



Medicine Hat College Procedure EDUCATION ABROAD

Procedure #: PR-SD-07-01
 Procedure Authority: Director, International Education and Diversity
 Executive Sponsor: Associate Vice-President, Student Development
 Approved by: Associate Vice-President, Student Development
 Effective Date: February 8, 2018

1. PURPOSE

This procedure provides guidelines, direction, and designates responsibilities for students and employees in regard to education abroad opportunities.

2. SUPPORTING

- SD-07 Education Abroad (the **Policy**)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the policy.

4. PROCEDURE

Action	Responsibility
Meet with Education Abroad Advisor to discuss potential education abroad opportunities.	Student
Meet with Academic Advisor and Education Abroad Advisor to discuss education abroad fit with current Medicine Hat College (MHC) program.	Student/Academic Advisor and Education Abroad Advisor
Complete the Education Abroad Application from the Office of International Education and Diversity.	Student
Review and approve/deny application.	Director, Office of International Education and Diversity and relevant Dean
Advise International Education and Diversity of any special requirements or unique circumstances which may impact the education abroad experience.	Student

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Facilitate an agreed upon plan of study for the student.	Education Abroad Advisor, Academic Advisor, Program Coordinator and Articulation and Prior Learning Assessment Recognition Coordinator
Complete Letter of Permission and submit to Program Coordinator or Dean and Registrar for review.	Student or Education Abroad Advisor or Academic Advisor
Approve Letter of Permission.	Program Coordinator or Dean and Registrar
Register at MHC as an outgoing student and pay all required fees and related expenses.	Student
Submit all required documents including the emergency protocol to Office of International Education and Diversity as per deadlines specified by the Office of International Education and Diversity, normally no later than 30 days prior to travel.	Student
Register passport with Canadian government.	Student
Attend all required information sessions and meetings, such as pre-departure orientations and re-entry sessions.	Student
Inform Office of International Education and Diversity of any changes to travel or Letter of Permission.	Student
Maintain regular communication with Office of International Education and Diversity prior to and during the education abroad experience.	Student

5. ADDITIONAL INFORMATION

Letter of Permission -

<https://www.mhc.ab.ca/services/online%20services/forms>

ORIGINAL COPY SIGNED

Irlanda Price
Associate Vice-President, Student Development

Date: February 8, 2018

DOCUMENT HISTORY

February 2018 Procedure approved