



**HERITAGE COLLEGE  
POLICY #37**

**CONCERNING  
INTERNATIONAL COOPERATION**

**COMING INTO FORCE:** September 28, 2009  
**REVISED:** N/A  
**ADMINISTRATOR:** Director General

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# HERITAGE COLLEGE POLICY #37 CONCERNING INTERNATIONAL COOPERATION

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## Preamble<sup>1</sup>

The present policy confirms the willingness of the 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 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 work on solutions to new problems occurring around the world.

## ARTICLE 1 Purpose

The present policy provides the framework of principles, objectives and responsibilities according to which the Heritage College International Centre will select and develop its international projects and partnerships. It affirms the intention to promote access to training and development of skills and the intention to pursue projects which reflect respect for human rights and cultural diversity while promoting civic responsibility, 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;
- iii) recruitment of international students and personnel;
- iv) international cooperation projects and the sharing of expertise.

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

## 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.

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, revenues of other international projects or partnerships, 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 *Heritage College Bylaw #4*, the Academic Senate makes recommendations to the Board of Governors which relate to matters within its jurisdiction.

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### 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 Associate Academic Dean

The Associate Academic Dean is responsible for providing support to the Director of Continuing Education for obtaining grants for international coop work placement activities.

In the absence of the Academic Dean, the Associate Academic Dean is responsible for exchanges of teaching personnel.

### 4.6 Director of Continuing Education

The Director of Continuing Education is responsible for:

- overseeing the Heritage College International Centre;
- ensuring the development and coordination of international cooperation activities and training;
- developing and maintaining partnerships with the various international agencies, organizations and governments involved, such as *Cégep International* and the Association for Canadian Community Colleges (ACCC);
- seeking grants to support international activities.

### 4.7 Director of Student Services

The Director of Students Services is responsible for:

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

### 4.8 Director of Human Resources

The Director of Human Resources is responsible for providing support with respect to staff exchanges.

### 4.9 Advisory Committee<sup>2</sup>

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

### 4.10 Program Coordinators

Program Coordinators are responsible for the organization of any international coop work placements for students.

### 4.11 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.

## ARTICLE 5 Revision

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

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<sup>2</sup> See Glossary for Advisory Committee composition.

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### GLOSSARY

<b>Advisory Committee:</b>	The Advisory Committee will comprise the Director General, the Academic Dean, the Director of Continuing Education, the Director of Student Services and the Director of Human Resources.
<b>Globalization:</b>	The process of integrating human, economic, informational and educational resources across national borders.
<b>Heritage College International Centre:</b>	A division of Continuing Education devoted to international cooperation.
<b>Intercultural education:</b>	Education based on the acquisition of knowledge and awareness of other societies, forms of government and cultural mores.
<b>International students:</b>	Any student registered at the College who has come from another country on a student visa.
<b>Internationalization:</b>	The process of integrating an international and intercultural dimension into the teaching, research, and service functions of an educational institution.
<b>Personnel mobility:</b>	Opportunities for personnel to participate in experiences in another country such as professional activities, humanitarian efforts, teaching and studies.
<b>Student mobility:</b>	Opportunities for students to participate in experiences in another country such as work placements, humanitarian efforts, athletics and studies.

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### Related Documents

This document is to be used in conjunction with:

- *Heritage College Bylaw #4 concerning Academic Senate.*<sup>3</sup>
- *Heritage College Procedure #37 relating to International Cooperation Projects and Partnerships.*<sup>4</sup>
- *Heritage College International Cooperation Projects and Partnerships—Proposal Submission Form.*<sup>5</sup>

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<sup>3</sup> Copies of this document are available from Academic Services.

<sup>4</sup> This document is being developed.

<sup>5</sup> Ibid.