



May 20, 2015

Government of Saskatchewan
International Education Unit
Student Services and Program Development Branch
Ministry of Advanced Education
1120 - 2010 12th Avenue
Regina, SK, Canada S4P 0M3

To Whom It May Concern:

Re: St. Peter's College International Student Designation Application - Revised

We first submitted our application for the International Student Designation on January 27, 2015. Melissa Jackson responded on February 11th with a list of items for clarification, and I have included that list as Appendix 1 (below). Unfortunately, we were not able to respond before Ms. Jackson began her maternity leave, as February through April is the most demanding time of the academic year, and we have only a staff of seven individuals who run St. Peter's College.

I hope that the following brief summary will clarify our application.

St. Peter's College has been affiliated with the University of Saskatchewan since 1926, and currently offers only the first year of University of Saskatchewan accredited courses, along with a select few offerings from second and third-year courses in English and Art.

All St. Peter's College's students (Canadian and International) are first admitted by the University of Saskatchewan before they are accepted to St. Peter's College. As our application shows, the University of Saskatchewan is responsible for admission (standards, policies, and procedures, including language requirements, and foreign credential recognition); achievement standards (including "good standing policy"); the revocation process; registration; student records and record retention; conferring degrees; issuing transcripts; and withdrawal procedures.

St. Peter's College students are eligible for University of Saskatchewan scholarships; however, St. Peter's College also offers approximately \$70,000.00 annually in scholarships to our students, and international students are eligible to apply for these, subject to the criteria posted on each award. Some, like the Abbot Peter Novecosky Jubilee Award and the \$26,000 in new Clem and Hedy Gerwing Bursaries, are especially designed to attract International students.

While St. Peter's students are eligible to use the support services provided by the University of Saskatchewan (including the online writing services, the Gwenna Moss Teaching and Learning Centre, the Math Help tutors, and Disability Services for Students), St. Peter's College also offers local supports on or near our campus, and we have provided documentation about our two student advisors (who provide academic advising and life skills coaching); our Academic Centre for Excellence (where we tutor students in academic skills); our local health supports (including mental health supports); information regarding St. Peter's College's Student Government International Student Advocate; St. Peter's College's marketing materials; and the location of our support services.

Please note one change: we now allow permit international students to live either on or off campus. We do offer international students who wish to stay in residence at St. Peter's College transportation from the airport, but we also provide students who wish to live off campus valuable information to help them with arrival in the area and with finding accommodation.

When we contacted the Ministry, we were advised that other organizations defer publishing the links to these materials until they have received accreditation, so we were advised not to publish yet. When we receive accreditation, we will house all the requisite materials related to International Students in hardcopy in our Student Services Office, and publish the same materials on our website.

I thank you in advance for your help with this application, and hope that the materials we provide meet with your approval. Please do not hesitate to contact me should you have any questions or require any further explanation.

Sincerely,



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St. Peter's College

Designation Application Notes

General questions/comments:

The information provided in the application for St. Peter's College is very good and meets the minimum standards required for designation for most sections. However, there are a few areas in which more information is required to support international students. The notes referenced below indicate those sections.

Most of the information provided consists of separate sheets of paper relevant to each requirement. Information on international student supports and services should be provided to students directly via in hard copy, if possible or easily accessible in a central location as well as being available online.

In addition, I understand that it is planned to include information for international students on the St. Peter's College website after ISP designation has been granted. This is absolutely fine. So far, I have been able to find information related to services, immigration, accommodations, arrival and reception and living in Muenster.

3.1 Services and Supports

a) Accommodations

It is great that international students can access residence facilities on campus while attending St. Peter's College. Are all St. Peter's College students required to live in the residences on campus?

If not, why is the policy different for international students?

b) Health Supports and c) Mental Health Supports

These sections are complete.

d) Academic and Life Skills Counseling

I have a few clarification questions related to the academic and life skills information provided through the sections on Academic and Life Skills Counseling Support and International Student Help Services. These two sections had a lot of overlap – do you plan to include only one of these?

Does St. Peter's offer to explain academic and life skills counseling options as part of the orientation session? If so, please provide orientation details.

Is there a student tutoring service available? If so, please indicate how this service works and how it can be accessed. Information should be provided on what kinds of

services are included by the student advisors (such as for academic advisement purposes, life skills, tutoring services, etc). I was only able to see that an orientation is noted on website, but few details on what is included in the orientation. Please provide these details.

e) Community Connections

This section is complete.

f) Citizenship and Immigration Canada Website

Information related to the Citizenship and Immigration Canada through the section on Your Immigration Documents satisfies the requirements of this section. However, the website address should be updated to the following:

www.cic.gc.ca/english/study/index.asp

and

www.cic.gc.ca/francais/etudier/index.asp

g) Harassment, Discrimination Prevention and Conflict Resolution Services

Information provided on the harassment policy meets the requirements of this section. However I was unable to find the policies on discrimination prevention or conflict resolution. Please provide these for review.

3.2 Student Advocate

The information provided as Advocacy directing international students to the Student Services Office is a good start. However, more information and detail is requested.

The role of a student advocate is to reflect and protect the interests of students. As a group or individual this should be a reflection of a student union or general student interests. If the advocate is an employee, he/she would be employed by a student union or other student group. A student advocate would not typically be an employee of the institution. For this section, please add information for international students advising they can also have a student advocate or peer or on their behalf if they have a concern.

Is there a student advocate employed by the student union at the U of S that St. Peter's College students could access? Please provide the name and contact information for a student advisor or group of advisors in the student handbook and/or website.

International Student Officer/Advisor

Please provide the names and contact information of the two individuals at St. Peter's College designated as International Student Officers.

3.3 Policies and Processes

a) Application Process

This section is complete.

b) Tuition Refund Policy

Please provide details on the timing and proportion of refund amounts as determined by the timing of class drop (such as 100% by XX date, 75% by XX date, 50% by XX date, etc). Is this the policy the same for both domestic and international students? I was able to find this information through the link provided on your website to the U of S page, however this would also be great to include with the hard copy package kept on site for international students to access.

b.2 Tuition Policy for International Students

Information provided meets the requirements of this section. You may also want to provide a short explanation of the fee discrepancies: for example the costs associated with the provision of additional supports and services for international students.

c) Foreign Credential Recognition Policy

It is not clear how foreign credentials will be assessed, as it was stated that this was not applicable in the application. Does St. Peter's College have the internal capacity to assess foreign credentials? Or is this done for international students attending St. Peter's College by the U of S? Perhaps sending these documents to the International Qualifications Assessment Service (IQAS) in Edmonton, AB may be an option. Have you looked into this possibility? Please provide this information.

d) Language Proficiency

This section is complete.

e) Student "Good Standing" Policy

The policy on student academic misconduct satisfies the policy requirements for academic dishonesty and student dismissal. However, I was unable to find policies/processes on the following: attendance, grading, appeals and student "good standing." The use of University of Saskatchewan policies/processes at St. Peter's College is fine; if so, please provide copies of these policies for review and inclusion in the St. Peter's file.

f) Internal Dispute Resolution Process

I was unable to find this process/policy in the documentation provided. Please provide this, or indicate in which section it was provided, if it has already been. The use of University of Saskatchewan policies/processes at St. Peter's College is fine; if

so, please provide copies of these policies for review and inclusion in the St. Peter's file.

g) Student Withdrawal Policy/Process

I was unable to find this process/policy in the documentation provided. Please provide this, or indicate in which section it was provided, if it has already been. The use of University of Saskatchewan policies/processes at St. Peter's College is fine; if so, please provide copies of these policies for review and inclusion in the St. Peter's file.

h) Scholarships for International Students

Are there any scholarships specifically for international students? For which existing scholarships are international students eligible, if any? Please indicate if international students are eligible for individual scholarships.

i) Revocation Process

The revocation process document provided is a good start. Please provide details on what would happen if St. Peter's College non-voluntarily had ISP designation revoked? This could impact timelines as international students may supports and services to find replacement educational support mid-year and could impact student transfers, financial issues involved with institutional transfers.

3.4 Record Retention Policy

This section is complete.