

TITLE: **STUDY TOURS – EDUCATIONAL TRAVEL**
(Relates to EL-A4: Participation & Treatment of Learners)

EFFECTIVE DATE: September 2006

PRACTICE:

Red Deer College supports and encourages educational travel opportunities for students, faculty, and staff as part of our International Education strategy. Educational travel will broaden students' global perspective and provide faculty and staff with opportunities to explore and incorporate a global perspective into their teaching and student interactions. This Standard Practice provides a framework to support these opportunities and ensure that risk management processes are implemented and adhered to.

Definitions:

Study Tour – A study tour is defined as any instructor accompanied travel outside of Alberta, excluding athletics travel and individual student exchanges, but including field trips and instructor led practica.

Education Abroad – Education abroad as defined by the International Centre includes individual student exchanges, practica, internships and other activities where the student receives advice from the International Office but the student is responsible for their own arrangements.

Principles:

Study tours may be developed as credit, non-credit or a combination of both.

All study tours will be managed and delivered through Continuing Education.

Study tours for credit courses should be considered an enhancement to core programming. They will not be mandatory and will not be required in order to complete a student's program. These courses should be considered an additional opportunity for students and will not be included in program budgets.

The Department and the Dean must approve proposed study tours for credit programs.

The Department and the Dean will be informed when faculty are involved in a non-credit study tour.

Financial Model:

- Each study tour will have a separate budget developed and managed through Continuing Education.
- Each budget will include 30% institutional overhead.
- Overhead will not be added to student airline fees.
- For credit courses, replacement costs for instructor salaries will be charged to the CE budget.
- All program costs will be included in that budget and participants will pay on a cost recovery basis. This will ensure that program costing is consistent and accurate.
- For credit courses, students' home programs will count the FLE's in their student numbers.
- Profit/losses from study tours will remain in the Continuing Education cost centre and be managed globally by Continuing Education. The risk for such activities will be assumed by Continuing Education.

Benefits

- Opportunities to maximize revenues
- Full costing allows full pricing (study tours not subsidized by on campus students)
- Program costing is more reflective of real costs
- Allows for credit and non-credit students to jointly participate without implementing a two-price system

PROCEDURE:

- Planning for educational travel will follow the attached template "Educational Travel Opportunities for Students"
- The preliminary proposal form must be completed for each proposal
- Timelines will be established for each proposal

Department roles for credit courses:

Academic Department

- Determine "fit" with other department activities and strategic priorities
- Endorse the proposal

International Office

- Risk and liability assessment
- Advice on international travel
- De-briefing and re-entry
- Final reporting

Continuing Education

- Budget planning and financial assessment
- Market assessment
- Coordination, marketing and logistics
- Final reporting

Dean's Office

- Endorse the proposal
- Assign workloads

Dean and CE Coordinator

- Review financial implications
- Assess Risk
- Decision to proceed
- Establishment of go/no go parameters

AVP Student and International and/or EVPA

- Sign-off

ACCOUNTABILITY:	Executive Vice President, Academic
RESPONSIBILITY:	Director, Continuing Education
Consultation for Review:	Dean's Council Credit Chairpersons Continuing Education Coordinators International
Practice Review Date:	Annually
Associated Policy:	