



Medicine Hat College Policy EDUCATION ABROAD

Policy #:	SD-07
Policy Authority:	Director, International Education
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	April 26, 2023
Next Mandatory Review Date:	April 26, 2028
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy provides the framework, guidelines, and processes to support comprehensive college internationalization, opportunities for global learning, and cultural exchange building global citizens. Risk management processes are implemented and adhered to.

2. SCOPE

This policy applies to individual students participating in Medicine Hat College (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

MHC is committed to scholarly exchange and global citizenship by providing equal opportunities for all learners from diverse backgrounds to access academic and intercultural exchange opportunities between MHC and partner institutions for short-term and semester programs.

5. DIRECTIVES

5.1 International Education will work to identify international study opportunities.

- 5.2 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 with no record of academic or non-academic misconduct.
- 5.3 All proposed education abroad travel will be undertaken in compliance with MHC's International Travel policy (4.16).
- 5.4 Any international crisis involving MHC students studying abroad will be managed in accordance with MHC's Emergency Response Plan.
- 5.5 Failure to comply with the requirements outlined in this policy may result in a trip delay or cancellation.

6. RESPONSIBILITIES

- 6.1 **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 International Education including, but not limited to, updated vaccinations and mandatory health insurance,
 - (e) maintaining regular communication with International Education 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.
- 6.2 **International Education** 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, providing recommendations on travel and vaccination programs, and
 - (d) communicating with the Admissions, Transfer, and Transcripts Coordinator and Academic Advisor to facilitate an agreed upon plan of study for students.
- 6.3 **Deans** are responsible for approving or denying Education Abroad Applications.
- 6.4 **Academic Advisors** are responsible for assisting the student with the Letter of Permission and all relevant documentation.
- 6.5 **Program Coordinator (or Deans) and Registrar** are responsible for approving or denying Letters of Permission.

7. APPLICABLE LEGISLATION/REGULATIONS

- Post-secondary Learning Act
- Freedom of Information and Protection of Privacy Act

8. RELATED POLICIES

AC-07 Field Trip
4.16 International Travel
SD-04 Student Non-Academic Misconduct

9. RELATED PROCEDURES

PR-SD-07-01 Education Abroad
PR-SD-04-01 Student Non-Academic Misconduct

10. 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

Kevin Shufflebotham
President and CEO

Date: April 26, 2023

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Nancy Brown
Vice-President, Academic and
Provost

Date: April 26, 2023

DOCUMENT HISTORY

Feb 2018 Policy approved
Feb 2023 Policy reviewed – editorial changes only
April 2023 Revised policy approved