

Designation Framework

International Student Program

April 2019

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Notice to Applicants

The Saskatchewan Designation Framework for the International Student Program outlines the criteria that Saskatchewan post-secondary educational institutions must meet to become designated to host international students. In addition, it outlines the expectations institutions must meet in order to maintain their designation. Please ensure that you read it prior to submitting an application to become designated.

Post-secondary educational institutions must be designated if they want to enrol international students for programs six months or longer in duration. Non-designated post-secondary educational institutions will be able to host international students holding a visitor visa only for programs that are less than six months. Institutions can expect ongoing monitoring following designation to ensure minimum standards continue to be met.

Overview

Effective June 1, 2014, Immigration, Refugees and Citizenship Canada, under the Immigration and Refugee Protection Regulations, require post-secondary institutions be designated to host international students holding a study permit. Only international students who apply to a designated institution will receive a study permit. Designation is issued and monitored by the provincial ministry responsible for post-secondary education. In Saskatchewan, this is the responsibility of the Ministry of Advanced Education. Additional information about designated learning institutions can be found on the Immigration, Refugees and Citizenship Canada website.

The Saskatchewan designation framework is guided by a pan-Canadian educational eligibility framework that has common elements developed jointly by Canadian provinces and territories and Immigration, Refugees and Citizenship Canada. This ensures that institutions across Canada offer the same supports or minimum standards as listed in Appendix A.

Purpose

The Government of Saskatchewan recognizes the value of international students in terms of their positive impact on the enrichment of communities across Saskatchewan. The Ministry has developed a Post-Secondary International Education Strategy with the goals to increase recruitment of international students to Saskatchewan, increase Saskatchewan students to study abroad, and to increase the number and value of international research projects. The International Student Program is designed to support the increase of international students and meeting their needs. Although international education may be a revenue stream, it should not be the primary reason for post-secondary institutions to host international students. Ensuring international students are supported remains a top priority of the Province.

Saskatchewan supports Immigration, Refugees and Citizenship Canada's objective to improve the International Student Program, through the designation and monitoring process, to ensure that international students are adequately supported, protected and provided with the opportunity to thrive during their time in the Province of Saskatchewan.

1. Eligibility Requirements

*In order to be eligible for designation, a post-secondary educational institution in Saskatchewan must meet all of the following requirements at **all** times:*

- *be physically located within the borders of the Province of Saskatchewan; and,*
- *be designated for student loans as per section 18 of The Saskatchewan Student Direct Loans Regulations, or:*
 - *be accredited by Languages Canada (accredits language schools); or,*
 - *be regulated by Transport Canada (regulates flight schools).*

Note: *Failure to satisfy eligibility requirements **will** result in immediate non-voluntary revocation.*

2. Designation Criteria

The designation criteria are intended to reflect Saskatchewan standards for the delivery of post-secondary education and the protection of students. They are also designed to ensure that the specific needs of international students studying in Saskatchewan can be met or supported by the designated institution.

Every post-secondary educational institution wishing to be designated in Saskatchewan must meet the designation criteria and continue to do so in order to maintain designation status.

Federated or affiliated colleges may meet some designation criteria requirements through services provided by their associated university. The services that will be provided for the federated or affiliated colleges through the university must be outlined in both college and university applications. It is the right of the university to choose whether or not it will provide the required supports for its federated and affiliated colleges.

*Loss of a designation criterion **may** result in non-voluntary revocation; however, the Ministry will typically work with the post-secondary educational institution to satisfy the criterion before proceeding to revoke designation (see section 6.2).*

2.1 Services and Supports

A post-secondary educational institution must demonstrate that it has adequate administrative capacity to support international students. Post-secondary educational institutions must provide the following supports (directly or indirectly) through documentation provided to students:

a) Assistance with housing:

Minimum Standard: *The post-secondary educational institution must provide international students with comprehensive information on how to find an off-campus residence.*

Ideal Standard: *Post-secondary educational institutions may choose to provide a full range of services for international students by offering on-campus residence and/or developing a support system to find off-campus housing.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it provides housing for international students or information where students can find housing resources and must be located in a central area easily accessible to students.*

Examples of supporting documentation:

- *A list of designated rooms within a student dormitory for international students.*
- *A comprehensive guide for finding housing in an international student guidebook/information web page.*
- *An off-campus registry (potentially posted on a bulletin board) that allows members of the community to post potential housing accommodations for students.*

b) Health supports:

Minimum Standard: *A post-secondary educational institution must inform international students about available health benefits through information posted on its website or in an international student guidebook, including how to apply for a Saskatchewan Health Card.*

Ideal Standard: *On a larger scale, a post-secondary educational institution may provide additional health services through student associations or extended health plans.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it offers health supports and/or directs students to such supports within the community. Resources must be located in a central area easily accessible to students.*

Examples of supporting documentation:

- *A link to application for Saskatchewan Health Card.*
- *The location of an on-campus medical office.*
- *Information about health insurance packages available to international students.*
- *A list of walk-in clinics and hospitals.*

and/or,

- *A listing of health services in the community.*

c) Mental health supports:

Minimum Standard: *A post-secondary educational institution must inform students on the availability of counseling services (on-or off-campus) through posting information on its website or in an international student guidebook.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it offers counseling support and/or directs students to such support within the community. Resources must be located in a central area easily accessible to students.*

Examples of supporting documentation:

- *A list of on-campus counselors who are responsible for the welfare of the student population.*
- *A guidebook that provides names, locations and contact information of psychiatric or psychological aid within the community.*
- *A list of phone numbers and/or email addresses that students can utilize to connect them with a person trained to deal with psychiatric or psychological issues, such as depression, anxiety etc.*

d) Academic counseling and life skills training:

Minimum Standard: *A post-secondary educational institution must inform students about available services on-or off-campus through information posted on its website or in an international student guidebook.*

Ideal Standard: *On the larger scale, a post-secondary educational institution may decide to establish a position with responsibilities for life skills coaching/counseling.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it offers academic and life skills counseling supports and/or directs students within the community. Resources must be located in a central area easily accessible to students.*

Examples of supporting documentation:

- *A list of student advisors.*
- *A list of academic workshops for students.*
- *A list of writing centers.*
- *A list of tutors.*
- *A list of orientation sessions.*

and/or,

- *A list of community organizations that provide life skills training.*

e) Information about community connections:

Minimum Standard: *Post-secondary educational institutions must include an address and contact information for a Regional Newcomer Gateway closest to the campus on its website or in a student guidebook.*

Resources must be located in a central area easily accessible for students.

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation that verifies it directs students to community connections.*

Examples of supporting documentation:

- *A print-out of the post-secondary educational institution's website, guidebook, or bulletin board showing information on community connections.*

and/or,

- *A list of speakers from the Regional Newcomer Gateway that have presented to students about services and supports they have.*

f) Reference to Immigration, Refugees and Citizenship Canada study section website:

Minimum Standard: *Post-secondary educational institutions are responsible for directing students to information regarding federal requirements for studying in Canada including information on visa processes, post-graduate work permits and other immigration-related issues.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it makes reference to the Immigration, Refugees and Citizenship Canada study section website.*

Examples of supporting documentation:

- *Published documentation of the post-secondary educational institution's website showing links to Immigration, Refugees and Citizenship Canada's web address.*

and/or,

- *Published documentation of the post-secondary educational institution's website showing links to Saskatchewan Immigration's web address.*

g) Harassment, discrimination prevention and conflict resolution services:

Minimum Standard: *The post-secondary educational institution must provide a contact name and phone number of the person designated to provide harassment prevention, discrimination prevention and conflict resolution services to students. This person should not be a person in authority of the international student's acceptance and attendance at the institution.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying that it offers harassment prevention, discrimination prevention and conflict resolution services or directs students to supports within the community. Resources must be located in a central area easily accessible for students.*

Examples of supporting documentation:

- *The location of an office on-campus mandated to provide these services.*
- *A list of staff who provide these services.*
- *Policies related to anti-harassment and conflict resolution.*

and/or,

- *A list of community organizations that provide these services.*

h) Information about student advocates:

Minimum Standard: *The post-secondary educational institution must provide the contact name and phone number of the person designated to provide student advocate services to students.*

Required Documentation: *The post-secondary educational institution must provide the Ministry with documentation verifying it directs students to relevant student advocate groups. Resources must be located in a central area that is easily accessible to students.*

Examples of supporting documentation:

- *The address of the institution's students' union.*
 - *A list of applicable student associations.*
- and/or,*
- *The address of a student advocate office (if applicable).*

2.2 International Student Advisor Role

Minimum Standard: *A post-secondary educational institution must have a designated individual, identified as a contact for students and the Ministry, who will be responsible for fulfilling the criteria of the International Student Program. The post-secondary educational institution must provide the Ministry with the contact information of a designated individual responsible for all aspects of the International Student Program.*

This person will be the Ministry's first point of contact with the post-secondary educational institution for all matters associated with international students and international education.

Contact information must include the full name of the designated individual, title, telephone number and email address. It is also the responsibility of the post-secondary educational institution to inform the Ministry of any change in this contact person.

Required documentation: *Contact information of the designated individual.*

2.3 Policies and Processes

The following policies/processes must be publicly accessible to the student at the time of application for enrolment and in advance of any payments made by the student. The post-secondary educational institution may provide these policies to the student in written form or direct them to a website where this information can be found.

a) Application Process:

Minimum Standard: *The post-secondary educational institution must have an application process available to students which outlines how to enrol at the institution. This process must be approved and implemented by the post-secondary educational institution. This information must be clearly communicated in the institution's promotional material and provided to the student at time of application.*

This process must include: any steps a student must take in order to become enrolled at the institution, including timelines and deadlines the student must adhere to; prerequisites to enter the institution's program; an outline of what the student needs to do to become enrolled in classes; and, associated costs.

Required documentation:

- *A published application process.*
- *The location of the institution's application process.*
- *Application information sent to international students.*

b) Tuition Refund:

Minimum Standard: *The post-secondary educational institution must have an International Student Tuition Policy and Tuition Refund Policy available to students. The policies must be clearly communicated to the student at the time of application, in advance of any payment of tuition and located in a central area easily accessible to students and the institution must strictly adhere to their published policies.*

An institution may add a section in their existing Tuition Refund Policy specific to international students.

Required documentation:

- *A published Tuition Policy for International Students.*
- *A published Tuition Refund Policy.*

c) Foreign Credential Recognition:

Minimum Standard: *The post-secondary educational institution's policy on foreign credential recognition must be available to prospective students. The foreign credential recognition policy may also include the process for students to follow to get their foreign credentials recognized. The policy information must be made available to students at the time of application, in advance of any payment of tuition and located in a central area easily accessible to students. This policy must be guided by the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials. An institution may partner with another institution or the International Qualifications Assessment Service if institutional capacity for foreign credential recognition is limited.*

Required documentation:

- *A published Foreign Credential Recognition Policy.*
- *Confirmation of a partnering institution or organizations offering foreign credential recognition services, if applicable.*

d) Language Proficiency Requirement:

Minimum Standard: *The post-secondary educational institution must have a language proficiency policy available to potential international students. The language proficiency policy should be consistent with the average minimum requirements in similar institutions across Canada; however, institutions may consider different language proficiency levels depending on the type of program being offered.*

The language proficiency policy must be in accordance with the primary language of instruction at the institution. If the language of instruction at the institution is French, the language proficiency policy must outline the French language requirements for the institution.

This policy must be clearly communicated, in the post-secondary educational institution's promotional material, to the student at the time of application and located in a central area easily accessible to students.

Required documentation:

- *A published Language Proficiency Requirement Policy.*

e) Factors that constitute a student's good standing:

Minimum Standard: *The post-secondary educational institution must have policies available to students on academic dishonesty, the evaluation criteria for the classes and program they are attending, how they are graded, how to appeal their grades, etc. The policies must be located in a central area easily accessible to students. These policies must be approved by the institution governing body and adhered to by the institution.*

Required documentation:

- *A published Appeal Process/Policy.*
- *A published Attendance Policy.*
- *A published Grading Policy.*
- *A published Evaluation Criteria Policy.*
- *A published Policy on Academic Dishonesty.*
- *A published process on student dismissal.*
- *Other policies that describe elements and standards that constitutes a student's good standing.*

f) Internal Dispute Resolution:

Minimum Standard: *The post-secondary educational institution must have an internal dispute resolution process. This process should outline the steps a student would take to resolve any academic dispute they may have while attending the institution, including who the student needs to communicate with, what documentation the student must submit, how and when a dispute is resolved, etc.*

Required documentation:

- *A published Internal Dispute Resolution Process.*

g) Student Withdrawal:

Minimum Standard: *The post-secondary educational institution must have processes and policies available to a student on student transfers, withdrawals, dismissals and discontinuation. The process must outline the steps a student would need to take to transfer or withdraw from the post-secondary educational institution. Resources must be located in a central area that is easily accessible for students.*

Required documentation:

- *A published policy and process on student withdrawal from the post-secondary educational institution.*

h) Scholarship application, if applicable:

Minimum Standard (if applicable): *If scholarships are available to international students, the post-secondary educational institution must have an application policy and/or process available to students. The post-secondary educational institution will notify the Ministry if any scholarships exist for international students.*

Required documentation (if applicable):

- *Documentation of available scholarships for international students.*
- *A published scholarship application process.*

i) Revocation process: *As a condition of a study permit, Immigration, Refugees and Citizenship Canada requires international students to attend a designated post-secondary educational institution. It is important for a post-secondary educational institution to consider how it will respond and the steps it will take to assist international students should the designation be revoked. These steps must cover the process beginning with contacting the Ministry and ending with the international students being transferred or enrolled in another designated post-secondary educational institution, with preference given to Saskatchewan institutions.*

Minimum Standard: *A post-secondary educational institution must provide the Ministry with a documented revocation process explaining how the institution will assist and potentially transfer international students to another designated post-secondary educational institution. The process will provide a high-level overview of the steps the post-secondary educational institution intends to consider to:*

- *assist international students in finding alternate approved institutions with suitable and comparable programs;*
- *address student transfers, student records and financial issues (e.g., tuition refunds);*
- *provide support to international students transferring to alternate post-secondary educational institutions; and,*

-
- *ensure appropriate communications, potentially including, but not limited to:*
 - *when the post-secondary educational institution will notify international students of the change in status;*
 - *how the post-secondary educational institution will involve the international students in the decision making process;*
 - *at what point the post-secondary educational institution will contact other designated post-secondary educational institutions to determine their ability to host displaced international students;*
 - *what the role of the International Student Advisor will be; and,*
 - *how the post-secondary educational institution will co-ordinate and communicate with the Ministry.*

Required documentation:

- *A documented high-level Revocation Process. The revocation process does not need to be published.*

2.4 Student Records

Minimum Standard: *Post-secondary educational institutions must have a record retention policy that states that they keep academic and financial records indefinitely and student files after a student completes or discontinues their program. The policy should include the amount of time for retention, as well as, but not be limited to, the retention of:*

- *international student transcripts;*
- *contractual arrangements with the school and international students;*
- *admission requirements;*
- *financial transactions with international students;*
- *documentation regarding program withdrawal or discontinuation of international students;*
- *financial matters pertaining to international students (payment plan, if any; record of payments made by student to school; record of funds received from third parties);*
- *records of complaints and/or resolutions; and,*
- *student's letter of acceptance.*

Schools are encouraged to maintain off-site back-ups.

Required documentation:

- *A record retention policy.*

2.5 Marketing

A post-secondary educational institution's advertisements must not make representations that are false, deceptive or misleading. Any information that is given to potential students through the institution's website or promotional materials must be representative of the true abilities and support of the institution.

Promotional materials must be in compliance with existing provincial or territorial regulations or policies on advertising, and with the EduCanada Brand, where applicable.

Required documentation:

Copies of promotional materials.

2.6 Central Location of Support Services

Minimum Standard: *Policies, processes and services considered as designation criteria must be in one central location and easy for students to find. This central location may be on the post-secondary educational institution's website, within an international student guidebook, and/or in promotional material, as applicable.*

Post-secondary educational institutions may partner with another post-secondary educational institution to meet the designation criteria as long as it does not impact the support for international students at the post-secondary educational institution. The services that will be shared must be verified through an agreement between the partnering institutions. Both post-secondary educational institutions must provide the Ministry with a copy of such agreement with their application for designation.

Many of the designation criteria have requirements that corresponding resources are in a central location. In order to ensure it is easily accessible for students, the Ministry must know where the central location is.

Required documentation:

- *Links to the post-secondary educational institution's website where the resources are located.*
- *Links to an international student page on the post-secondary educational institution's website.*

and/or,

- *Location of an international student guide book.*
- *A copy of the partnering agreement verifying shared services (if applicable).*

2.7 Risk Mitigation Strategy

Minimum Standard: *Post-secondary institutions will develop a risk mitigation strategy, including an international student enrolment management plan.*

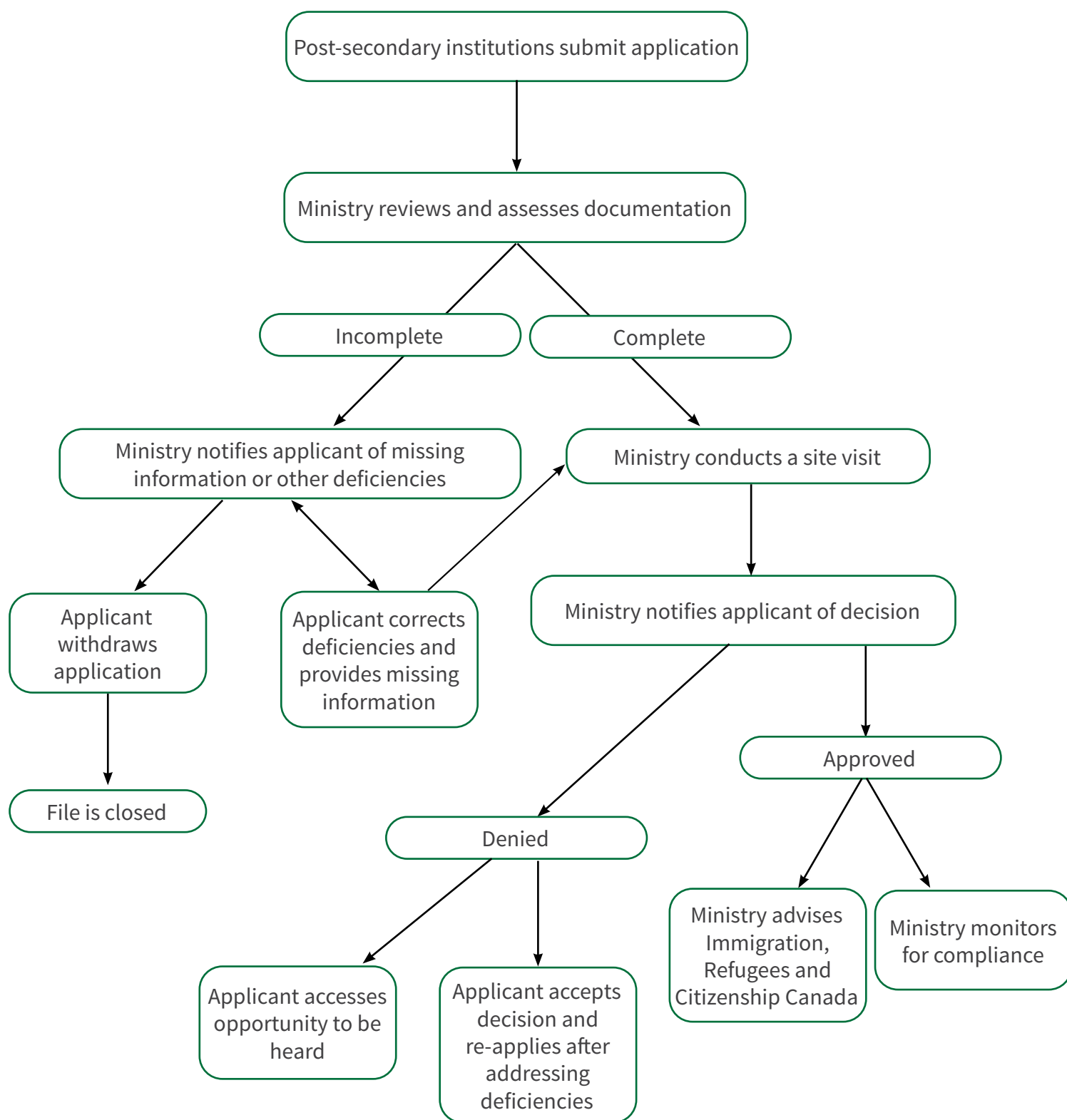
Post-secondary institutions face different needs and issues when delivering education to international students. The Ministry expects designated post-secondary institutions to consider these implications prior to becoming designated to host international students and accepting students in programs each academic term. The risk management strategy must also include an enrolment management plan to ensure the institution and community have the capacity to accept and support international student applicants.

Required Documentation:

- *Risk mitigation strategy including but not limited to:*
 - *identifying issues and pressures the post-secondary institutions face in delivering international education; and,*
 - *how the post-secondary institution will address these issues and prevent impacts on the student.*
- *An enrolment management strategy including but not limited to:*
 - *how the post-secondary institution will determine the appropriate number of acceptance letters;*
 - *how the post-secondary institution will prevent an oversubscription issue (or undersubscription in the case of non-mixed cohorts), and the steps that will be undertaken should this occur; and,*
 - *how the post-secondary educational institution will co-ordinate and communicate with the Ministry.*

3. Application Process

All post-secondary educational institutions must meet the same criteria and follow the same process to be designated for the International Student Program. The following flowchart outlines the process:



Multiple Campuses

- *Post-secondary educational institutions with multiple campuses in Saskatchewan only need to submit one application for designation.*
 - *For example, although Saskatchewan Polytechnic has four separate campuses in four Saskatchewan locations, it will need to submit only one application for designation.*
- *Every legal entity will require individual designation for the International Student Program.*
 - *For example, a private vocational school has multiple Saskatchewan locations; however, if each location is a separate legal entity, they would each need to apply separately for designation.*

Out-of-Province Designation

- *Saskatchewan post-secondary educational institutions with Canadian campuses outside of the province must apply for designation in the province(s) where they are located.*
- *If a Saskatchewan post-secondary educational institution partners with an out-of-province post-secondary educational institution, the Saskatchewan post-secondary educational institution is responsible to apply for designation in Saskatchewan because the post-secondary educational institution is physically located in Saskatchewan.*
- *If an out-of-province institution establishes a campus in Saskatchewan, it must apply to Saskatchewan for designation.*

4. Reporting Requirements

There are three types of reporting requirements for the International Student Program. If a designated institution does not fulfill the reporting requirements outlined within the section, it will be considered a loss of the designation criteria and may result in non-voluntary revocation.

4.1 Annual Reporting to the Ministry

Minimum Standard: *The designated post-secondary educational institution must provide the Ministry with the following international student information by October 31st of each year. This information will be used to inform public policy:*

- *enrolment of international students by country of origin (citizenship as per study permit);*
- *enrolment of international students by program of study;*
- *enrolment of international students by level of study (Undergraduate, Graduate, Post-Graduate, or English as a Second Language);*
- *graduation rates for international students; and,*
- *any other data the Ministry may deem necessary.*

Reporting templates are provided to designated post-secondary institutions annually outlining the request for international student information. These templates reflect Ministry specific reporting requirements. The Ministry does not receive any student data from Immigration, Refugees and Citizenship Canada.

Required documentation:

International student data by the reporting deadline.

4.2 Immigration, Refugees and Citizenship Canada Reporting Requirements

Minimum Standard: *Designated post-secondary educational institutions will be required to report to Immigration, Refugees and Citizenship Canada. Immigration, Refugees and Citizenship Canada will work directly with designated post-secondary educational institutions to request reporting through the portal.*

The Ministry will be notified by Immigration, Refugees and Citizenship Canada of any institution who is in non-compliance and further action may be taken, up-to and including non-voluntary revocation of designation.

4.3 Immediate Reporting Responsibilities

Minimum Standard: *A designated post-secondary educational institution will be required to **immediately** report in writing to the Ministry if it is no longer able to meet the requirements of its designation. The designated post-secondary educational institution will also **immediately** report any changes in program delivery, educational services or support services affecting international students to the Ministry. This includes changes to policies, program delivery and any issues that may impact international students.*

5. Monitoring

Minimum Standard: *Designated post-secondary institutions will be available for site visits. In the event an institution is unavailable at the proposed time, the post-secondary institution will be required to provide several alternative times for a site visit.*

The Ministry will monitor designated post-secondary educational institutions regardless of whether any international students are attending the post-secondary institution to ensure designation standards are maintained. The Ministry will perform site visits as a part of the monitoring process. During site visits and regular monitoring, the Ministry may examine documentation relevant to the International Student Program designation associated with current and previous international students at the institution. Once a site visit is complete, the Ministry will provide a brief update to the institution outlining any concerns or areas of deficiencies.

The Ministry will investigate complaints received by the Ministry under the International Student Program.

The Ministry will follow up with designated post-secondary educational institutions if no international students have attended the post-secondary educational institution for two consecutive academic years.

6. Revocation of International Student Program Designation

Designation is voluntary and a post-secondary educational institution will remain designated until such time as it is voluntarily or non-voluntarily revoked.

6.1 Voluntary Revocation

Designated post-secondary educational institutions can voluntarily withdraw their designation at any time by advising the Ministry in writing. The designated post-secondary educational institution will implement its revocation process and immediately begin working with international students, as applicable. It is the responsibility of the designated post-secondary educational institution to keep the Ministry informed throughout the implementation of the institution revocation process.

The Ministry will advise Immigration, Refugees and Citizenship Canada that the post-secondary educational institution is no longer designated on an agreed upon date and Immigration, Refugees and Citizenship Canada will remove it from the published designation list. However, designated institution reporting requirements will continue for the duration of international student enrolment.

6.2 Non-voluntary Revocation

Failure to Meet Eligibility Criteria

*If a designated post-secondary educational institution no longer meets the **eligibility requirements** (see section 1), the Ministry will immediately revoke its designation.*

Failure to Meet Designation Criteria

The Ministry will monitor the designated post-secondary educational institutions to ensure they are meeting the terms, conditions and requirements of designation. The Ministry will inform the designated post-secondary educational institution in writing of any criteria deficiencies it finds through the monitoring process.

If a designated post-secondary educational institution no longer meets a designation criterion (see section 2), it will have up to 30 calendar days to provide the Ministry with an action plan. The action plan must outline the sequence of steps the designated post-secondary educational institution will take or activities that it will perform in order to fulfill its designation criteria requirements and remain designated. It must clearly outline how the deficiency(ies) will be corrected, including associated timelines.

The Ministry will review the action plan and provide feedback or approval within five business days of receipt. The Ministry will then monitor the post-secondary educational institution's progress in implementing the action plan. If the post-secondary educational institution is unable to correct the deficiency through the approved action plan, the Ministry will send a written letter informing the post-secondary educational institution that its designation is revoked and it must discontinue accepting/enrolling new international students.

The post-secondary educational institution will implement its revocation process and immediately begin working with international students, as applicable. It is the responsibility of the post-secondary educational institution to keep the Ministry informed throughout the implementation of the post-secondary educational institution revocation process.

The Ministry will advise Immigration, Refugees and Citizenship Canada that the post-secondary educational institution is no longer designated and the post-secondary educational institution will be removed from the published designation list. Reporting requirements will continue for the duration of international student enrolment.

Other Revocation Options

The Minister has the power to revoke an educational institution's designation, if it is in the public's interest to do so, but will provide the educational institution with the opportunity to make written representation within 10 business days after revoking the designation.

6.3 Alternative to Revocation

The Minister has the power to place any post-secondary institution on probation at any time. Post-secondary institutions who are placed on probation, can expect an increase in monitoring and reporting requirements, as well as any other requirements.

7. Transfer of Ownership

In the event that a designated post-secondary educational institution transfers ownership, the Ministry needs to ensure that the new owner understands the implications of designation and will continue to provide the level of services and supports required for designation.

If a designated post-secondary educational institution intends to transfer ownership, it must submit an application for transfer of designation to the Ministry 30 calendar days prior to the transfer.

8. Reapplication for Designation

Unsuccessful applicants and post-secondary institutions who have had their status revoked are eligible to reapply for designation following a one year waiting period. All applications for re-designation will be assessed as new applicants. If deemed necessary, the Minister may impose a longer waiting period.

9. Opportunity to be Heard

If the Minister intends to reject an application for designation or revoke a designation based on the designation criteria, the Minister shall provide the applicant with written notice of the proposed action, including written reasons.

Any person who is aggrieved by a decision by the Minister or his/her designate, has the right to request a review of the decision. The request for a review respecting a decision may be made, in writing, within 10 days from the acceptance of the registered letter to:

*Deputy Minister's Office
Ministry of Advanced Education
1120-2010 12th Avenue
REGINA SK S4P 0M3*

The aggrieved will have 30 days from the request for review to provide written submissions pertaining to the designation status to be considered in the appeal. An opportunity to make an oral submission and/or an extension of time to prepare documentation may be considered upon request.

During the period of appeal, the post-secondary educational institution will maintain its designation status.

Within 30 days from receiving written and/or oral submissions, the Ministry shall:

- a) confirm, reverse or vary the decision; and,*
- b) mail a copy of the decision together with written reasons for the decision to the aggrieved.*

This is the final decision of the Ministry.

10. Ministry Responsibilities

The Ministry is responsible for determining the eligibility requirements, designation criteria, and application process for the Saskatchewan Designation Framework for the International Student Program. The Ministry will evaluate all applications to ensure eligibility requirements and designation criteria are met. The evaluation process may require site visits, as deemed necessary by the Ministry.

The Ministry will identify all designated post-secondary institutions in a provincial International Student Program designation list that will be shared with Immigration, Refugees and Citizenship Canada and made publicly available on Immigration, Refugees and Citizenship Canada's website.

The Ministry will monitor a post-secondary educational institution's compliance with the designation criteria and will revoke designation if the post-secondary educational institution contravenes any of the terms or conditions of its designation (if applicable). This monitoring may require site visits.

The Ministry will also adhere to the following service standards:

- *provide an electronic confirmation of receipt of the institution's application within two business days of receiving the application;*
- *notify the post-secondary educational institution by email within five business days of any deficiencies in the application;*
- *make a decision regarding designation of the post-secondary institution for participation in the International Student Program within 25 business days from receipt of a completed application;*
- *if a post-secondary educational institution no longer meets a designation criterion and submits an action plan to the Ministry (see Section 6.2), the Ministry will review the action plan and provide feedback or approval within five business days of receipt;*
- *provide a written letter informing the post-secondary educational institution of its decision regarding designation;*
- *complete the internal Ministry review process of a post-secondary educational institution's opportunity to be heard within 30 business days of receipt of a post-secondary educational institution's submitted written representation.*

11. Post-Secondary Educational Institutional Responsibilities

Post-secondary educational institutions are responsible for:

- *submitting all applicable information to the Ministry as required by the designation framework, including the initial application documentation;*
- *adhering to the requirements as outlined in the Saskatchewan Designation Framework for the International Student Program, as well as any terms or conditions placed on a designation;*
- *advising the Ministry in writing of any deficiencies in maintaining the designation criteria on an ongoing basis and in a timely manner;*
- *once designated, submitting an application for transfer of designation 30 calendar days prior to transferring ownership;*
- *advising the Ministry immediately in writing of a change in institutional structure, program delivery, educational services, support services and/or policies and processes pertaining to designation for the International Student Program; and,*
- *fulfilling the reporting requirements established by the Ministry and by Immigration, Refugees and Citizenship Canada.*

12. Contact

If additional information is needed please contact the International Education Unit of the Student Services & Program Development Branch of the Ministry of Advanced Education at internationaleducation@gov.sk.ca.

Appendix A

Common Elements for Designation

The common elements identify minimum standards that post-secondary educational institutions must meet to host international students to assure the integrity of Canada's International Student Program, enhance accountability and ensure Canada's standing as a destination of choice for international students seeking a quality education.

The common elements for designation are as follows:

- *compliant with applicable provincial/territorial legislation, regulations, and/or policies governing education;*
- *compliant with bylaws, standards, and policies respecting the delivery of education or training programs set by accrediting or standard-setting bodies recognized by the provincial/territorial government; and,*
- *accountability for meeting the following terms and conditions:*
 - *adopt policies and put procedures in place that provide for the protection of international students with study permits, including financial protection of International Students' investment and a transparent tuition-fee refund policy which is made available to all international students upon offer of admission;*
 - *establish and adhere to policies and procedures related to language proficiency and credential assessment and recognition for international students, and disseminate accurate and transparent information regarding those policies to prospective students;*
 - *have sufficient administrative capacity to provide services to meet the unique needs of international students;*
 - *demonstrate financial capacity sufficient to provide education programs and a stable learning environment for international students;*
 - *undertake promotional initiatives that are, where applicable, in compliance with existing provincial or territorial regulations or policies on advertising including compliance with EduCanada brand-eligibility framework;*
 - *have a published policy that outlines the elements that constitute a student's good standing at the institution, and, where applicable, demonstrates that the policy is consistent with provincial/territorial requirements; and,*
 - *have the capacity to maintain the following enrolment-reporting requirements and have designated an individual who will be responsible for fulfilling Immigration, Refugees and Citizenship Canada's reporting requirements related to the admission and hosting of international students including:*
 - *confirming the initial enrolment of each international student with a study permit; and,*
 - *reporting the enrolment status of all international students with study permits attending that institution.*

Designation Framework

International Student Program

April 2019