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<b>Type:</b>	C- Institutional	<b>Last Approved:</b> Apr. 28, 2006
<b>Executive Responsibility:</b>	President and Vice-Chancellor	<b>Next Review:</b>
<b>Administrative Responsibility:</b>	Dean, International Education	<b>Procedure:</b> 21.07

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STATEMENT:

1. All inquiries of an international nature should be referred to the office of the Dean of International Education and the relevant Dean of the Faculty in which the inquiry originated.
2. Meetings or communications with international education providers, including institutions or their agents, that seek to commit or potentially commit ~~Malaspina Vancouver Island University~~ to a contractual obligation in any way, must include the Dean of International Education or the Director, of ESL English Language Centre Associate Dean of International Education and International Education or their designate.
3. International projects identified by Departments, individual faculty or by International Education must have support from the relevant Dean and the Dean of International Education.
4. Information about or support required regarding international students should be directed to the Advising office at International Education.
5. Legal matters regarding international students, matters that may affect the visa status of international students (e.g.: being expelled from a class, theft) or matters that are deemed potentially dangerous or threaten the safety of international students should be referred to the Dean of International Education ~~or and the VPExecutive Director, Student Services, and the Dean of International Education.~~
6. Any faculty, staff or student travelling for or through International Education should refer to ~~p~~Policy 42.08 (Reimbursement of Travel and Other Expenses). All faculty, staff and students travelling on ~~Malaspina Vancouver Island University~~ business overseas ~~must~~ should receive an appropriate orientation. International Education is able to provide orientations on request. from International Education (also see provisions outlined in the MFAVIUFA/BCGEU Collective Agreements).
7. Reimbursement of actual travel costs, or payment of stipends or per diem allowance outside of Canada for travel for or through International Education are determined by International Education as per policy 42.08.
8. In entering into international projects, it is important that the activity does not expose the ~~University College University~~ to undue risk or liability. Therefore, it is essential that the

Dean of International Education take all reasonable steps to ensure that risks associated with new ventures are identified, assessed, and addressed in the planning and implementation process.

9. All contracts of an international nature committing ~~Malaspina~~ Vancouver Island University in any way, must be signed off consistent with contract development and Policy 42.09 re (Signing Authority), by the Dean of International Education and the relevant Dean, and where deemed appropriate, the President and/or Vice President Administration & Finance.
- ~~10. All contracts of an international nature that commit Malaspina financially in any way require additional approval from the President or the VP Administration.~~
- ~~11. Originals of contracts that include a financial commitment reside with the VP Administration. Copies shall be kept with International Education and with the relevant Dean.~~

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