

**POLICY: 6Hx28:3A-06**



**Responsible Executive:**  
Vice President, Organizational  
Development and Human Resources

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 11-18-1992

**Date of Last Policy Review:**  
11-18-1992

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## **Employee and Student Exchanges**

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### **Policy Statement:**

The president is authorized to arrange employee and student exchange programs with cooperating institutions in the United States and in other countries.

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### **Policy History:**

Adopted 5-24-78; Amended 12-15-82; Formerly 6Hx28:4-36; Amended 11-18-92; Formerly 6Hx28:04-13

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### **Procedures:**

#### **I. Employee Exchange**

##### **A. Financial:**

1. Valencia College will pay the regular salary and provide benefits to the Valencia employee who is on exchange. The salary and benefits will be subject to the limitations of Board of Trustees policies.
2. The time spent in an exchange will count as experience on the Valencia College salary schedule.

3. Valencia will pay to the Valencia employee the cost of one commercial, tourist class, round-trip air fare or equivalent between Orlando and the receiving institution.

B. Contractual:

1. The exchange applicant must secure approval of his or her immediate supervisor and the appropriate campus administrator or vice president at Valencia and must be approved by the receiving institution.
2. The exchange participant will be assigned temporary duty at the receiving institution for the duration of the exchange.
3. Upon the expiration of the period of exchange, the Valencia employee will be reinstated at the position previously held.
4. In order to participate in the exchange a Valencia employee must be on continuing contract or must have been appointed to the fourth year of employment at Valencia and have been recommended by the president for a continuing contract for such fourth year.
5. The Valencia employee cannot become a full-time employee of another institution during the period of exchange.

C. Supervisory:

1. The exchange participant will abide by the policies and procedures of the host institution.
2. The receiving institution will be responsible for assigning the workload to the visiting employee and for supervising the assignment. The exchange participant will fulfill the requirements of the exchange as worked out in advance with the receiving institution.
3. Whether or not the exchange commitments are being met will be determined by the receiving institution in consultation with the exchange participant and the appropriate persons at the participant's home institution.

D. Logistical:

1. The exchange participant will abide by the policies and procedures of the host institution.

2. The receiving institution will be responsible for assigning the workload to the visiting employee and for supervising the assignment. The exchange participant will fulfill the requirements of the exchange as worked out in advance with the receiving institution.
3. Whether or not the exchange commitments are being met will be determined by the receiving institution in consultation with the exchange participant and the appropriate persons at the participant's home institution.

## II. Student Exchange

- A. Students are responsible for completing all documents for participation in the exchange as instructed by the coordinator of study abroad/exchanges. These include, but are not limited to, an exchange application, a letter of reference, and a financial statement.
- B. Students are responsible for arranging housing; the receiving institution will assist in locating suitable housing.
- C. The student participant will register at the student's home institution, pay the regular student fees as may be required by the home institution, and take equivalent courses at the receiving institution. Fees for private instruction will be paid to the institution where the student receives the instruction.
- D. Valencia will register and collect the regular student fees for Valencia students but will not calculate Valencia students in full time equivalent (FTE) funding. For students from the exchange colleges Valencia will waive the tuition and fees, except those for private instruction, and will calculate the students in full time equivalent funding.

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### **Procedure History:**

Adopted 5-24-78; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:4-36; Formerly 6Hx28:04-13

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**Date of Last Procedure Review:** 11-18-1992