



PRINCE EDWARD ISLAND  
ÎLE-DU-PRINCE-ÉDOUARD

# **HOLLAND COLLEGE ACT APPLIED DEGREE PROGRAM REGULATIONS**

## PLEASE NOTE

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For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site ([www.princeedwardisland.ca](http://www.princeedwardisland.ca)).

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**HOLLAND COLLEGE ACT****Chapter H-6****APPLIED DEGREE PROGRAM REGULATIONS**

Pursuant to section 20 of the *Holland College Act* R.S.P.E.I. 1988, Cap. H-6, Council made the following regulations:

**1. Definitions**

In these regulations

- (a) “**Act**” means the *Holland College Act* R.S.P.E.I. 1988, Cap. H-6;
- (b) “**applied degree**” means a degree awarded by the Board of Governors to a student who has successfully completed all of the requirements of an applied degree program;
- (c) “**applied degree program**” means a program
  - (i) that includes course work and work-related experience in an occupational field,
  - (ii) that has courses with content that is validated by contents experts and persons working in the related industry, and
  - (iii) offers
    - (A) an applied degree, and
    - (B) well defined competencies in an occupational field,to a student who has successfully completed all of the requirements of the program.
- (d) “**chairperson**” means the chairperson of the Committee appointed under subsection 3(1);
- (e) “**Committee**” means an Ad Hoc Applied Degree Program Committee appointed under subsection 3(1);
- (f) “**related industry**” means the industry most closely related to the occupational field of an applied degree program, or a proposed applied degree program, as determined by the Minister. (EC185/05)

**2. Letter of intent**

- (1) Holland College may submit a letter of intent to the Minister respecting a proposed applied degree program to be offered by Holland College to students.

**Minister's powers**

- (2) The Minister shall review a letter of intent that is submitted under subsection (1) and shall
- (a) invite Holland College to submit a proposal for an applied degree program; or
  - (b) notify Holland College that it should not proceed further in planning the proposed applied degree program. (EC185/05)

**3. Receipt of proposal**

- (1) Where the Minister receives a proposal for an applied degree program, the Minister shall appoint an Ad Hoc Applied Degree Program Committee to review the proposal, with the following members:
- (a) two members who are employed by the Department, one of whom shall be the chairperson and one of whom shall be the vice-chairperson;
  - (b) one member recommended by Holland College;
  - (c) after consultation with Holland College, one member representing the related industry;
  - (d) one member who is a current student or an alumnus of a related program at Holland College, recommended by Holland College or an appropriate body of Holland College; and
  - (e) such other members as the Minister may consider necessary.

**Peer review**

- (2) The Minister shall appoint at least two individuals to carry out a peer review of the proposed applied degree program and to provide a report to the Committee within the time specified by the Minister.

**Term**

- (3) The term of office of the members of a Committee appointed under subsection (2) shall expire on the day following the submission of the Committee recommendation to the Minister under section 4.

**Replacement members**

- (4) The Minister may appoint members of the Committee to replace members who resign or who are, in the Minister's opinion, unable to act as members. (EC185/05)

**4. Committee reviews proposal**

- (1) Subject to subsection (2), the Committee shall
- (a) review a proposal for an applied degree program and the peer review report submitted under subsection 3(2); and
  - (b) make a recommendation to the Minister respecting the proposed applied degree program within 60 days of receiving the peer review report.

**Extension of time**

- (2) The Minister may, on the application of the Committee chairperson, grant an extension for the submission of a recommendation under subsection (1).

**Factors to be considered**

- (3) In formulating its recommendation under subsection (1), the Committee shall consider the following factors:



- (a) the related industry demand, student demand and career opportunities for graduates of the proposed applied degree program;
- (b) the demonstration in a business plan of institutional capacity to offer the proposed applied degree program;
- (c) the relationship of the proposed applied degree program to existing programs offered by Holland College;
- (d) the quality assurance of all components of the proposed applied degree program;
- (e) a description of the quality assurance procedures that will be used in on-going evaluations of the proposed applied degree program;
- (f) any duplication of programs offered by the University of Prince Edward Island;
- (g) the opportunities for lifelong learning, further education or promotion in the occupational field, including
  - (i) internal or external credit transfers,
  - (ii) advanced educational studies, and
  - (iii) industry designations;
- (h) opportunities for collaboration with a related industry or post-secondary institutions within or outside the province; and
- (i) such other issues as the Committee considers relevant.

**Powers of Committee**

- (4) The Committee, before making a recommendation to the Minister, may
  - (a) request further information from Holland College respecting the proposed applied degree program; and
  - (b) permit Holland College to make changes to the proposal for an applied degree program upon the receipt of pertinent information collected during the review of the proposal.

**Recommendations**

- (5) When the Committee finishes its review of the proposed applied degree program, the Committee shall make a recommendation to the Minister that
  - (a) the proposed applied degree program be approved;
  - (b) the proposal be approved with conditions, including
    - (i) conditions respecting the establishment and operation, or termination, of the applied degree program,
    - (ii) conditions respecting the review and evaluation by the Minister of the structure and operation of the applied degree program,
    - (iii) conditions respecting assurances that the initial students in a program have the opportunity to complete the applied degree program, or
    - (iv) such other conditions as the Committee may consider necessary or advisable; or
  - (c) the proposal not be approved. (*EC185/05*)

**5. Approval by Minister**

- (1) The Minister, after considering the recommendation of the Committee, may
  - (a) approve an applied degree program to be offered by Holland College, subject to such conditions as the Minister considers appropriate, including

- (i) the submission by Holland College to the Minister of an annual report on the applied degree program for such time period as the Minister specifies, and
  - (ii) the review and evaluation of the applied degree program; or
- (b) refuse to approve the proposed applied degree program.

**Failure to comply with conditions**

- (2) If, in the Minister's opinion, Holland College has failed to comply with any of the conditions of the approval of the applied degree program, the Minister may cause an independent review and evaluation to be made of the approved applied degree program. *(EC185/05)*

**6. Award applied degree**

The Board of Governors may award an applied degree to a student who successfully completes an approved applied degree program. *(EC185/05)*

**7. Proposal for expansion, reduction, etc.**

- (1) Where Holland College wishes to expand, reduce, change, transfer or terminate an approved applied degree program, the Board of Governors shall first submit a proposal to the Minister respecting such expansion, reduction, change, transfer or termination.

**Proposal reviewed by Committee**

- (2) Where the Minister receives a proposal under subsection (1), the Minister may appoint a Committee under section 3 to review the proposal.

**Application of s. 3-5**

- (3) Sections 3 to 5 apply, with such changes as the circumstances require, in respect of a proposal referred to in subsection (1). *(EC185/05)*

