

Policy No. & Title: A138: OUT OF COUNTRY TRAVEL

Policy Sponsor: Dean, Fanshawe International

Effective: 2022-11-16

Next Review: 2027-11-16

Approvals: 2022-11-16

1. PURPOSE

The purpose of this policy is to establish a framework for assessing, approving and conducting voluntary program related international activities outside of Canada.

2. DEFINITIONS

International Learning Activities: An activity taking place outside of Canada and related to the College for the purpose of furthering the academic objectives of a course or program.

Exchange: An academic semester spent earning academic credits at a partner institution abroad.

Faculty-led Field Study: A short-term group trip organized and led by a Fanshawe faculty member abroad. Typically optional within the program and centred around experiential activities which match the course learning outcomes.

Summer Program: A short-term academic program offered by a partner institution during the summer months. Open to all academic programs and eligible for elective credit.

Placement Abroad: Any placement, internship, co-op or other required work experience activity within a program that is conducted outside of Canada.

Out-of-Canada Travel: This term refers to all travel outside of Canada, including trips within North America. Examples include but are not limited to exchange semesters, co-op placements, field trips and unpaid placements.

3. POLICY

The College supports out-of-Canada travel for students as a vital method of developing a global outlook for all students and acknowledges the necessity to assess and mitigate concerns arising from this activity.

3.1 Scope

This policy applies to all out-of-Canada travel that students engage in which are organized or facilitated by the College. This travel includes semester exchanges, unpaid placements, co-op activity, field placements, short-term programs, or any other academic activity occurring outside of Canada at the student's choice. This policy does not apply to travel covered by A116: Assigned Off-Campus Academic Activity. This does not include any activity organized by student associations, student clubs, or non-College entities. This policy also excludes any activities undertaken by the Fanshawe Global subsidiary. This policy also excludes any individual employee travel, including but not limited to research, conference participation, or project consultation.

3.2 Principles

- 3.2.1 The College identifies and/or evaluates opportunities for out-of-Canada travel for students.
- 3.2.2 The College acknowledges its responsibility to assess out-of-Canada travel for financial, reputational, health, safety, and other concerns that may arise for students and the College.

3.3 Administration

- 3.3.1 Associated addenda to this policy may be amended by authority of the Policy Sponsor.
- 3.3.2 Fanshawe International and academic administration actively review and approve out-of-Canada travel.

4. REFERENCES

College Policy:

- A116: Assigned Off-Campus Academic Activity
- A117: Co-operative Education Program
- A130: Student Code of Conduct
- P101: Corporate Health and Safety

5. ADDENDA

Guideline A: Out-of-Canada Travel Review and Approval

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Policy No. & Title: A138: Out of Country Travel

Addendum: **Guideline A: OUT-OF-CANADA TRAVEL REVIEW AND APPROVAL**

Issued By: Dean, Fanshawe International

Effective: 2022-11-16

1. PURPOSE

The purpose of this guideline is to elaborate on the responsibilities of the College and students when participating in various types of out-of-Canada travel.

2. OUT-OF-CANADA TRAVEL REVIEW

2.1. Overview

Out-of-Canada Travel for students is often an experience unique to the student and the opportunities that they may themselves identify to the College. These experiences are reviewed by Fanshawe International according to a number of criteria. More information regarding each travel type and the method of application can be found at [Outbound Exchange Students | Fanshawe College](#).

2.2. Review

When identified to Fanshawe International, all out-of-Canada travel by students is reviewed to assess potential concerns that may affect the student's safety. The student's Academic Manager or designate will review the travel type listed in Section 3 below to ensure its relevancy to the student's program. Further review by Fanshawe International will focus on the destination, including local laws and customs, and access to emergency services and supports.

2.3. Mitigation of Concerns

In relation to the type of concerns identified by Fanshawe International when reviewing out-of-Canada travel, the following type of mitigation strategies may be implemented:

2.3.1. *International Partner Selection Grid & Partnership Analysis*

This process is undertaken by Fanshawe International and identifies partners outside of Canada that are able to receive Fanshawe students. The potential partners are reviewed in order to determine capacity to receive students, emergency preparedness, and other supports that may be provided.

2.3.2. *Federal travel advisories and warnings*

The Government of Canada provides all Canadian travellers with information and advice about their destination country to support informed decision making and travel safety. Fanshawe International routinely monitors the advisories of all countries that Fanshawe students are planning to travel to or are currently located in.

2.3.3. *Pre-departure Training and Potential Scholarships*

Prior to departing to their destination, each student must attend a pre-departure training session provided by Fanshawe International which supports their safety and travel preparedness. Should the travel undertaken by a student be eligible for a scholarship, Fanshawe International will alert the student to this opportunity.

2.3.4. *International Travel Waivers and Mandated Travel Insurance*

When undertaking out-of-Canada travel that is associated with the College, students must complete travel waivers and obtain the required travel insurance approved by Fanshawe International. More information regarding these requirements may be obtained from studyabroad@fanshawec.ca.

3. ENGAGEMENT IN TRAVEL

Students wishing to engage in out-of-Canada travel should consult the Fanshawe International website for more information. [Outbound Exchange Students | Fanshawe College](#).

3.1. Exchanges

Exchange destination options are determined by the student's program at the College. These exchange opportunities are established between the College and the outbound exchange institution prior to the travel. Students interested in an exchange begin the application process with their academic school.

3.2. Faculty-led Field Study

Some Fanshawe diploma and advanced diploma programs offer regular field studies opportunities to travel with a Fanshawe faculty member and fellow students in order to apply their learning abroad.

3.3. Summer Program

Students spend one month travelling with a group of peers, learning about their host country. Each program offers 1 or 2 classes related to the historical, cultural, political, and/or environmental context of the host country. Destinations vary by year.

3.4. International Placements and Co-ops

Students are able to seek co-op or placement opportunities outside of Canada. These experiences must comply with A117: Co-operative Education Program.

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