



**CÉGEP HERITAGE COLLEGE
POLICY #37**

**CONCERNING
INTERNATIONAL COOPERATION**

COMING INTO FORCE: September 28, 2009
REVISED: September 21, 2016
ADMINISTRATOR: Director General

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Preamble¹

The present policy confirms the willingness of the Cégep Heritage College community to further develop the scope of its international and intercultural relations. In keeping with the College mission statement, Heritage seeks to build a common vision and promote internationalization.

It is essential to prepare Cégep Heritage College students to face the many challenges of globalization and the profound changes that it has brought about. It is through international collaboration and intercultural education that Heritage students can broaden their horizons, identify new opportunities and work on solutions to problems occurring both at home and around the world.

ARTICLE 1 Purpose

The present policy provides the framework of principles, objectives and responsibilities according to which the College will select and develop its international projects and partnerships. It affirms the intention to promote access to international training that fosters the development of skills, as well as personal and professional growth. It is also the College's intention to pursue projects that reflect respect for human rights and the celebration of cultural diversity while promoting civic responsibility, international cooperation and sustainability.

ARTICLE 2 Application

The present policy will apply to the following areas or activities:

- i) integration of world views by internationalizing aspects of the College's services and academic programs;
- ii) student and personnel mobility either in person or remotely;
- iii) recruitment of international students and personnel;

¹ See the Glossary for explanations of frequently-used terms.

- iv) international cooperation projects and the sharing of expertise.

ARTICLE 3 Provisions

The present policy is based on the following guiding principles:

- i) fostering participation of College personnel in the planning and realization of international projects;
- ii) encouraging students and personnel to develop global awareness, humanitarian values, and linguistic, cultural, and professional competencies;
- iii) supporting College personnel in the preparation of international exchanges;
- iv) favouring partnerships with international agencies, organizations and governments.

Cégep Heritage College international cooperation projects and partnerships must:

- i) respect Quebec, Canadian and international law, and the laws of the country in which the proposed activity is to take place;
- ii) take into consideration the protocol and culture of the country in which the proposed activity is to take place;
- iii) protect the rights and safety of College personnel and students who are involved;
- iv) be self-financed, financed by grants, bursaries or by other funding resources available;
- v) be recommended by the Advisory Committee and approved by the Director General.

ARTICLE 4 Roles and Responsibilities

4.1 Board of Governors

The Board of Governors adopts the present policy and all revisions thereto.

4.2 Academic Senate

With respect to the adoption and revision of the present policy, in accordance with article 4.1 of Cégep Heritage College Bylaw #4, the Academic Senate makes

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recommendations to the Board of Governors which relate to matters within its jurisdiction.

4.3 Director General

The Director General is responsible for:

- the application of the present policy;
- the approval of the College's international cooperation projects and partnerships.

4.4 Academic Dean

The Academic Dean is responsible for:

- the enrichment of programs with regard to internationalization;
- exchanges for teaching personnel.

4.5 Director of Student Services

The Director of Students Services is responsible for:

- extracurricular, intercultural awareness, and humanitarian activities;
- recruitment and integration of international students.

4.6 Director of Human Resources

The Director of Human Resources is responsible for providing support with respect to matters impacting College personnel including potential staff exchanges.

4.7 Education Advisor

The Education Advisor, working in close collaboration with the Director General, is responsible for:

- working to develop and coordinate international cooperation activities and training;
- developing and maintaining partnerships with the various international agencies, organizations and governments involved, such as La Fédération des cégeps and Colleges and Institutes Canada (CICan);
- seeking grants to support international activities.

4.8 Advisory Committee²

The Advisory Committee is responsible for feasibility review and recommendation to the Director General of international projects and partnerships, in accordance with College procedures.

4.9 Program Coordinators

Program Coordinators are responsible for the organization of any international coop work placements for students in close collaboration with the Education Advisor.

4.10 Students

Students participating in experiences in another country such as work placements, humanitarian efforts, athletics and studies are responsible for all of their own expenses, and for their behavior as per College Policy 24, concerning Standards of Student Conduct.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

² See Glossary for Advisory Committee composition.

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GLOSSARY

Advisory Committee:	The Advisory Committee will comprise the Director General, the Academic Dean, the Director of Student Services and the Director of Human Resources.
Globalization:	The process of integrating human, economic, informational and educational resources across national borders.
Intercultural education:	Education based on the acquisition of knowledge and awareness of other societies, forms of government and cultural mores.
International students:	Any student registered at the College who does not have Canadian citizenship or permanent residency status.
Internationalization:	The process of integrating an international and intercultural dimension into the teaching, research, and service functions of an educational institution.
Personnel mobility:	Opportunities for personnel to participate in experiences in another country such as professional activities, humanitarian efforts, teaching and studies, either in person or remotely.
Student mobility:	Opportunities for students to participate in experiences in another country such as work placements, humanitarian efforts, athletics and studies, either in person or remotely.

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Related Documents

This document is to be used in conjunction with:

- *Cégep Heritage College Bylaw #3 concerning the Attestation of College Studies.*³
- *Cégep Heritage College Bylaw #4 concerning Academic Senate.*⁴
- *Cégep Heritage College Policy #8 concerning Conditions for Admission to DEC Programs*⁵
- *Cégep Heritage College Policy #24 concerning Standards of Student Conduct.*⁶
- *Cégep Heritage College Procedure #37 relating to International Cooperation Projects and Partnerships.*⁷
- *Cégep Heritage College International Cooperation Projects and Partnerships—Proposal Submission Form.*⁸

³ Copies of this document are available on the College website or from Academic Services.

⁴ Copies of this document are available on the College website or from Academic Services.

⁵ Copies of this document are available on the College website or from Student Services.

⁶ Copies of this document are available on the College website or from Student Services.

⁷ This document is being developed.

⁸ Ibid.