Commerce (Entrepreneurial Management) degree program at RRU;
- to reserve five (5) places each year, until 01 May, for applicants described above, after which date any unused spaces will be reassigned to other applicants at no cost to DND;
- to provide a suggested pre-reading list for distribution to potential selected candidates; and
- to suggest sources for additional learning prior to the start of the programme.

4.0 Implementation:

4.1 Implementation of this agreement will be through the DMTE points of contact, the Canadian Forces Base Esquimalt ULO, and the Registrar's office at RRU.

5.0 Terms of Agreement:

5.1 The agreement shall be in place for an initial period of five (5) years commencing 01 Nov 2004. At the end of this time, the agreement may be extended for an additional time, subject to the review and approval of the parties to this agreement.

6.0 Points of Contact for this MOU are:

6.1 Royal Roads University:

Mr. David Rees  
 Registrar  
 Royal Roads University  
 Ph (250) 391-2552  
 Fax (250) 391-2522

6.2 Directorate of Maritime Training and Education:

Cdr K.S. Keyes  
Training Support  
Directorate of Maritime Training and Education 3  
Ph (613) 992-0743  
Fax (613) 992-7508

LCdr B.C. Forrester  
Training Technology Coordinator  
Directorate of Maritime Training and Education 3-3  
Ph (613) 992-0457  
Fax (613) 992-7508

7.0 Agreement of parties - The undersigned agree to the terms set out in this MOU.

7.1 On behalf of the Directorate of Maritime Training and Education for the Department of National Defence:

Cdr E. Deslauriers  
Director Maritime Training and Education  
National Defence Headquarters  
Major General George R. Pearkes Building  
101 Colonel By Drive,  
Ottawa, ON K1A 0K2



Date: 12 NOVEMBER 2004

7.2 On behalf of Royal Roads University:

Dr. Richard Skinner  
President  
Royal Roads University  
2005 Sooke Road  
Victoria, British Columbia V9B 5Y2



Date: 30 October 2004

