INTERNATIONAL MOBILITY AT HUMBER

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1.0 International Mobility at Humber: Definitions

Semester Abroad – Outbound:

Students complete one full semester of study at an institution abroad and receive full credit for all courses successfully completed. Tuition is paid directly to the host institution.

Exchange Semesters Abroad – Inbound/Outbound:

These opportunities generally stem from a formal agreement between an academic institution of similar stature and an academic school at Humber. Tuition is paid to the home institution and students receive full credit for all courses successfully completed.

Outbound refers to Humber students going overseas to complete a semester abroad, inbound refers to students from partner institutions coming to Humber.

From time to time we may or accept students paying international tuition into a semester in one of our programs. This is approved on a case by case basis by the academic school.

Course Abroad:

An academic school or program-run initiative whereby students complete a course overseas for credit towards their credential at Humber. These could be in the form of a course at an institution abroad, short-term courses run by Humber faculty or a condensed course run abroad incorporating multiple elements. MILE (Mobile Intensive Learning Experience) is an example of a course abroad – students earn a general education credit towards their diploma. Examples include MILE100 – History and Culture of Italy.

Study Tour/Service Learning:

Travel experience could be linked to a specific academic course or may be non-credit. Tours might be one to three weeks in length and can include a specified number of class hours before and after the overseas experience. Current examples include: HRT’s TRAV 251 “Trip Planning and Travel Experience”, TRAV 259 “Study at Sea” and Alternative Spring Break trips through Student Success and Engagement. These could be credit or non-credit activities.

Placements:

Students complete their work placement/internship/clinical requirements overseas. These can be anywhere from three weeks to two months in length or longer. Examples include the International Development Postgraduate students who spend two months overseas, International Business degree students who complete their work requirements overseas, and students from other academic schools who have been approved for placements abroad.

Field Trips:

As part of a course students may go on a field trip internationally to gain exposure to industry. Examples include Design students and Fashion students travel to New York City, Creative Photography students to Europe, and Industrial Design students to Europe.
2.0 Guidelines and Best Practices

In this section each type of international mobility activity is presented highlighting existing examples and providing an overview of the activity with the following elements in mind:

**Program Type and Duration**: Current examples at Humber.

**Logistics**: What needs to take place in order to organize the activity and who is responsible for orchestrating these elements?

**Faculty/Staff Involvement**: How are faculty involved in the activity? What are the best practices for ensuring equal opportunities across the college? How can faculty best lead and guide the learning?

**Financial Components**: What needs to be considered regarding the financial component, what are the guiding principles and policies for these activities across the college?

**Pre-departure Requirements**: For students/staff/faculty involvement, what needs to take place prior to departure and who facilitates?

**Debrief and follow-up**: Activities to follow the activity to ensure success at the academic, program and institutional level with sustainability and student learning outcomes in mind.

**Curricular Requirements**: Consideration to ensure credits are awarded when appropriate.

**Role of the Registrar’s Office**: What does the Registrar’s Office need to be aware of in terms of executing the activity?

**Role of the International Centre**: What role does the International Centre play in the activity?

**Risk Management**: Planning elements embedded in the activity to assist in managing and mitigating risk.
2.1 Semester Abroad: Outbound Including Exchange

Program Type and Duration

- Exchange Semesters Abroad (usually 4 months in length).
  
  **NB:** Student exchange agreements are developed by the academic school with support from the International Centre. All agreements are signed by the Vice President Academic and the Vice President Advancement and External Affairs or the President. While the partnership may focus on a particular academic school, it is important to note that all agreements are made at an institutional level.

- Fourth Semester Programs (HRT): 8 Weeks of classes abroad covering four courses involving classroom activity, weekly tours and excursions.

Logistics

- For Semester Abroad students through exchange agreements, it is the responsibility of the student to arrange travel, health insurance, course selection and confirm accommodation, with support from the Manager, International Mobility in the International Centre.

- Existing partners include CEPA, EF Tours, National Kaosiung University of Applied Sciences (Taiwan), Kansai Gaidai University (Japan), IMC FH KREMS (Austria), Stuttgart University (Germany), Waterford Institute of Technology (Ireland), Unitec Institute of Technology (New Zealand), JAMK University of Applied Sciences (Finland) and University of Technology, Jamaica (Jamaica).

- In the case of Forth Semester Programs, faculty accompanying the students abroad must complete forms for their Academic Dean; the Dean, International; and the Vice President Academic and secure approval PRIOR TO recruiting students.

- Students must complete a Student Out of Province Travel Activity form which must be submitted to the International Office at least 3 weeks prior to departure together with supporting documents (passport, insurance, flight itinerary, visa, immunization record, and other travel documents as applicable).

- Prepare marketing materials that should include web, print and social media. HTV should also be used to promote within Humber. NB: Reference on social media should highlight #HumberGlobal

- Share marketing materials with the Manager, International Mobility in the International Centre.

- Domestic and international students: Visa requirements may be required for destination. Consult with the Manager, International Mobility for immigration advice and support at least 8 weeks prior to departure.
Faculty Involvement

- Ensure that Humber’s Out of Province Travel Policy and Procedure is reviewed and followed.

- Where appropriate, faculty may be involved and may apply in writing to accompany or teach in the program. Approval is at the Dean and Vice President Academic level.

- Faculty/staff coordinating the semester abroad program must ensure that all students complete the Student Out of Province Travel Activity form and insurance requests and waivers for students and submit a copy to the Manager, International Mobility together with supporting travel documents.

- Accompanying faculty must also complete a Request for Approval for Individual Travel Outside of Ontario / Insurance Request form.

- If faculty are delivering instruction on site then it would be considered as part of their course load.

- Allow opportunities for all FT faculty to participate. Set the criteria for selection. Each academic school would be responsible for administration of this with approval from the Dean and Vice President Academic.

- Have faculty promote the programs in class and run specific information sessions.

- Decide upon fundraising activities and plan accordingly, if appropriate.

Financial Components

- Students may be eligible to apply for a bursary: http://www.humber.ca/admissions/financial-aid/humber-bursaries

- For exchange students the cost of tuition is covered through payment to their home institution (i.e. Humber). The student is responsible for all additional costs including travel, accommodation, textbooks, living expenses and any additional insurance. For non-exchange students, tuition is paid directly to the host institution.

  If faculty are accompanying a group of students then group travel should be arranged, requesting pricing that covers the cost of faculty attending: 15 + 1 faculty, 20 + 2 faculty, etc. Outline single-supplement costs, and build gratuities into the cost for students.

- When Humber faculty/staff are facilitating the activity, they must review Humber’s Expense Reimbursement Policy and Procedure. Ensure they have a MasterCard issued (to be returned at the end of the trip). When appropriate, a cash advance or per diem should be issued for staff. This should be enough to cover gratuities and small emergencies. Upon return, accounts need to be reconciled within 30 days. MasterCard bills need to be submitted by the 20th of the following month.
• Cash advances/per diem requests go to the Finance department and must be signed off by the appropriate administrator. **ALL EXPENSES MUST BE PRE-APPROVED.**

**Pre-departure Requirements**

• Student selection: Students should be in good academic standing and selection will be at the discretion of the Program Coordinator and Dean or designate. A formalized application procedure and interview is encouraged, and reference models are available at the International Centre.

• Coordinate a Pre-departure Orientation Workshop session for participants with the Manager, International Mobility in the International Centre. Pre-departure sessions should address cross-cultural adaptation issues, Humber’s Code of Conduct, academic and extra-curricular expectations, personal and group safety / risk management, building a budget for their study abroad experience, reflection and reentry transitions / sharing their experience.

• Sessions should also address:
  - passport considerations
  - visa issues
  - immunizations
  - insurance implications

• Sessions provide those traveling in groups time to become acquainted.

• Advise students holding Canadian citizenship to notify Canadian Embassy/Consulate at destination of arrival and departure dates by registering with the Canadian Government online at: [www.travel.gc.ca/register](http://www.travel.gc.ca/register)

• Ensure that all travelers hold a valid passport and appropriate country visas (as needed). If a student is not a Canadian passport holder ensure that they meet with their International Student Advisor (ISA) in the International Centre to go over visas and insurance implications.

• Ensure all participants, including faculty, visit: [http://www.voyage.gc.ca/preparation_information/menu-eng](http://www.voyage.gc.ca/preparation_information/menu-eng) to review travel guidelines and advice.

• Ensure all participants, including faculty, visit: [http://international.humber.ca/study-abroad/preparing-to-go.html](http://international.humber.ca/study-abroad/preparing-to-go.html) to review travel and learning resources and to obtain appropriate forms and a checklist.

• Ensure all participants, including faculty, visit and review the appropriate country report at: [http://www.voyage.gc.ca/countries_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

• Exchange Semester Abroad students need to complete a Learning Agreement to be approved and signed off by the Program Coordinator or Associate Dean and submit to the International Centre to process with the Registrar’s Office.
• If fundraising is involved, ensure that students are on track to raise the appropriate funds.

Debrief and Follow-up

• Connect with the Manager, International Mobility to hold a debriefing session with the students to review their experience, and to provide feedback and suggestions for future participants.

• Obtain photos, videos and/or testimonials, with appropriate permission forms, from participants to use in future marketing campaigns. Share with the Manager, International Mobility.

• Ensure Transfer Credit Applications/Exemptions are being processed appropriately through the Registrar’s Office. Ensure transcripts from the partner institution are received and grades put into the Humber system. In most cases these are a Pass/Fail, Sat/Un-sat.

• Debriefing sessions could include:
  - reflective piece
  - testimonials (may include video)
  - resume and cover letter updates, and links to career path
  - Information sessions to the Humber Community –ex. Classroom presentations, International Education Week, International Development Week (marketing opportunity)

Curricular Requirements

• For exchange semesters, curriculum is evaluated, accepted and a Learning Agreement signed prior to student engagement. Curriculum review is typically done at the Program Coordinator and Associate Dean level.

• For a non-exchange semester abroad, students must complete a Letter of Permission for approval prior to departure.

• In faculty-led semester abroad programs, always attempt to have the program contribute to the same kind of evaluation, whether in the course it pertains to or as part of an evaluation of another course. These include reflection journals, reports and/or specific assignments.

• For longer stays, where faculty are traveling with a group of students for the semester abroad, ensure the facilities have lecture capacity and technology to support instruction, and that time is built into the program to allow for faculty-led lectures.

Role of the Registrar's Office

• Inform Registrar’s Office of semester abroad program.

• Create a course on Banner when necessary; register students into a course on Banner.

• Ensure transfer credit issues have been pre-determined and clearly outlined for participants.

http://international.humber.ca/study-abroad/
In the case of exchange programs, ensure that the International Centre and the Registrar’s Office receive a copy of the students’ Learning Agreement at least 3 weeks prior to travel. Student must request a Letter of Permission, if necessary, to take a course outside of any official agreements or arrangements.

Completed Study Abroad Bursary applications are submitted to Financial Aid in the Registrar’s Office.

Role of the International Centre

- Working with the academic schools, the Dean, International develops agreements with partner schools and has these approved by the Vice President Academic and the Vice President Advancement and External Affairs or the President.

- Inform the Manager, International Mobility of semester abroad program activities. Marketing materials should be displayed in International Centre and on their website and social media channels.

- In the case of exchange students, registration and liaison with the host school is handled by the Manager, International Mobility.

- Facilitate Pre-departure Orientation & Debriefing Workshop sessions for student, faculty and staff travelers.

- Support faculty and staff travel activity coordinators.

- Consult with International Centre when domestic and/or international students are required to secure visa, at least 8 weeks prior to departure.

- Health insurance: the International Centre will notify Finance (domestic students) and the International Student Advisor (international students) of the travel for exchange students only. Humber will cover the cost of the insurance. Students will also be advised to obtain additional insurance.

- The Learning Agreement is signed off by the student and their Associate Dean/Program Coordinator and submitted to the Registrar’s Office and Manager, International Mobility at least 3 weeks prior to student travel.

- All students must complete and sign a Student Travel Out of Province Travel Activity form and submit this signed form with supporting documents (students’ passport, travel itinerary, visa, immunizations, and other travel documents) to the International Office three weeks prior to departure.

Risk Management Factors

- Ensure that student has:
  - signed appropriate forms and waivers (for Humber and suppliers)
- provided emergency contact information
- registered with the Canadian Embassy or Consulate (or the student’s home country consular office)
- received safety guidelines for specific destination
- Reviewed the “Preparing to Go” section of Humber’ Study Abroad website

• Register students and faculty for insurance coverage with Finance (domestic students and faculty) or an International Student Advisor (international students) at least 30 days in advance of travel. **NB:** Humber’s Travel Insurance policies are for a maximum period of 45 days.

• Advise students that they are covered by limited insurance and that it is recommended that they purchase additional health, travel and trip cancellation insurance for which they are personally responsible. This is included in the Student Out of Province Travel Activity form.

• When appropriate, ensure your suppliers have adequate liability insurance. Ensure payments are protected via TICO-licensed company.

• For group travel ensure a 90-day cancellation policy is in place, when appropriate.

• Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, the Canadian Embassy/Consulate contact. If they need to contact Humber they should call the 24-hour line at the Department of Public Safety: 1-416-675-6622 extension 4000 or cell of the Dean, International: 1-416-675-8500.

• Students should complete all pre-departure requirements prior to leaving for any overseas assignment.
2.2 Inbound Programs – Student Exchange Agreements

Program Type and Duration

- Exchange Semesters Abroad (4 months)
  
  **NB:** Student exchange agreements are developed by the academic school with support from the International Centre. All agreements are signed off by the Vice President Academic and the Vice President Advancement and External Affairs or the President. While the partnership may focus on a particular academic school, it is important to note that all agreements are made at an institutional level.

Logistics

- Students must complete a Study Abroad (Inbound) application and submit it to the Manager, International Mobility in the International Centre. Once accepted, a Learning Agreement is signed off by the student's home institution and submitted to Humber.

- Existing partners: Kansai Gaidai University (Japan), IMC FH KREMS (Austria), Stuttgart University (Germany), Waterford Institute of Technology (Ireland), Unitec Institute of Technology (New Zealand), JAMK University of Applied Sciences (Finland) and University of Technology, Jamaica (Jamaica)

- If the inbound student is interested in residence, the application must be completed and submitted online four months prior to the semester start.

- Distribution of marketing materials to partnering institution is coordinated by the International Centre.

- Upon recommendation of the academic school and supported by the Dean, International all agreements must be signed by the Vice President Academic and the Vice President Advancement and External Affairs or the President.

Faculty Involvement

- Ensure that Humber’s [Out of Province Travel Policy and Procedure](http://international.humber.ca/study-abroad/) is reviewed and followed.

- Program Coordinators at Humber must provide information on available courses for the inbound student to take.

- Student must have course selection signed off by faculty/Associate Dean or designate at their home institution.

- Program Coordinators or designates at Humber will have regular meetings with inbound students to ensure students are on-track.
Financial Components

- Inbound students pay tuition to their home institution provided there is an institution-to-institution agreement. If there is no agreement, in-bound students will be considered on a case by case basis with approval coming from the Academic School to attend Humber on a fee-paying basis.

- All transportation costs, living costs, books, and health insurance are covered by the student.

- Students can opt in to Humber's insurance plan for international students.

Pre-departure Requirements

- Pre-departure preparation takes place in the student's home country. Students can complete an online orientation for international students on Humber’s International Centre website. The Manager, International Mobility provides additional support to answer students questions prior to arrival and/or refer questions to appropriate staff at Humber.

- Students must complete the Learning Agreement and have it signed off by their home institution. A signature may be required by the student’s Program Coordinator at Humber after arrival.

Debrief and Follow-up

- Connect with the Manager, International Mobility to have a debriefing session with the students to review their experience; provide feedback on the experience and suggestions for future participants. Possible assessment options include survey questionnaire or verbal testimonials.

- Obtain photos, videos and/or testimonials with appropriate permission forms from participants to use in future marketing campaigns. Share with the Manager, International Mobility.

- Ensure that the student’s academic transcript from Humber is provided to the student’s home institution.

Curricular Requirements

- Inbound students must receive a list of available courses as outlined in the institutional agreement.

- Ensure transfer credit issues have been pre-determined and clearly outlined for participants.

- Curriculum must be signed off by faculty at the student’s home institution.
Role of the Registrar's Office

- Inform Registrar’s Office of exchange agreement.
- Register students into course on Banner.
- Ensure fee-waiver is set up for students coming to Humber under an exchange agreement.
- Produce the students’ final academic transcript.

Role of the International Office

- International, in conjunction with the academic school, develops exchange agreements with partner schools and has these approved by the Vice President Academic and the Vice President Advancement and External Affairs or the President.
- Marketing materials from Humber’s partner institutions should be displayed in the International Centre and on their website to highlight who Humber has exchange agreements with.
- Humber’s Manager, International Mobility acts as a liaison with the partnering school to support exchange student nominations.
- The International Centre provides students with the online orientation and information regarding International & Academic Orientation.
- The Manager, International Mobility works with International Enrollment Officer and Registrar’s Office to register students into courses.
- The Manager, International Mobility works with residence staff to guarantee a room in residence or provide assistance for alternative housing options.
- The International Centre picks up students from the airport who are staying in residence and provides campus and community tours as part of Orientation Week.
- Emergency contact information, study permit/visa copies are received and filed in the International Centre.

Risk Management Factors

- The International Centre must have approval from the home institution to accept the student as part of the exchange agreement. An assumption is made that the appropriate pre-departure documentation has been handled at the home institution.
- Ensure that health insurance is provided, either through Humber's provider or through proof of policy from another provider and a signed waiver.
- Emergency contact information is kept up to date and on file in the International Centre.
- Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, including 911 and the 24-hour line for the Department of Public Security: 1-416-675-6622 extension 4000.

- Students should complete all pre-departure requirements at their home institution prior to leaving for any overseas assignment.
2.3 Course Abroad

Program Type and Duration

- 4-week compressed course offered by Humber faculty abroad, ex. SOCI 049 Imagining the City and SOCI 450 City Life.
- Short-term courses.
- MILE/degree-level breadth course examples of general education courses offered overseas.

Logistics

- Air and land arrangements should be quoted separately. Using an inbound group travel/education abroad Operator is the most practical option for land arrangements. One-stop shopping reduces administration time, finance logistics and they are on site 24/7 at the destinations.
- Existing partners: CEPA, EF Tours.
- Complete group travel approval forms for Dean; Dean, International; and Vice President Academic and secure approval PRIOR TO recruiting students.
- Students must complete a Student Out of Province Travel Activity form which must be submitted to the International Office at least 3 weeks prior to departure together with supporting documents (passport, insurance, flight itinerary, visa, immunization record, and other travel documents as applicable).
- Prepare marketing materials that should include web, print and social media. HTV should also be used to promote within Humber. NB: Reference on social media should highlight #HumberGlobal
- Share marketing materials with the Manager, International Mobility in the International Centre.
- Develop payment schedule for student registrants.

Faculty Involvement

- Ensure that Humber’s Out of Province Travel Policy and Procedure is reviewed and followed.
- Course abroad content is developed and/or approved with faculty involvement. Identification of a destination, including learning components, should reflect the nature of the course and the program area.
Accompanying faculty must complete the Student Out of Province Group Travel Request form for approval PRIOR to recruiting students.

Accompanying faculty must also complete a Request for Approval for Individual Travel outside of Ontario / Insurance Request form.

Faculty must coordinate the completion of the Student Out of Province Travel Activity form and insurance requests and waivers for students and submit a copy of the International Centre at least 3 weeks prior to departure.

This may be considered as part of their 10 days of annual Professional Development, depending on the nature of the study tour.

If faculty are delivering instruction on site then it would be considered a part of their course load.

Allow opportunities for all FT faculty to participate. Set the criteria for selection.

Have faculty promote the programs in class and run specific information sessions.

Financial Components

Ensure the program is financially accessible to all students. Example: $3,000 all-inclusive for a two-week program.

Students may be eligible to apply for Humber’s Study Abroad Bursary http://www.humber.ca/admissions/financial-aid/humber-bursaries

Build in currency exchange buffer (minimum of 2%).

Pricing should be based on 3-star hotel, YMCA or student residence accommodation. Consider double and triple occupancy.

Request pricing that covers the cost of faculty/staff attending. E.g.: 15 + 1 faculty, 20 + 2 faculty.

Outline single-supplement costs.

Build gratuities into the cost for students.

Supervise the cost and transfer the entire file to the service provider. The service provider should handle bookings, students' payments and payments to suppliers. They will add an administration margin.

When Humber faculty/staff are facilitating the activity ensure they have a MasterCard issued (to be returned at the end of the trip). When appropriate, a cash advance or per diem should be issued for staff. This should be enough to cover gratuities and small emergencies. Upon return,
accounts need to be reconciled within 30 days. MasterCard bills need to be submitted by the 20th of the following month.

- Cash advances/per diem requests go to the Finance department and must be signed off by the appropriate administrator. **ALL EXPENSES MUST BE PRE-APPROVED.**

**Pre-departure Requirements**

- **Student selection:** Students should be in good academic standing. Selection will be at the discretion of the Program Coordinator and Dean. A formalized application procedure and interview is encouraged, and reference models are available at the International Centre.

- Coordinate a Pre-departure Workshop session for participants with the Manager, International Mobility in the International Centre. Pre-departure sessions should address cross-cultural adaptation issues, Humber’s Code of Conduct, academic and extra-curricular expectations, personal and group safety / risk management, building a budget for their study abroad experience, reflection and reentry transitions / sharing their experience.

- Sessions should also address:
  - passport considerations
  - visa issues
  - immunizations
  - insurance implications

- Sessions provide those traveling in groups time to become acquainted.

- Advise students holding Canadian citizenship to notify the Canadian Embassy/Consulate at destination of arrival and departure dates by registering online with the Canadian Government at: [www.travel.gc.ca/register](http://www.travel.gc.ca/register)

- Ensure that all travelers hold a valid passport and appropriate country visas (as needed). If a student is not a Canadian passport holder ensure that they meet with their International Student Advisor (ISA) in the International Centre to go over visas and insurance implications at least 8 weeks prior to depart.

- Ensure all participants, including faculty, visit: [http://www.voyage.gc.ca/preparation_information/menu-eng](http://www.voyage.gc.ca/preparation_information/menu-eng) to review travel guidelines and obtain appropriate checklist.

- Ensure all participants, including faculty, visit: [http://international.humber.ca/study-abroad/preparing-to-go.html](http://international.humber.ca/study-abroad/preparing-to-go.html) to review travel and learning resources and to obtain appropriate forms and a checklist.

- Ensure all participants, including faculty, visit and review the appropriate country report at: [http://www.voyage.gc.ca/countries_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

- Decide upon fundraising initiatives and plan accordingly.
• Ensure that all appropriate forms, the media release and any waivers are submitted to the academic school and the International Centre at least 3 weeks prior to departure.

Debrief and Follow-up

• Connect with the Manager, International Mobility to have a debriefing session with the students to review and reflect on their experience; provide feedback on the experience and suggestions for future participants.

• Obtain photos, videos and/or testimonials with appropriate permission forms, from participants to use in future marketing campaigns. Share with the Manager, International Mobility.

• When appropriate, ensure transfer credit applications/exemptions are being processed appropriately through the Registrar’s Office.

• Debriefing sessions could include:
  - reflective piece
  - testimonials (may include video)
  - resume and cover letter updates, and links to career path
  - Information sessions to the Humber Community – ex. Classroom presentations, International Education Week, International Development Week (marketing opportunity)

Curricular Requirements

• Create a course outline for the course being offered abroad and obtain approval.

• Always attempt to have the program contribute to the same kind of evaluation, whether in the course it pertains to or as part of an evaluation of another course. These may include daily reflection journals, reports and/or specific assignments.

• Ensure that time is built into the program to allow for faculty-led lectures.

• When necessary, ensure the facilities have lecture capacity and technology to support instruction.

• Ensure that curriculum is evaluated, accepted and an agreement signed prior to student engagement. This is typically done at the Associate Dean level.

Role of the Registrar’s Office

• Inform Registrar’s Office of the course abroad.

• Develop a service package to accept payments.

• Create a course on Banner through the school scheduler when necessary.

http://international.humber.ca/study-abroad/
• Register students into course on Banner.

• Ensure transfer credit issues have been pre-determined and clearly outlined for participants.

• Completed Humber Study Abroad Bursary applications are submitted to Financial Aid in the Registrar’s Office.

• When appropriate, ensure that grades are submitted to the Registrar’s Office within 60 days.

**Role of the International Centre**

• Facilitate Pre-departure Orientation Workshop session for student, faculty and staff travelers.

• Support faculty and staff travel activity coordinators.

• Marketing materials should be displayed in International Centre and on their website.

• Completed approval forms and participant travel information forms and documents must be filed with International Centre at least 3 weeks before departure.

• Consult with International Centre when domestic and/or international students are required to secure a visa.

**Risk Management Factors**

• Ensure that activity has been approved at the institutional level and planned with risk in mind.

• Ensure that student has:
  - signed appropriate forms and waivers (for Humber and suppliers)
  - provided emergency contact information
  - registered with the Canadian Embassy or Consulate
  - received safety guidelines for specific destination

• When appropriate, ensure your suppliers have adequate liability insurance. Ensure payments are protected via TICO-licensed company.

• Register students and faculty for insurance coverage with Finance (domestic) or an International Student Advisor (international students) at least 30 days in advance of travel. NB: Humber Travel Insurance is valid of a maximum period of 45 days. Advise students that they are covered by limited insurance and that it is recommended that they purchase additional health, travel and trip cancellation insurance for which they are personally responsible. This is included in the [Student Out of Province Travel Activity form](http://international.humber.ca/study-abroad/).

• Supplier contracts to be signed prior to promotion and payment of funds. Ensure a 90-day cancellation policy is in place.
• Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, the Canadian Embassy/Consulate contact. If they need to contact Humber they should call the 24-hour line of the Department of Public Safety: 1-416-675-6622 extension 4000 or cell of the Dean, International: 1-416-675-8500.

• Students must complete all pre-departure requirements prior to leaving for any overseas assignments.
2.4 Study Tours & Service Learning

Program Type and Duration

- Two-week programs: Peru, Study @ Sea, Europe, Asia and Mexico.
- 10-day excursions that are tied to existing courses: Great Cities USA: Boston, New York and Washington.
- One-week Alternative Spring Break Service Learning experience through Student Success and Engagement.

Logistics

- Air and land arrangements should be quoted separately. Using an inbound group tour / education abroad operator is the most practical option for land arrangements. One-stop shopping reduces administration time, finance logistics and they are on site 24/7 at the destinations.
- Existing partners: CEPA, EF Tours.
- Complete approval forms for Dean; Dean, International; and Vice President Academic and secure approval prior to recruiting students.
- Students must complete a Student Out of Province Travel Activity form which must be submitted to the International Office at least 3 weeks prior to departure together with supporting documents (passport, insurance, flight itinerary, visa, immunization record, and other travel documents as applicable).
- Prepare Info Sessions and marketing materials that should include web, print and social media. HTV should also be used to promote within Humber. NB: Reference on social media should highlight #HumberGlobal
- Share marketing materials with International Office.
- Develop payment schedule for student registrants.

Staff/Faculty Involvement

- Ensure that Humber’s Out of Province Travel Policy and Procedure is reviewed and followed.
- Study tour program content is developed with faculty/staff involvement. Identification of a destination, including components, should reflect the nature of the course and the program area.
• Faculty must complete the **Student Out of Province Group Travel Request** form for approval **PRIOR** to recruiting students.

• Accompanying faculty must also complete a **Request for Approval for Individual Travel outside of Ontario / Insurance Request** form

• Faculty must coordinate the completion of the **Student Out of Province Travel Activity** form and **insurance requests** and waivers for students.

• This may be considered as part of the annual Professional Development, depending on the nature of the activity.

• If faculty/staff are delivering instruction on site then it would be considered a part of their course load.

• Allow opportunities for all FT faculty to participate. Set the criteria for selection. Each academic school is responsible for administering the process.

• Have faculty/staff promote the programs both in class and outside (as appropriate) and run specific information sessions.

• Decide upon fundraising initiatives and plan accordingly.

**Financial Components**

• Ensure that the program is financially accessible to all students. **NB:** Students may be eligible to apply for Humber’s Study Abroad Bursary: [http://www.humber.ca/admissions/financial-aid/humber-bursaries](http://www.humber.ca/admissions/financial-aid/humber-bursaries)

• Build in currency exchange buffer (minimum of 2%).

• Pricing should be based on 3-star hotel, YMCA or student residence accommodation. Consider double and triple occupancy.

• Request pricing that covers the cost of faculty/staff attending. **E.g.:** 15 + 1 faculty, 20 + 2 faculty.

• Outline single-supplement costs.

• Build gratuities into the cost for students.

• Supervise the cost and transfer the entire file to the service provider. The service provider should handle bookings, students' payments and payments to suppliers. They will add an administration margin.

• When Humber faculty/staff are facilitating the activity they must review **Humber’s Expense Reimbursement Policy and Procedure.** Ensure they have a MasterCard issued (to be returned at the end of the trip). When appropriate, a cash advance or per diem should be issued for staff. This should be enough to cover gratuities and small emergencies. Upon return, accounts need
to be reconciled within 30 days. MasterCard bills need to be submitted by the 20th of the following month.

- Cash advances/per diem requests go to the Finance department and must be signed off by the appropriate administrator. **ALL EXPENSES MUST BE PRE-APPROVED.**

**Pre-departure Requirements**

- **Student selection:** Students should be in good academic standing. Selection will be at the discretion of the Program Coordinator and Dean or designate.

- **Coordinate a Pre-departure Workshop session** for participants with the Manager, International Mobility in the International Centre. Pre-departure sessions should address cross-cultural adaptation issues, Humber's Code of Conduct, academic and extra-curricular expectations, personal and group safety / risk management, building a budget for their study abroad experience, and reentry transitions / sharing their experience

- **Sessions should also address:**
  - passport considerations
  - visa issues
  - immunizations
  - insurance implications

- **Sessions also provide those traveling in groups time to become acquainted.**

- **Advise participants holding Canadian citizenship** to notify Canadian Embassy/Consulate at destination of arrival and departure dates. Register with the Canadian Government at: [www.travel.gc.ca/register](http://www.travel.gc.ca/register)

- **Ensure that all travelers hold a valid passport and appropriate country visas (as needed).** If a student is not a Canadian passport holder ensure that they meet with their International Student Advisor (ISA) in the International Centre to go over visas and insurance implications at least 8 weeks prior to depart.

- **Ensure all participants, including faculty, visit:** [http://www.voyage.gc.ca/preparation_information/menu-eng](http://www.voyage.gc.ca/preparation_information/menu-eng) to review travel guidelines and obtain appropriate checklist.

- **Ensure all participants, including faculty, visit:** [http://international.humber.ca/study-abroad/preparing-to-go.html](http://international.humber.ca/study-abroad/preparing-to-go.html) to review travel and learning resources and to obtain appropriate forms and a checklist.

- **Ensure all participants, including faculty, visit and review the appropriate country report at:** [http://www.voyage.gc.ca/countries_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

- If fundraising is involved, ensure that students are on track to raise the appropriate funds.
• Ensure that all appropriate forms, the media release and any waivers are submitted to the academic school or department and to the International Centre.

Debrief and Follow-up

• Connect with the Manager, International Mobility to hold a debriefing session with the students to review their experience; provide feedback on the experience and suggestions for future participants.

• Ensure Media Release Form for photos for use in future marketing campaigns. Ask for photos, videos and/or testimonials from participants, and share with the Manager, International Mobility.

• When appropriate, ensure Transfer Credit Applications/Exemptions are being processed appropriately through the Registrar’s Office.

• Debriefing sessions could include:
  - reflective piece
  - testimonials (may include video)
  - resume and cover letter updates, and links to career path
  - Information sessions to the Humber Community – ex. Classroom presentations, International Education Week, International Development Week (marketing opportunity)

Curricular Requirements

• Always attempt to have the program contribute to the same kind of evaluation, whether in the course it pertains to or as part of an evaluation of another course. These include daily logs, reports and specific assignments.

• Ensure that time is built into the program to allow for faculty-led lectures.

• When necessary, ensure the facilities have lecture capacity and technology to support instruction.

Role of the International Centre

• Facilitate Pre-departure Orientation Workshop session for student, faculty and staff travelers.

• Support faculty and staff travel activity coordinators.

• Marketing materials should be given to the International Centre to display in their office, and on their website and social media channels.

• Completed approval forms and Participant Information Forms must be filed with International Office at least 30 days before departure.
• Consult with the International Centre when domestic and/or international students are required to secure visa, at least 8 weeks prior to departure.

Risk Management Factors

• Ensure that activity has been approved at the institutional level and planned to minimize risk to individual and to the institution.

• Ensure that student has:
  - signed appropriate forms and waivers (for Humber and suppliers)
  - provided emergency contact information
  - registered with the Canadian Embassy or Consulate (or the consular office for their country of citizenship)
  - received safety guidelines for specific destination
  - Reviewed the “Preparing to Go” section of Humber’ Study Abroad website

• When appropriate, ensure your suppliers have adequate liability insurance. Ensure payments are protected via TICO-licensed company.

• Register students and faculty for insurance coverage with Finance at least 30 days in advance of travel (domestic) or with an International Student Advisor (international students). NB: Humber’s Travel Insurance policy is valid for a maximum period of 45 days.

• Advise students that they are covered by limited insurance and that it is recommended that they purchase additional health, travel and trip cancellation insurance for which they are personally responsible. This is included in the Student Out of Province Travel Activity form.

• Supplier contracts to be signed prior to promotion and payment of funds. Ensure a 90-day cancellation policy is in place.

• Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, the Canadian Embassy/Consulate contact. If they need to contact Humber they should call the 24-hour line of the Department of Public Safety: 1-416-675-6622 extension 4000 or cell of the Dean, International: 1-416-675-8500.

• Students must complete all pre-departure requirements prior to leaving for any overseas assignment.
2.5 Placements & Research

Program Type and Duration

- International Development placements, Child and Youth Care degree placements, Criminal Justice degree placements, International Business degree placements, etc.
- Clinical Placement/Community Development Project (School of Health Sciences).
- Music placements.
- Research project abroad.
- Could be anywhere from a few weeks to several months in length.

Logistics

- Students are responsible for securing their own flight, accommodations, insurance, placement fees and land transfers.
- Variety of overseas partners: government agencies, NGOs, private sector. Mainly sourced by the student.
- Students must complete a Student Out of Province Travel Activity form which must be submitted to the International Office at least 3 weeks prior to departure together with supporting documents (passport, insurance, flight itinerary, visa, immunization record, and other travel documents as applicable).
- Prepare marketing materials that should include web, print and social media. HTV should also be used to promote within Humber. NB: Reference on social media should highlight #HumberGlobal
- Share marketing materials with International Centre.
- An extensive pre-departure proposal is prepared by the student and submitted to the Placement Coordinator.
- Ensure that WSIB and/or travel health insurance is set up for student as appropriate; this is done through the Placement Coordinator.
- Research projects involving human subjects must be approved by the Humber Research Ethics Board.
Faculty Involvement

- Ensure that Humber’s Out of Province Travel Policy and Procedure is reviewed and followed.

- Clinical placement program content is developed with faculty/staff involvement. Identification of a destination, including components, should reflect the nature of the course and the program area (School of Health Sciences).

- Program coordinator/placement advisor signs off on placements overseas and maintains communication with students while on placement or a waiver to be signed by the student.

- Faculty may, in collaboration with the Program Coordinator/Associate Dean, plan the application/selection process.

- Have faculty promote the opportunities in orientations, class and run specific information sessions, where appropriate.

- When necessary, faculty should be available for supervision - this may be in the form of Skype conferences, email, or faculty exchanges overseeing the placement.

- Direct faculty supervision may be a mandatory requirement due to regulatory requirements.

- Faculty must complete the Student Group Travel Approval Form for student group travel (when appropriate).

- Accompanying faculty must also complete a Request for Individual Approval for Travel Outside of Ontario / Request for Insurance form

- Faculty must coordinate the completion of the Student Out of Province Travel Activity form and insurance requests and waivers for students, and ensure that forms and supporting travel documents are submitted to the International Centre at least 3 weeks prior to departure.

- Ensure that research projects involving human subjects have received approval from the Humber Research Ethics Board.

Financial Components

- Students may be eligible to apply for a Humber Study Abroad Bursary. http://www.humber.ca/admissions/financial-aid/humber-bursaries

- Students are responsible for all costs including flight, living expenses, inoculations, travel insurance, local transportation and living expenses. Some costs may be covered through agreement with a placement agency or partner, but in most cases this is the sole responsibility of the student.
Pre-departure Requirements

- Overseas placements must be approved at the Program Coordinator, Placement Advisor and Dean levels.

- Coordinate a Pre-departure Orientation Workshop session for participants with the Manager, International Mobility in the International Centre. Pre-departure sessions should address cross-cultural adaptation issues, Humber's Code of Conduct, academic and extra-curricular expectations, personal and group safety / risk management, building a budget for their study abroad experience, and reentry transitions / sharing their experience

- Sessions should also address:
  - passport considerations
  - visa issues
  - immunizations
  - insurance implications

- Sessions provide those traveling in groups time to become acquainted as they will be in shared accommodation.

- Advise students holding Canadian citizenship to notify Canadian Embassy/Consulate at destination of arrival and departure dates by registering with the Canadian Government at: [www.travel.gc.ca/register](http://www.travel.gc.ca/register)

- Ensure that all travelers hold a valid passport and appropriate country visas (as needed). If a student is not a Canadian passport holder ensure that they meet with their International Student Advisor (ISA) in the International Centre to go over visas and insurance implications at least 8 weeks prior to depart.

- Ensure all participants, including faculty, visit: [http://www.voyage.gc.ca/preparation_information/menu-eng](http://www.voyage.gc.ca/preparation_information/menu-eng) to review travel guidelines and obtain appropriate checklist.

- Ensure all participants, including faculty, visit: [http://international.humber.ca/study-abroad/preparing-to-go.html](http://international.humber.ca/study-abroad/preparing-to-go.html) to review travel and learning resources and to obtain appropriate forms and a checklist.

- Ensure all participants, including faculty, visit and review the appropriate country report at: [http://www.voyage.gc.ca/countries_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

- Decide upon fundraising initiatives and plan accordingly.

- Ensure that all appropriate forms, the media release and any waivers are submitted to the academic school and the International Office.
Debrief and Follow-up

- Have a debriefing session with the student(s) to review their experience; provide feedback on the experience and suggestions for future participants.

- Debriefing sessions could include:
  - reflective piece
  - testimonials (may include video)
  - resume and cover letter updates, and links to career path
  - information sessions to the Humber Community—ex. Classroom presentations, International Education Week, International Development Week (marketing opportunity)

- Obtain photos, with appropriate authorization, from participant(s) to use in future marketing campaigns.

- When appropriate, ensure Transfer Credit Applications/Exemptions are being processed appropriately through the Registrar’s Office.

Curricular Requirements

- Ensure that the evaluation process is clearly documented and understood by students in order to satisfy the placement requirement.

- All placements must be pre-approved by the student’s Program Coordinator, Placement Advisor, or faculty responsible and submitted to the Dean for their approval.

Role of the Registrar’s Office

- Register students in appropriate placement course.

- Develop a service package to accept payments when necessary.

- Create a course on Banner through the school scheduler when necessary.

- Register students into course on Banner, ensure grades are entered into Banner upon completion of the placement requirements.

- Issue letters of permission where necessary.

- Ensure transfer credit issues have been pre-determined and clearly outlined for participants, as required.

- Completed Study Abroad Bursary applications are submitted to Financial Aid in the Registrar’s Office.
Role of the International Centre

- Facilitate Pre-departure Orientation & Debriefing Workshop sessions for student, faculty and staff travelers.
- Support faculty and staff travel activity coordinators.
- Completed approval forms and Participant Information Forms must be filed with International Office at least 30 days before departure.
- Consult with International Centre when international students are required to secure visa, at least 8 weeks prior to departure date

Risk Management Factors

- Ensure that activity has been approved at the school level.
- Ensure that student has:
  - signed appropriate forms and waivers (for Humber and Suppliers)
  - provided emergency contact information
  - registered with the Canadian Embassy or Consulate or the consular office of their country of citizenship
  - received safety guidelines for specific destination
  - Reviewed the “Preparing to Go” section of Humber’ Study Abroad website
- Register students and faculty for insurance coverage with Finance at least 30 days in advance of travel (domestic) or with an International Student Advisor (international students). NB: Humber’s Travel Insurance Policy is valid for a maximum period of 45 days.
- Advise students that they are covered by limited insurance and that it is recommended that they purchase additional health, travel and trip cancellation insurance for which they are personally responsible. This is included in the Student Out of Province Travel Activity form.
- When appropriate ensure your suppliers have adequate liability insurance. Ensure payments are protected via TICO-licensed company.
- Supplier contracts to be signed prior to promotion and payment of funds. Ensure a 90-day cancellation policy is in place.
- Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, the Canadian Embassy/Consulate contact. If they need to contact Humber they should call the 24-hour line of the Department of Public Safety: 1-416-675-6622 extension 4000 or cell of the Dean, International: 1-416-675-8500.
- Students should complete all pre-departure requirements prior to leaving for any overseas assignment.
2.6 Field Trips

Program Type and Duration

- Programs that are short in length, anywhere from two days to a few weeks.
- Usually linked to a specific course or program with some element of evaluation, but can also be non-credit. Examples include: New York trip for Fashion and Design students, Europe trip for Industrial Design students and Creative Photography students.

Logistics

- Air and land arrangements should be quoted separately. Using an inbound Study Abroad Operator is the most practical option for land arrangements. One-stop shopping reduces administration time, finance logistics and they are on site 24/7 at the destinations.
- Existing partners: CEPA, EF Tours.
- Complete approval forms for Dean; Dean, International; and Vice President Academic and secure approval PRIOR TO recruiting students.
- Develop payment schedule for student registrants.

Faculty Involvement

- Ensure that Humber’s Out of Province Travel Policy and Procedure is reviewed and followed.
- Field trips are faculty driven. Identification of a destination, including components, should reflect the nature of the course and the program area.
- Faculty must complete the Student Group Travel Approval Form for student group travel.
- Faculty must also complete a Request for Approval for Individual Travel outside of Ontario / Insurance Request form.
- Faculty must coordinate the completion of the Student Out of Province Travel Activity form and insurance requests and waivers for students.
- Allow opportunities for all FT faculty to participate. Set the criteria for selection.
- Have faculty promote the programs in class and run specific information sessions.
- This may be viewed as a part of the 10 days of Professional Development awarded to faculty annually.
Financial Components

- Students may be eligible to apply for a bursary: [http://www.humber.ca/admissions/financial-aid/humber-bursaries](http://www.humber.ca/admissions/financial-aid/humber-bursaries)

- Keep cost affordable so many class members can participate.

- Build in currency exchange buffer (minimum of 2%).

- Pricing should be based on 3-star hotel, YMCA or Student residence accommodation. Consider double and triple occupancy.

- Request pricing that covers the cost of faculty/staff attending. E.g.: 15 + 1 faculty, 20 + 2 faculty.

- Outline single-supplement costs.

- Build gratuities into the cost for students.

- Supervise the cost and transfer the entire file to the service provider (i.e., Humber Travel Centre). The service provider should handle bookings, students' payments and payments to suppliers. They will add an administration margin.

- When Humber faculty/staff are facilitating the activity they must review Humber’s Expense Reimbursement Policy and Procedure. Ensure they have a MasterCard issued (to be returned at the end of the trip). When appropriate, a cash advance or per diem should be issued for staff. This should be enough to cover gratuities and small emergencies. Upon return, accounts need to be reconciled within 30 days. MasterCard bills need to be submitted by the 20th of the following month.

- Cash advances/per diem requests go to the Finance department and must be signed off by the appropriate administrator. **ALL EXPENSES MUST BE PRE-APPROVED.**

Pre-departure Requirements

- Student selection: Students should be in good academic standing and selection will be at the discretion of the Program Coordinator and Dean or designate. A formalized application procedure and interview is encouraged, and reference models are available at the International Centre.

- Coordinate a Pre-departure Orientation Workshop session for participants with the Manager, International Mobility in the International Centre. Pre-departure sessions should address cross-cultural adaptation issues, Humber’s Code of Conduct, academic and extra-curricular expectations, personal and group safety / risk management, building a budget for their study abroad experience, and reentry transitions / sharing their experience.

- Sessions should also address:
  - passport considerations
- visa issues
- immunizations
- insurance implications

• Sessions provide those traveling in groups time to become acquainted.

• Advise students holding Canadian citizenship to notify Canadian Embassy/Consulate at destination of arrival and departure dates by registering online with the Canadian Government at: www.travel.gc.ca/register

• Ensure all participants, including faculty, visit: http://www.voyage.gc.ca/preparation_information/menu-eng to review travel guidelines and obtain appropriate checklist.

• Ensure all participants, including faculty, visit: http://international.humber.ca/study-abroad/preparing-to-go.html to review travel and learning resources and to obtain appropriate forms and a checklist.

• Ensure all participants, including faculty, visit and review the appropriate country report at: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

• Decide upon fundraising initiatives and plan accordingly.

• Ensure that all appropriate forms, the media release and any waivers are submitted to the academic school and the International Centre at least 3 weeks prior to departure.

• Ensure that all travelers hold a valid passport and appropriate country visas (as needed). If a student is not a Canadian passport holder ensure that they meet with their International Student Advisor (ISA) in the International Centre to go over visas and insurance implications at least 8 weeks prior to depart.

**Debrief and Follow-up**

• Connect with the Manager, International Mobility to have a debriefing session with the students to review their experience; provide feedback on the experience and suggestions for future participants.

• Debriefing sessions could include:
  - reflective piece
  - testimonials (may include video)
  - resume and cover letter updates, and links to career path
  - Information sessions to the Humber Community — ex. Classroom presentations, International Education Week, International Development Week (marketing opportunity)

• Obtain photos, videos and testimonials with appropriate permission forms, from participants to use in future marketing campaigns. Share with the Manager, International Mobility.
Curricular Requirements

- Ensure that the field trip experience is directly applicable to the course content.

- Always attempt to have the program contribute to the same kind of evaluation, whether in the course it pertains to or as part of an evaluation of another course. These may include reflection journals, reports and/or specific assignments.

Role of the Registrar's Office

- Inform Registrar’s Office of field trip.

- Develop a service package to accept payments, when appropriate.

- Issue letters of permission where necessary.

Role of the International Centre

- Facilitate Pre-departure Orientation & Debriefing Workshop sessions for student, faculty and staff travelers.

- Support faculty and staff travel activity coordinators.

- Completed approval forms and participant information forms and supporting travel documents must be filed with International Centre at least 3 weeks days before departure.

- Consult with International Centre when domestic and/or international students are required to secure visa.

Risk Management Factors

- Ensure that activity has been approved at the institutional level and planned with risk in mind.

- Ensure that student has:
  - signed appropriate forms and waivers (for Humber and suppliers)
  - provided emergency contact information
  - registered with the Canadian Embassy or Consulate (or the student’s home country consular office)
  - received safety guidelines for specific destination
  - Reviewed the “Preparing to Go” section of Humber’ Study Abroad website

- When appropriate, ensure your suppliers have adequate liability insurance. Ensure payments are protected via TICO-licensed company.

- Register students and faculty for insurance coverage with, Finance at least 30 days in advance of travel. **NB:** Humber’s Travel Insurance Policy is valid for a maximum period of 45 days.
• Advise students that they are covered by limited insurance and that it is recommended that they purchase additional health, travel and trip cancellation insurance for which they are personally responsible. This is included in the Student Out of Province Travel Activity form.

• Supplier contracts to be signed prior to promotion and payment of funds. Ensure a 90-day cancellation policy is in place.

• Students are aware of whom to contact in an emergency and have that contact information: they should have local contacts, the Canadian Embassy/Consulate contact. If they need to contact Humber they should call the 24-hour line of the Department of Public Safety: 1-416-675-6622 extension 4000 or cell of the Dean, International: 1-416-675-8500.

• Students must complete all pre-departure requirements prior to leaving for any overseas assignment.