



Medicine Hat College Policy EDUCATION ABROAD

Policy #:	SD-07
Policy Authority:	Director, International Education and Diversity
Executive Sponsor:	Associate Vice-President, Student Development
Approved by:	President
Effective Date:	February 8, 2018
Next Mandatory Review Date:	February 8, 2023
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

Education abroad programs at Medicine Hat College (MHC) support comprehensive college internationalization, provide opportunities for global learning and cultural exchange and build global citizens. This policy provides the framework, guidelines and processes to support these opportunities and to ensure that risk management processes are implemented and adhered to.

2. POLICY SCOPE

This policy applies to individual students participating in MHC education abroad programs and employees administering these programs.

3. DEFINITIONS

- **Home Institution:** the sending institution from which students are coming.
- **Host Institution:** the receiving institution to which students are applying for admission to.
- **Letter of Permission:** a document that permits a student to take a course or courses at another post-secondary institution that will be used for credit toward an MHC program.
- **Short-Term Program:** a full-time program of academic, language and/or cultural study which takes place over a period of a term shorter than a full semester, normally of three to five weeks

4. PRINCIPLES

4.1 MHC is committed to scholarly exchange and global citizenship by supporting academic and intercultural exchange activities between students from MHC and partner institutions for short-term and semester programs.

4.2 The Office of International Education and Diversity will work with students, courses, and programs to facilitate international study opportunities.

- 4.3 To participate in education abroad programs, students must be in good academic standing (i.e. not on academic probation) as per the academic regulations in the MHC calendar and have completed a minimum of one full-time semester at the time of departure.
- 4.4 All proposed education abroad travel will be undertaken in compliance with MHC's International Travel policy (4.16).
- 4.5 Any international crisis involving MHC students studying abroad will be managed in accordance with MHC's Emergency Response Plan.
- 4.6 Failure to comply with the requirements outlined in this policy may result in a trip delay or cancellation.

5. RESPONSIBILITIES

- 5.1 **Students** are responsible for
 - (a) completing required application and registration forms in a timely manner;
 - (b) paying required fees and all related expenses;
 - (c) abiding by all MHC academic regulations and policies and all requirements of the host institution and country while studying abroad;
 - (d) completing all risk management protocols, procedures and forms required by the Office of International Education and Diversity including, but not limited to, updated vaccinations and mandatory health insurance;
 - (e) maintaining regular communication with the Office of International Education and Diversity prior to and during the education abroad experience; and
 - (f) understanding the implications of the education abroad experience on their MHC program as outlined in the Education Abroad Application.
- 5.2 **Office of International Education and Diversity** is responsible for
 - (a) providing approval for participation in education abroad programs;
 - (b) the administration of risk management requirements and procedures including health insurance;
 - (c) developing and maintaining exchange agreements with partner institutions;
 - (d) providing recommendations on travel and vaccination programs; and
 - (e) communicating with Articulation and Prior Learning Assessment and Recognition Coordinator and Academic Advisor to facilitate an agreed upon plan of study for students.
- 5.3 **Deans** are responsible for approving or denying education abroad applications.
- 5.4 **Academic Advisors** are responsible for assisting the student with the Letter of Permission and all relevant documentation.
- 5.5 **Program Coordinator (or Dean) and Registrar** are responsible for approving or denying Letters of Permission.

6. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

Freedom of Information and Protection of Privacy Act

7. RELATED POLICIES

1.12: Field Trip

4.16: International Travel

SD-04: Student Non-Academic Misconduct

8. RELATED PROCEDURES

PR-SD-07-01: Education Abroad

PR-SD-04-01: Student Non-Academic Misconduct

9. RELATED INFORMATION

Academic Calendar

International Education Framework:

<http://eae.alberta.ca/media/254310/intleducationframework.pdf>

Government of Canada, Travel and Tourism: <https://travel.gc.ca>

ORIGINAL COPY SIGNED

Denise Henning
President and CEO

Date: February 8, 2018

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Irlanda Price
Associate Vice-President, Student
Development

Date: February 8, 2018

DOCUMENT HISTORY

February 2018 Policy approved