



Medicine Hat College Procedure EDUCATION ABROAD

Procedure #: PR-SD-07-01
 Procedure Authority: Director, International Education
 Executive Sponsor: Vice-President, Academic and Provost
 Approved by: Vice-President, Academic and Provost
 Effective Date: April 26, 2023

1. PURPOSE

This procedure provides 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
Inform Student Services of procedures, requirements, and risks for planned Education Abroad experiences.	Education Abroad Advisor
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 International Education.	Student
Advise International Education of any special requirements, accommodations, or unique circumstances which may impact the education abroad experience.	Student
Confirm participation with deposit.	Student

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Review and approve/deny application.	Director, International Education and relevant Dean
Facilitate an agreed upon plan of study for the student.	Education Abroad Advisor, Academic Advisor, Program Coordinator and Admissions, Transfers and Transcripts Coordinator
Complete Letter of Permission and submit to Program Coordinator or Dean 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 International Education as per deadlines specified by the International Education 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 International Education of any changes to travel or Letter of Permission.	Student
Maintain regular communication with International Education prior to and during the education abroad experience and complete all post-study requirements.	Student

5. ADDITIONAL INFORMATION

Letter of Permission -

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

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost

Date: April 26, 2023

DOCUMENT HISTORY

Feb 2018 Procedure approved
April 2023 Revised procedure approved