

Policy Number	2.1.4.3
Approval Body	Senate
Policy Officer	President
Approval Date	February 2009
Revision	September 2010

## 2.1.4.3 STUDENT EXCHANGE COMMITTEE

### TERMS OF REFERENCE

#### Membership

##### *Voting Members of the Committee*

- One (1) Senate member
- Vice President Academic
- One (1) Faculty member from each Faculty, not necessarily the faculty member serving on Senate
- Two (2) students who are not necessarily the student members serving on Senate, who are in good standing
- Registrar or designate
- Student Exchange Coordinator

##### *General*

Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.

#### Chair

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership and shall report to the Academic Planning + Priorities Committee of Senate.

#### Authority and Mandate

The Committee reports to the Academic Planning + Priorities Committee of Senate and shall prepare, review and recommend to the Academic Planning + Priorities Committee:

- 35.2 (6)(f) Educational policies regarding the evaluation of programs and educational services
- 35.2 (6)(k) Educational policies regarding the terms for affiliation with other post-secondary bodies

##### *General Responsibilities*

- To review and recommend policies and eligibility criteria for application to the Student Exchange Program
- To review, assess and recommend students for the Student Exchange Program
- To review and recommend terms of reference for assessing exchange partners
- To periodically evaluate exchange agreements with other institutions

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**Conflict of Interest**

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that might constitute any real, potential or apparent conflict of interest.

**Meetings**

Meetings will be held at the call of the Chair of the Committee as required.