

 Policies and Procedures		Title and number	8360 Education Abroad		
		Replaces	Combines 8621 International Education Abroad and 3100 Student Exchanges		
		Effective	2013-12-01	Next review :	2018-12-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2013-11-20		
VP, Education and Students	Manager of International and Development	Recommended/Approved by Education Council	N/A		
		Approved by President	2013-12-17		

1. PURPOSE

The purpose of this policy is to:

- ensure the quality and safety of the education abroad experience,
- ensure the education-abroad experience is in alignment with other College policies and procedures, and
- provide information and direction to members of the College community directly involved in planning and implementation of education-abroad experiences.

2. SCOPE / LIMITS

This policy applies to all College- approved education experiences designed, delivered, or organized by members of the College community outside of Canada.

Where international educational activities are sponsored or the responsibility or shared responsibility of other institutions, activities must also meet these institutions' study-abroad policies and required agreements.

3. PRINCIPLES

Relationships with learners, organizations and communities throughout the world foster greater cross-cultural understanding and awareness, while enhancing learning and program opportunities. In support of the College's commitment to increased internationalization, it is recognized that education-abroad experiences can greatly enrich learning experiences offered at Selkirk College.

Selkirk College will actively promote and develop - education-abroad experiences by identifying opportunities for students to participate in a wide range of disciplines; by entering into agreements with colleges, universities, polytechnical institutions and other organizations to facilitate such exchanges; and by supplying logistical support services to participants.

Selkirk College opportunities for education abroad are to be developed collaboratively using the defined process outlined in the Education Abroad Experience Procedures and Guidelines. This begins with approval of activities that are consistent with the College's mission, vision, values and strategic directions.

Approval of proposed opportunities for education abroad is based on factors such as relevance to program learning outcomes, program and College goals and objectives, financial feasibility, project leader expertise, international partner's capacity, and safety.

4. DEFINITIONS

College-approved: applies to programs or activities that are approved or sanctioned in any manner by a Selkirk College administrator, dean or manager, or school chair or department head.

Education-abroad experience: includes all College-approved activities involving one or more members of the College, and takes place outside of Canada. These experiences include:

- All Selkirk College-approved courses, credit or non- credit, student exchange programs, courses taught abroad, term-abroad programs, clinical placements, field studies, exchanges, research projects, study tours, internships, practicums, work placements or instructor exchanges etc. involving travel outside Canada.
- Internship or cooperative programs located in another country that have been organized by and / or contracted with Selkirk College.

Members of the College community: includes all Selkirk College administrators, instructors, staff, students and members of the community while such individuals are acting in a capacity related to their role at the College or on a College-approved activity.

Required forms: include all forms required by the Education Abroad Experience Guidelines and Procedures.

Program leader: refers to the individual responsible for spearheading, planning and supervising the education-abroad experience.

5. PROCEDURE

A. PROGRAM APPLICATION

Instructors and/ or staff planning to initiate a new education abroad experience must review the Education Abroad Experience Procedures and Guidelines, complete the required forms and submit them to the relevant school chair or department head and dean or manager as well as to Selkirk International for review and approval.

Program leaders of programs that have previously been approved should complete and submit the required forms. Applications will need to be submitted each year for previously approved continuing programs. Every four years, previously approved continuing programs will need to apply for reapproval.

Once the program has been approved, Selkirk International and the relevant dean or manager and school chair or department head will work collaboratively with the program leader and the direct supervisor to provide support and direction through the planning and implementation phases.

B. ASSESSMENT OF DESTINATION AND RISK

The program leader is responsible for assessing the proposed destination and/or organization where an education abroad experience will take place. This should be done before applying for approval in order to reduce potential risks. Program leaders are responsible for assessing the risk associated with the specific activities and countries of travel. They must make informed decisions as outlined in the Education Abroad Experience Procedures and Guidelines. Consultation with Selkirk International is encouraged.

Destination assessment documentation should be provided to the relevant dean or manager, school chair or department head and Selkirk International along with the proposal worksheet.

Program leaders are required to monitor program locations based on available risk information, such as country

travel reports and warnings provided by Foreign Affairs Canada, and advice from instructor and other sources with knowledge of the specific location and report this information to the relevant deans or managers and school chairs or department heads.

At a minimum, activities shall not be permitted to be conducted in locations for which Foreign Affairs Canada (FAC) has issued an advisory warning against travel. For the purposes of this policy, students shall be deemed to fall within the tourist category for FAC travel warnings.

In the event that FAC issues a travel warning for a location wherein a program is in progress, the warning must be reviewed by the dean or manager and school chair or department head in consultation with program leader, Selkirk International, Risk Management, and Insurance Services to determine appropriate response and action.

C. SUSPENSION OF AN EDUCATIONAL ABROAD EXPERIENCE

It is the responsibility of the program leader to monitor international news and events on a daily basis prior to and during the education abroad period. Health and safety concerns such as a flood, earthquake or outbreak of political violence will be assessed immediately as to whether there are possible effects on participants.

When a significant health or safety concern is raised concerning a proposed or approved education-abroad experience, the decision to suspend or cancel the activity lies with the dean or manager, in collaboration with the program leader, the school chair or department head, Selkirk International and the VP Education and Students. Suspension may also be considered where college resources (human, financial) are not able to support the activity. This decision would involve the dean or manager, school chair or department head, program leader and Selkirk International.

D. SELECTION OF PARTICIPANTS

The appropriate dean or manager and school chair or department head, in collaboration with the program leader and Selkirk International, have the authority to disallow student participation in an education abroad experience. Students may be disallowed over concerns about academic performance, behavior or safety.

All program participants including students, staff, and volunteers must apply to participate in the education abroad experience, and must supply Selkirk College with the required medical information and assumption of risk and liability waiver forms outlined in the Education Abroad Experience Guidelines and Procedures.

At the discretion of the program leader and/or selection team, participant screening may include methods such as interviews, grade review, quality of the student's application package and group evaluation sessions.

The program leader must obtain from all participants the completed and signed forms required by the Education Abroad Experience Guidelines and Procedures. Originals of these forms will be provided to Selkirk International and the program leader will keep copies and provide copies to the school chair or department head.

E. HEALTH AND TRAVEL INSURANCE

Participants must show proof of adequate health and travel insurance coverage

F. PASSPORTS AND VISAS

Countries differ in their regulations concerning passports and visas. Participants must meet the entry requirements to study and/or work abroad, and possess the proper documentation to do so.

6. COMMUNICATION, ORIENTATION AND DEBRIEFING SESSIONS

The program leader, with support from Selkirk International, must provide relevant program information, pre-departure orientation, and debriefing sessions to effectively support and inform all participants.

A full itinerary with contact information must be filed with the school chair or department head and Selkirk International.

The program leader will determine the means and frequency of communication with all participants. Active and reliable ongoing communication protocols will be established and discussed in the pre-departure orientation. Possible modes of communication include ongoing email correspondence, a group listserv, telephone contact, and field visits.

Emergency contact information and emergency procedures must be clearly explained and provided in written form to all participants prior to departure.

Attendance of all pre-departure, during and post-trip debriefing sessions is mandatory for all participants. Participants will only be excused from attending any of these sessions with prior consent in writing from the program leader.

Other relevant policies:

- # 6000 Employee Conduct and Conflict of Interest
- # 8350 Educational Field Trips
- # 3400 Student Code of Conduct
- # 8500 Educational Partnerships

Key words: Health and Safety, Abroad, Educational, International