

TITLE: CODE OF ETHICS FOR INTERNATIONAL ACTIVITIES

Date of Approval: September 15, 2015

**Mandatory Review
Date: February 1, 2019**

Approved By:
 Board of Governors
 President's Council
 Senate

Effective Date: September 15, 2015

1. Purpose

The Sheridan College Institute of Technology and Advanced Learning (Sheridan) is a post-secondary institution that aims to strengthen international co-operation, engagement and relationships.

Sheridan seeks to attract and retain international students who will be successful in their studies at Sheridan, to engage in robust international activities and to establish clear guidelines for those purposes.

In keeping with Sheridan's mission, vision and core values, this policy will be used as a Code and set of ethical guidelines for all Sheridan community members in International activities and programs to ensure high conduct in all international activities.

In addition to this policy, international education and related activities at Sheridan are subject to every Sheridan policy and procedure (including, but not limited to, the Privacy Policy, Purchasing Policy, Academic Integrity Policy, the Code of Conduct, the Travel, Hospitality and Expense policy, the Student Code of Conduct and the Conflict of Interest Policy) as well as provincial and federal laws as well as any applicable local laws.

2. Scope

This Code of Ethics applies to the entire Sheridan community, which includes but is not limited to:

- Sheridan employees;
- Sheridan students;
- Members of the Board of Governors;
- Volunteers which include Professional Advisory Council members;
- Academic institutions engaged in joint academic activities with Sheridan; and
- Any person or entity either inside or outside of Canada carrying on business with Sheridan regarding international education, including those solely engaged in e-learning activities with Sheridan

3. Definitions

3.1 “Code of Ethics” means:

The defining values and/or principles agreed upon by the Sheridan community that its employees, students, academic and/or business partners will rely upon and adhere to, to guide their actions in international activities.

3.2 “International Activities” means:

Activities undertaken by, or with, students, faculty members and employees at Sheridan that may require one or more of the following activities:

- international travel for marketing, recruitment, admissions, orientation, partnership, exchange and/or other education-related endeavours;
- formulation of international agreements, including (but not limited to) exchange agreements, partnership agreements, memoranda of understanding, training agreements, vendor agreements (for services such as purchasing, provision of support for Sheridan in a country other than Canada, etc);
- faculty exchanges and/or faculty delivery of curriculum with a post-secondary institution or system outside of Canada;
- student exchanges with a post-secondary institution or system outside of Canada.

3.3 “International Student” means:

A student with citizenship from a country other than Canada who does not have residency status in Canada sufficient to qualify for an international student fee exemption, and who has indicated an interest in Sheridan and/or has applied to pursue studies and/or is continuing studies at Sheridan.

3.4 “Exchange Student” means:

A student registered at an institutional partner school of Sheridan’s, who studies at Sheridan in the context of a formal exchange program.

3.5 “Interjurisdictional Institutional Partnership” means:

A relationship with another post-secondary institution outside of Ontario that may include one or more of the following activities:

- extension program
- student exchange program
- faculty exchange program
- articulation agreements
- joint research and creative activities
- joint delivery of curriculum and possibly credentials
- internships and co-operative activities
- joint production activities

Note that use of the term “Partnership” does not denote a particular form of legal relationship with another entity; institutional partners are always independent contractors.

Note that for legal, administrative and financial purposes, any institutional partnership with an institution within Canada but outside of Ontario is included under the scope of this Code of Ethics

3.6 “Recruitment Agent” means:

An individual, company or other organization that renders services and recruits, on a commercial basis or not, prospective international students desiring to pursue studies at Sheridan. The term “agent” does not mean a person in a legal agency relationship with Sheridan; agents are always independent contractors. The use of the term “agent” in this agreement refers to the term in international education commonly used to describe recruitment agents.

3.7 “Cross-border Projects, Programs, Campuses” means:

Educational activities conducted outside of Ontario, most typically with other post-secondary institutions

3.8 “Registration” means:

The administrative action by Sheridan upon the request of the admitted international student with the ensuing rights and obligations related to his/her pursuance of studies

4. Policy Statement

4.1 Members of the Sheridan Community Engaged in International Activities and/or Institutional Partnerships shall:

- a. Treat all individuals fairly, equitably, regardless of race, colour, origin, ethnicity, religion, sex, gender identity or expression, age, marital status, sexual orientation, family status, citizenship, or disability;
- b. Represent their expertise and/or authority accurately when engaging in international education activities on behalf of the institution;
- c. Possess knowledge and appreciation for cultural differences and values, recognizing that individuals from different backgrounds may have different perspectives;
- d. Distinguish between personal and official opinions when making public statements about international education activities; and
- e. Strive to remain current about global events that may impact international students, exchange students, institutional partnerships and other international education activities.

4.2 Conduct of Sheridan Community Members while engaged in International Activities is bound by all Sheridan policies, including but not limited to the Code of Conduct, the Student Code of Conduct and Academic Integrity Policy.

4.3 International students studying at Sheridan, including international students attending Sheridan who are in attendance as a part of an academic exchange, shall:

- a. Take responsibility for all academic credentials, including English proficiency, presented as their own for admission and credit purposes
- b. Abide by Sheridan policies and procedures pertaining to students, including but not limited to the Student Code of Conduct and Academic Integrity Policy;
- c. Work to understand and work within the academic and non-academic expectations of all Sheridan students.

4.4 Recruitment Agents

All Recruitment Agents engaged by Sheridan to recruit international students shall:

- a. Work within the Code of Ethics;
- b. Ensure that international students under their influence pay the costs of studies and admission fees directly to Sheridan; and
- c. Ensure that any third party company, including all sub-agents, operate under the same terms and conditions set out in this Code as the parent company is required to do.
- d. Avoid conflicts of interest, including but not limited to, serving as representatives of paid employment exchanges, or receiving remuneration or compensatory benefit from a third party or any other intermediary for any aspect of recruitment or enrolment at Sheridan.

Sheridan shall:

- a. Ensure that all new and amended recruitment agent relationships are defined by legal agreements outlining the terms of the relationship, the length of the relationship and the methods to be used to determine whether or not the relationship will be extended and/or renewed and shall periodically review existing agreements for conforming with the foregoing;
- b. Ensure that all recruitment agents are provided with appropriate, up-to-date knowledge and materials sufficient to counsel prospective and current students; and
- c. Evaluate the success of the relationships with recruitment agents using defined quality measures to monitor commitment to student success and integrity of the recruitment process.

4.5 Services to Members of the Sheridan Community Engaged in International Activities

Sheridan shall:

- a. Ensure that members have access to support services, which facilitates their International Activities.

Members of the Sheridan community directly responsible for International Activities shall:

- b. Foster academic, administrative, social and cultural understanding related to the host country and community;
- c. Ensure support is available to international students facing stress and/or crisis due to personal issues in Canada or in home country;
- d. Accept the primary obligation to respect the dignity of each person to whom the educational services are rendered;
- e. Inform clients of the purpose, goals, techniques and policies of ethical standards under which educational services are provided; and
- f. Avoid conflicts of interest, including but not limited to, serving as representatives of paid employment exchanges, acting as recruitment agents for Sheridan or receiving remuneration or compensatory benefit from a third party or any other intermediary for any aspect of recruitment or enrolment.
- g. Adhering to the Sexual Assault and Sexual Violence policy which prohibits sexual relationships between employees and students, where the employee teaches or has professional contact with the student as part of his/her responsibilities.

4.6 Services to International Students

Members of the Sheridan community shall:

- a. Ensure that international students have access to support services which assists them in the adjustment to life and study at Sheridan;
- b. Work to understand and promote the interests of international students within Sheridan, providing meaningful opportunities for interaction;
- c. Work to understand and promote understanding among staff and faculty of special academic, administrative, social and cultural needs of international students;
- d. Maintain confidentiality in all matters including health, personal, financial and academic information, providing information only as required by law or as is otherwise

permitted by the *Freedom of Information and Protection of Privacy Act and the Protection of (PHIPA) Act.*

4.7 Admissions and Recruitment

Sheridan employees responsible for the admission and/or recruitment of international students shall:

- a. Ensure consistency and coherence of criteria in admission of International Students;
- b. Uphold admissions standards as determined by Sheridan that are consistent with the standards upheld for domestic students;
- c. Ensure that admissions staff members possess the competency for evaluating academic credentials from abroad and establishing equivalency;
- d. Ensure that approved promotional material, and communications made by Sheridan, do not contain false, misleading or deceptive representations, and otherwise comply fully with the Ontario Consumer Protection Act, 2002”
- e. Exercise due diligence when working with recruitment agents to recruit international students and ensure that the agents have the appropriate knowledge to advise students regarding their academic options.
- f. Promote international partner recognition of curricula equivalences for Student exchanges.

4.8 Cross-border Projects, Programs, Campuses

Members of the Sheridan Community engaged in International Activities shall:

- a. Ensure that the Cross-border activities are reciprocal in serving the interests of the host community, country and Sheridan;
- b. Establish procedures and agreements designed to ensure quality in accordance with standards that are understood by all parties;
- c. Ensure any International Activity requiring external approval (such as Ministerial or government departmental approval) receives formal, official approval before committing Sheridan to any significant financial or legal obligation related to said International Activity; and
- d. Exercise due diligence in regard to legal standing of the out-of-province activities,

4.9 Studies Abroad

Members of the Sheridan Community shall:

- a. Endeavour to offer a selection of study abroad opportunities;
- b. Promote study abroad as an important educational activity;
- c. Endeavour to increase access to study abroad;
- d. Appoint advisers and managers with requisite competencies, training and experience;
- e. Provide up-to-date information and advice on international opportunities; and
- f. Provide pre-departure services to outbound study abroad students, including guidance on academic, social, cultural and health matters.

4.10 Institutional Partnerships

Sheridan officials responsible for international institutional partnerships shall:

- a. Seek out, and enter into, partnership agreements that are based on mutual interest and respect;
- b. Inform all concerned parties of legal obligations and implications of partnership prior to entering into the official agreement; and
- c. Ensure quality in all components of the program.

4.11 The Responsible Office shall be the Office of International Services. This Office will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

5. Related Documentation

[Student Code of Conduct](#)

[Code of Professionalism and Civility](#)

[Expenses Policy](#)

[Privacy Policy](#)

[Conflict of Interest Policy](#)

[Academic Integrity Policy](#)

[Sexual Violence Policy](#)