Study Tours – Educational Travel Opportunities for Students Guidelines

**Academic Department, International Centre, or Continuing Education**
Initiates idea; Preliminary proposal (see Guidelines)

**Chair, International Centre and Continuing Education**
Discussion including:
- International Centre: preliminary assessment, risk, alignment with priorities
- Chair: Preliminary assessment of feasibility
- Continuing Education and International Centre: Determination of Lead

**Chair and Dean**
Decision to proceed

**Study Tour**

**Continuing Education and Chair:**
- Detailed Program Proposal (see Guidelines)
- International Centre: Risk and Liability Assessment

**Education Abroad***

**International Centre and Chair:**
- Detailed Program Proposal (see Guidelines)
- International Centre: Risk and Liability Assessment

**Associate VP, Students & International and Executive VP Academic**
Sign-Off

**Continuing Education:**
- Coordination & Logistics, Course Establishment

**Int'l Centre & Academic Dept:**
- Logistics, Partnerships, Academic Issues

**Continuing Education & Dean:**
- “Go” or “No Go”

**International Centre:**
- Pre-Departure Program

**Program Occurs**

**Continuing Education:**
- Final Report to Executive VP Academic & Associate VP Students & International

**International Centre:**
- Debriefing & Re-Entry Program

**International Centre:**
- Final Report to Executive VP Academic & Associate VP Students & International

* Student Exchanges, Practica, Internships, Other