

Selkirk College Policies and Procedures		Title and number	8621 Selkirk International Education Abroad		
		Replaces	New		
		Effective	2009.09.21	Next review :	2014.09.21
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2009.09.21		
Dean, Community Corporate & International Development	Dean, Community Corporate & International Development	Recommended/Approved by Education Council	N/A		
		Approved by President	2009.09.21		

1. POLICY STATEMENT

The Selkirk College strategic direction on internationalization states that “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 increased internationalization, it is recognized that student travel abroad, including field schools, exchanges, study abroad, internships and other special projects can greatly enrich learning experiences offered at Selkirk College.

Selkirk College opportunities for education abroad are to be developed collaboratively using a defined process, in consideration of the policies within this document. Approval of proposed opportunities for education abroad is based on various factors such as relevance to program goals and objectives, financial feasibility, project leader expertise, and safety.

The purpose of this policy is to support quality and safety of the education-abroad experience, while providing information to members of the College community directly involved in planning and implementation. It is recognized that such individuals have the primary responsibility for risk management.

2. PROGRAM APPLICATION PROCESS

Faculty planning to initiate a new education abroad experience should complete the Proposal Worksheet for New Education-Abroad Programs (Appendix A) and submit it to the School Chair and Dean as well as to Selkirk International for approval.

Program leaders of continuing programs that have previously been approved should submit the Proposal Worksheet for Ongoing Education-Abroad Programs (Appendix B).

Once the program has been approved, Selkirk International will work collaboratively with the program leader to provide support through the planning and implementation phases.

3. DESTINATION ASSESSMENT

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 prior to completing the Proposal Worksheet in order to reduce potential risks.

Risk factors to consider include, but are not limited to: political turmoil, health issues, unsafe work or institutional practices, natural disasters, crime, foreign policy issues, and internal country laws. If possible, an initial site visit

should take place to assess the destination. Other methods of assessment include telephone interviews with faculty and staff at the destination organization, and consultation with others who have operated programs to the same destination.

Information on current travel and safety concerns related to specific countries can be obtained from the Canadian Foreign Affairs and International Trade website. (http://www.voyage.gc.ca/countries_pays/menu_eng.asp)

4. SELECTION OF PARTICIPANTS

All program participants should complete the General Application and Medical Information (Appendix C) and the Risk Assumption and Liability Waiver Form (Appendix D). These forms are to be submitted to the program leader for evaluation. If necessary, follow-up with individual candidates regarding their participation will be scheduled by the program leader, in collaboration with Selkirk International. Specific health and other concerns related to participants will be addressed on a case by case basis.

At the discretion of the program leader, participant screening may include methods such as interviews, grade review, and group evaluation sessions.

Original completed student application and medical information (Appendix C), and waiver form (Appendix D) will reside with the program leader. Copies of all forms will also be provided to Selkirk International.

A. Health and Travel Insurance

Participants must show proof of adequate insurance coverage (Confirmation of Health and Travel Insurance Coverage While Abroad (Appendix E).

B. 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. There may be special safety and security issues related to individuals with dual or landed Canadian citizenship status. Current information on specific regulations according to country is located on the Canadian Foreign Affairs and International Trade website.

5. TRAVEL WARNINGS AND SUSPENSION OF EDUCATION-ABROAD PROGRAM

When a significant health or safety concern is raised concerning an approved education-abroad program, the decision to suspend or cancel the activity lies with the program leader, in collaboration with the School Chair, Dean and Selkirk International.

6. INFORMATION, ORIENTATION AND DEBRIEFING SESSIONS

The program leader, with support from Selkirk International, must provide information, pre-departure orientation, and debriefing sessions. (Suggested content for pre-departure orientation and debriefing is included in Appendix F.)

Attendance of all sessions is mandatory for participants.

7. COMMUNICATION AND MONITORING

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.

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

(Appendix F)

Ongoing Monitoring

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. International sources of news include Radio Canada international www.rcinet.ca or www.cbc.ca/news

Other relevant policies:

- # 3100 Student Exchanges
- # 6000 Standards of 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

Selkirk International
Proposal Worksheet for NEW Education-abroad Programs

INFORMATION

Program Leader: _____

School and Program: _____

Signature: _____

Date: _____

School Chair: _____

Signature: _____

Date: _____

School Dean: _____

Signature: _____

Date: _____

Selkirk International: _____

Signature: _____

Date: _____

1. **PROGRAM NAME AND BRIEF DESCRIPTION.**
Please attach a full program description including a summary of all program activities.

2. **ITINERARY**
Please attach proposed travel and program itineraries including dates. Please resubmit the most current itineraries to the School Chair and Selkirk International immediately prior to departure.

3. **AFFILIATED ORGANIZATIONS**
Will the program be affiliated with a foreign university, language institute, employer, etc? Describe in detail.

4. **SAFETY, HEALTH AND TRAVEL**
Are there any safety, health and travel concerns related to the program destination?

5. PROGRAM STAFFING

Please give an outline of the division of administrative and instructional responsibilities for the program:

A. Program Leader:

B. Selkirk International:

C. Other (please describe):

6. ACADEMIC COMPONENT

Include an outline and draft syllabus for the program content.

A. Course Title(s)

Proposed Credit(s)

B. Will a preliminary course be offered or required? If yes, please list the title:

Yes

No

C. Instruction on-site will be provided by:

Selkirk faculty

Instructors at the host institution

Other (please describe)

7. PARTICIPATION

A. Number or participants anticipated:

B. Academic prerequisites:

C. Other eligibility requirements:

8. LOGISTICS

Participant housing and meal arrangements:

A. What type of housing is provided?

B. Who provides the participants' meals?

C. How will the meals be paid for (in advance or will students need to **bring** funds)?

9. TRANSPORTATION

Round-trip travel to program site:

A. Group or individual travel?

1. Arrangements to be handled by:

B. Transportation from airport to program site:

C. Local transportation (if necessary)?

10. INFORMATION, ORIENTATION AND DEBRIEFING SESSIONS

Pre-departure and on-site; provide proposed content of sessions.

11. COMMUNICATION

Describe communication protocols with participants.

12. BUDGET

Please include a proposed budget in spreadsheet form. Include travel, accommodation, food and other expenses.

Selkirk International
Proposal Worksheet for Ongoing Education-abroad Programs

INFORMATION

Program Leader: _____

School and Program: _____

Signature: _____

Date: _____

School Chair: _____

Signature: _____

Date: _____

School Dean: _____

Signature: _____

Date: _____

Selkirk International: _____

Signature: _____

Date: _____

1. PROGRAM NAME

2. BRIEF DESCRIPTION OF PROGRAM PLANNED **INCLUDING IDENTIFICATION OF CHANGES FROM PREVIOUS APPROVED PROGRAM.**

Please attach a full program description including a summary of all program activities.

3. PLEASE CITE ALL PROGRAM CHANGES

4. TRAVEL ITINERARY

Submit in detail with all changes **from most recent proposal.**

5. ACADEMIC COMPONENT

Please resubmit the outline and draft syllabus for the program content.

A. Course Title(s) Credit(s)

B. Will a preliminary course be required or offered? If yes, please list the title:

Yes No

C. Instruction on-site will be provided by:

- Selkirk faculty
- Instructors at the host institution
- Other (please describe)

6. PARTICIPATION

A. Number of participants anticipated:

B. Academic prerequisites:

C. Other eligibility requirements:

7. BUDGET:

Please include a proposed budget in spreadsheet form. Include travel, accommodation, food and other expenses.

**Selkirk International
Education-abroad Program**

General Application

PLEASE PRINT CLEARLY.

Personal Information			
Surname:	Given Name(s):	Name on Passport:	
		Passport # Expiry	
Date of Birth: _ _ / _ _ / _ _ _ _ d d m m y y y y	Social Ins. No.: _ _ _ _ / _ _ _ _ / _ _ _ _	Selkirk Student Number:	
Citizenship: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other			
Mailing Address:			
City:	Province:	Postal Code:	
Phone: (H) (W)	Current E-mail Address:		
Emergency Contact Name :	Address:	Phone:	
Name of Education Abroad Program Applied For:		Dates:	

Medical Information

List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illnesses, mental or physical conditions or other medical problems for which you require ongoing medical treatment. List any medications you are currently taking.

(see over for signature)

Freedom of information and protection of privacy

The information in this form is collected under the authority of the Act(**RSBC 1996 chapter 165**). If you have any questions

about the collection and use of this information contact the Program Administrator.

Signature _____

Date _____

Selkirk International
Education-abroad Program

RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

WARNING: **By signing this document you will waive certain legal rights, including the right to sue. Please read carefully.**

Name of Participant: _____

Address of Participant: _____

Preamble

This Education-abroad Program is an exceptional educational opportunity, but it is not without certain risks, dangers and hazards to all participants. These include, but are not limited to: delay or inconvenience, program cancellation or curtailment, the loss of personal property, injury and even death.

All persons taking part in the project are required to accept these and other risks as a condition of their participation. Selkirk College will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in the project.

The Statement of Risks set forth below is intended to enable participants to better understand and accept the various risks involved in the project. All project applicants will be required to sign the Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement set forth below, which will release Selkirk College and its representatives from any future claims which might arise as a result of the applicant's participation in the Program.

Statement of Risks

The project involves risks inherent in international and domestic travel. These may include, but are not limited to: a poor road and transportation system, diseases, exposure to wildlife, and political instability.

Students will be using the services of independent travel agents and airlines. Selkirk College cannot accept responsibility for the conduct of these independent agencies. It is always possible that the project may not be completed or individual activities may be curtailed or cancelled. Reasons for curtailment or cancellation may include, but are not limited to: weather, illness, political disturbances, transportation problems, failure to perform on the part of travel agents or airlines, problems relating to customs, or other circumstances beyond the control of Selkirk College.

It is the responsibility of each participant in the project to learn as much as possible about the risks of the venture, to weigh those risks against the advantages, and to decide whether or not to participate.

The College, its governors, officers, employees, students and representatives, and any individuals connected with the project accept no responsibility and assume no liability with respect to any academic, vocational, medical, or financial advice received by a participant.

_____ (initial here)

**Selkirk International
Education-Abroad Program**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

By signing this document you will waive certain legal rights, including the right to sue. Please read carefully.

I, _____, am aware that this Education-abroad Program involves risks, dangers and hazards including, but not limited to those referred to in the Preamble and the Statement of Risks set forth above. I freely accept and fully assume all such risks, dangers and hazards, and the possibility of delay or inconvenience, project cancellation or curtailment, loss of personal property, injury and even death.

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

In consideration of Selkirk College allowing my participation in the project, I agree as follows:

1. To waive any and all claims that I have or may have in the future against Selkirk College, its governors, officers, employees, students and representatives, and any individuals connected with the project (all of whom are hereinafter collectively referred to as "the Releasees") arising in any way from my participation;
2. To release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in the project due to any cause whatsoever including negligence, breach of contract, or breach of any statutory or other duty of care, on the part of the Releasees;
3. To hold harmless and indemnify the Releasees from any and all liability for any damage to the property of, or bodily injury to, any third party, resulting from my participation in the project; and
4. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

I have read and understood this Agreement, and I am aware that by signing this Agreement, I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Releasees.

Signed this _____ day of _____, 20____

Witness

Signature of Participant

Printed Name of Witness (aged 19 or older)

Printed Name of Participant

This Agreement must be completed in full, signed, dated, witnessed and must be initialed where indicated on page 1 before the Participant may begin the Education-abroad Program

Selkirk International
Education-Aboard Program
Confirmation of Health & Travel Insurance Coverage While Abroad

The intent of this form is to provide students with the industry standards of minimum health and travel insurance coverage so that they can ensure their coverage meets the minimum standard levels of health and travel insurance coverage.

Name: _____ Student ID: _____

Name of Health and Travel Insurance and Policy Number (B.C. Medical and out of province):

Is this coverage under your name or are you covered by parent/guardian/spouse/other insurance policy (please specify): _____

My health and travel insurance covers the following:

- Provides coverage from the day I leave to at least two days after I return
Please check: Yes No

- Provides coverage if I am to travel to third party countries from my host country
Please check: Yes No

- Provides coverage while in transit to third party countries when traveling from your host country
Please check: Yes No

- Provides coverage in your host country Yes No
- Covers the following:
 - Hospital Services Yes No
 - Physician's Fees Yes No
 - Psychiatric Treatment Yes No
 - Prescription Medication Yes No
 - Medical Equipment and Supplies Yes No
 - Emergency Transport and Air Evacuation Yes No
 - Accidental and Emergency Dental Care Yes No
 - Accidental Death and Dismemberment Yes No
 - Repatriation or Burial of Deceased Yes No

By completing and signing this form, I understand that I am responsible for ensuring I have adequate health and travel insurance when participating in an Education-abroad Program. I also understand and acknowledge that under no circumstances will Selkirk College be liable for any travel or medical costs that may not be covered by my insurance policy(s) for whatever reason. I hereby certify that all information given in this form is complete and true in all aspects and that my health and travel insurance meets the above minimum requirements of coverage as stated above.

Name _____

Signature _____ Date _____

Selkirk International
Suggested Content for Education Abroad
Orientation and Debriefing Sessions

1. Pre-Departure Orientation

Program Introduction	
Logistics: <ul style="list-style-type: none"> ● Visas, passports, travel arrangements ● Vaccinations, insurance ● Medical exam, items to bring, etc ● Communication/reporting ● Accommodation ● Policies and procedures (contracts, emergency form, liability waiver, etc.) 	Managing your health: <ul style="list-style-type: none"> ● Logistics and medical preparations ● Maintaining your health overseas ● Coping with stress and mental health while abroad
Intercultural Communication: <ul style="list-style-type: none"> ● The concept of culture ● What is Culture Shock? ● The ways in which values and attitudes affect behaviour ● Problem solving 	Safety and Security Issues: <ul style="list-style-type: none"> ● Keeping safe ● Sexual safety ● Conflict resolution ● Information on Department of Foreign Affairs and International Trade
Host Country Overview: <ul style="list-style-type: none"> ● Social and economic context ● Cultural context: values and attitudes ● Day to day realities 	Re-entry <ul style="list-style-type: none"> ● The adjustment process

2. Post-Program Debriefing

Participants, program leader(s), and Selkirk International review in detail the program content, excursions, physical environment, accommodation, transportation, health and safety issues.

- Which policies and procedures could be improved with pre-departure activities?
- Has the local situation changed in terms of health and safety from previous years?
- Which information requires updating?