

DATE ORIGINATED: 2005-09-01
LATEST REVIEW: 2005-09-01
NEXT REVIEW: 2010-09-01

SELKIRK COLLEGE POLICY: 3100
REFERENCE: STUDENT EXCHANGES
ADMINISTRATIVE RESPONSIBILITY: V.P. ACADEMIC AND STUDENT DEVELOPMENT

Policy

Selkirk College will actively promote and develop student exchange programs by identifying international and Canadian 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 students participating in exchanges.

Administrative Regulations

1. The School Chair, Faculty of the School and Dean proposing the exchange will develop a proposal for consideration by the V.P. Academic and Student Development.
2. The exchange proposal should the address the following information:
 - a) A profile of the proposed exchange partner institution and department;
 - b) A rationale for the exchange;
 - c) If appropriate, a report on a site visit;
 - d) Course information with full course outlines;
 - e) A statement of support for the exchange and evidence of consultation with appropriate departments/schools;
 - f) An indication of the number of students to be sent and/or received on the exchange;
 - g) The name of the liaison contacts with the exchange partner;
 - h) Any required language accommodations;
 - i) Special events associated with the exchange;
 - j) The selection criteria for students involved in the exchange;
 - k) Budgeting and funding implications and indications of external support;
 - l) The applicability of each institution's academic policies and regulation to visiting students;
 - m) Information on tuition, transfers of credit, and grades;
 - n) Plans for accommodation, housing, proposed departure and return dates.
 - o) Information on what emergency procedures are in place for students being sent and received; and
 - p) Pre-departure information on Health and Travel insurance and, if appropriate, visa requirements.
3. The School Chair will draft, for the Dean's consideration, a non-binding exchange agreement that has been shared with his/her counterpart at the other institution.
4. The final agreement document will be approved by the V.P. Academic and Student Development, who will also maintain the original signed document.
5. Prior to departure, students must be informed of academic regulations in place at the receiving institutions, such as policies governing student conduct, disciplinary actions, appeal procedures, etc. Students will be required to review the policies and sign a statement to the effect that they understand and agree to abide by all applicable policies.
6. The Agreement will be administered by the appropriate Dean.

INTERNAL CIRCULATION:	2005-05-15
PRC RECOMMENDATION:	2005-08-29
ED COUNCIL APPROVAL:	2005-0913
POLICY CIRCULATION:	2005-09-22