

## AA44

## International Travel and Safety - Students

Classification:	Academic Affairs
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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### PURPOSE

To ensure that all reasonable precautions are taken for the safety of students who travel abroad for College-approved international activities and to effectively manage measures intended to mitigate the risks associated with international travel.

### SCOPE

This policy applies to all students travelling internationally on College-approved international activities.

### DEFINITIONS

Word/Term	Definition
Approval Authority	Dean / Director or the Chair / Manager of the Faculty, School or Department facilitating an International Activity or overseeing the College Business.
GAC	Global Affairs Canada
GAC Risk Rating	A risk assessment that is provided by GAC and is considered when determining whether College activities involving travel to a particular country or region will be authorized. (See Below)

<b>Level 4</b>	<b>Avoid all travel</b>	<i>There is an extreme risk to personal safety; Canadians should not travel at this time.</i>
<b>Level 3</b>	<b>Avoid non-essential travel</b>	<i>There are specific security concerns; travellers should reconsider their need to travel at this time.</i>
<b>Level 2</b>	<b>Exercise a high degree of caution</b>	<i>There are identifiable security concerns; travellers should be alert and vigilant to their surroundings</i>
<b>Level 1</b>	<b>Exercise normal security precautions</b>	<i>There are no significant security concerns.</i>

Group Leader	The individual who is responsible for leading and travelling with a group of Students on an International Activity.
International Activities	Any student-related activity undertaken outside of Canada in connection with academic work or any other officially organized College activity. Such activities may include, but are not limited to, exchange programs, research projects, internships, practicums, co-op placements, clinical placements, conferences, service learning activities, volunteering, organized sport competitions or other extracurricular activities.
International Travel Oversight Team	A team comprised of representatives from the International Education Centre, the Dean or Director of the student and the Vice President Finance & Administration, or designate.
Student	Any person who is currently enrolled in a course or program at Algonquin College and who intends to travel internationally through an Algonquin sponsored activity.

## POLICY

1. This policy applies to all international travel and accommodation arrangements arising out of and in the course of international activities. In all cases, the College retains the authority and responsibility for making appropriate arrangements and decisions respecting travel, accommodations and insurance requirements. This function is carried out by authorized College personnel, under this policy, unless otherwise permitted by an authorized representative of the College.

### NOTE:

A. For authorized students travelling internationally for international activities, travel insurance will be provided. Once students' international travel has been approved it is the students' responsibility to register for the insurance for the duration of their trip using the instructions they will receive from the College.

B. In circumstances where students wish to use personal time in conjunction with international activities, but for purposes outside of those described in the above Policy, students are responsible for making arrangements for any additional insurance requirements, the costs for which, they are also responsible.

2. The College will, to the best of its ability, prepare and assist students who are engaged in international activities.

3. Regardless of travel warnings issued by GAC, it is the individual traveller's responsibility to be informed of the inherent risks of international travel and to take precautions to avoid or mitigate potential risks.

4. The Approval Authority overseeing the International Activity will approve individual and groups of students travelling abroad on International Activities. This approval will be based upon a review of the

GAC Risk Rating of the destination, the potential risk posed by the planned activities and any necessary consultation with the International Education Centre.

5. The College shall not sanction travel by students to destinations where level 4 or level 3 travel advisories are in effect.

6. It is recognized that security and health conditions in foreign destinations at the national, regional or local levels can change unexpectedly. The College retains the authority to change or cancel international activities at any time, based on available information and notwithstanding GAC travel advisory ratings.

7. Students may appeal a decision to decline, postpone or cancel travel for international activities, as outlined in the procedures section below. The final decision concerning appeals rests with the Vice President Finance & Administration or his/her designate.

8. Students must adhere to all steps and measures outlined in the Procedures section of this Policy and are reminded that they continue to be governed by College policies while travelling internationally.

9. The Administration (President, Senior Vice President Academic, Vice President Student Services, Deans and Directors) have the authority to decline student participation in an international activity or the granting of academic credit, if the minimum requirements for participation in international activities are not met.

#### EXCEPTIONS

In exceptional cases, the College may approve student travel to countries where level 4 or level 3 travel advisories are in effect. In these cases, consideration will be given to the criticality of the international activity and the effectiveness of risk mitigations that can be implemented. Such travel must be recommended for approval by the appropriate Dean or Director and the Vice President Finance and Administration and approved by the Senior Vice President, Academic.

### PROCEDURE

#### Action

1. Visit the International Education Centre website to obtain information and step-by-step instructions for international travel.

#### Responsibility

**Student**

#### **1.1 Group Travel**

- 1.1.1 The Group Leader is responsible for completing the Approval Risk Assessment Form for International Travel Involving Students (Appendix 1) and submitting the

**Group Leader**

documentation to their Approval Authority in order to receive trip approval.

1.1.2 The Approval Authority will review the Approval Risk Assessment Form for International Travel involving Students form and will authorize or deny travel accordingly. Advice may be sought from the International Education Centre depending upon the location and activities proposed.

**Approval Authority**

1.1.3 Once completed and approved the Approval Risk Assessment Form for International Travel involving students should be submitted to the International Education Centre.

**Approval Authority**

1.1.4 If the activity is classified as a field trip as per Policy AA-36 "Field Trips", the Approval Authority should ensure that, in addition to meeting the guidelines of the International Travel and Safety Policy - Students, the activity also conforms to the requirements set out in Policy AA-36.

**Approval Authority**

## **1.2 Students Travelling Independently**

1.2.1 Students who are independently participating in international travel for academic credit must seek approval from their Approval Authority and complete the Approval Risk Assessment Form for International Travel Involving Students (Appendix 1) and attach their proof of placement/letter of offer/letter of acceptance and flight information.

**Student**

1.2.2 The Approval Authority will review the student's planned activities, ensure a completed International Travel Risk Assessment Form is filed, and will authorize or deny travel accordingly.

**Approval Authority**

## **1.3 All Students**

1.3.1 All students participating in approved International Activities must register their travel plans on the International Education Centre's International Travel Registration Website at least 6 weeks prior to departure.

**Student**

1.3.2 Once students receive their Travel Registration confirmation email they must complete all other requirements, which include:

**Student**

- Registering with the GAC's Registration of Canadians Abroad. Students who do not hold Canadian citizenship, will, register with their own Embassy or High Commission in the destination country, where available.
- Completing and uploading the Release of Liability, Waiver of Claims and Indemnity Agreement (Appendix 2), and Travel Code of Conduct Agreement (Appendix 3).
- Participating in mandatory online pre-departure orientation modules through the International Education Centre.
- Registering for the College provided out-of-country medical insurance, using the link provided by the International Education Centre.
- Confirming that they possess out-of-country medical health insurance for the full duration of travel.

1.3.3 It is the responsibility of each individual student to obtain any visas or associated immigration documents, and meet immunization requirements necessary to enter their country(ies) of destination.

**Student**

## **2. Risk Ratings**

### **2.1 Monitoring Risk Ratings**

2.1.1 It is the student and/or group leader's responsibility to stay informed of changing conditions by monitoring GAC's travel advisories.

**Student/Group Leader**

### **2.2 International Crisis and Changes in Risk Ratings**

2.2.1 In the event of an international crisis or should a Risk Rating change to Level 4 or Level 3 in a country or region where students are in place, or have been approved to travel, the Approval Authority will be informed by the International Education Centre.

**International  
Education Centre**

2.2.2 The International Travel Oversight Team will be advised and will recommend a response. Recommendations may include the cancelation of travel or the recall of students.

### 3. Appeals

#### 3.1 Appeal Process

Students, Group Leaders who wish to appeal the denial of approval for international travel may do so, in writing or by e-mail to the appropriate Dean or Director, with a copy sent to the relevant Chair. The communication should include a brief description of the proposed program or activity, the number of people travelling, an outline of the extenuating circumstances and rationale for proceeding with the proposed travel despite the Risk Rating or safety concerns, and a description of specific mitigation measures that will be employed to address the associated risks.

**Students / Group  
Leaders**

3.1.2 The Dean or Director will forward the appeal, along with his or her comments, to the International Travel Oversight Team.

**Dean / Director**

3.1.3 The Team will review and provide their recommendations and comments regarding the appeal to the Vice President Finance & Administration, or their designate, who will make the final decision.

**International Travel  
Oversight Team**

### 4. Emergency Circumstances

4.1 Should the Approval Authority or International Education Centre become aware of emergency circumstances, either in Canada or in the country or region where a student is currently travelling abroad, measures may be taken, utilizing all information available, to facilitate all necessary contacts, actions on behalf of the College and actions for the return of the student, as deemed appropriate under the circumstances.

**Approval Authority /  
International  
Education Centre**

4.2 Such actions will be taken in the context of all relevant regulations and policies of the College and all established protocols related to the travel, in the best interest of the student and the College.

## SUPPORTING DOCUMENTATION

- Appendix 1 Approval Risk Assessment Form for International Travel Involving Students  
Appendix 2 Release of Liability, Waiver of Claims and Indemnity Agreement

Appendix 3 Travel Code of Conduct Agreement

**Note:** Additional information may be collected / provided online. Please follow the online instructions provided.

### RELATED POLICIES

AA36 – Field Trips

SA04 – Response to Death of a Student

### RELATED MATERIALS

International Education Centre - <https://www.algonquincollege.com/international>

Algonquin International Travel Registration for Students -  
[https://algonquincollege.force.com/myACint/studyabroad\\_application](https://algonquincollege.force.com/myACint/studyabroad_application)

Travel Industry Council of Ontario – [www.tico.ca](http://www.tico.ca)

Global Affairs Canada - <https://www.international.gc.ca/international>

## AA44: APPENDIX 1



### APPROVAL RISK ASSESSMENT FOR INTERNATIONAL TRAVEL INVOLVING STUDENTS

By completing the form you are demonstrating that the appropriate risk mitigation steps are being taken.

Submit this form directly to the Approval Authority (Dean, Director or their designate) for your Faculty/School or Department in order to receive approval for the international activity.

<b>Faculty/Department/Unit/Group:</b> Click here to enter text.	
<b>Name of International Activity/Program:</b> Click here to enter text.	
<b>Student/Group Leader:</b> Name: Click here to enter text.      Phone: Click here to enter text. Position: Click here to enter text.      Email: Click here to enter text.	
<b>Category of International Activity:</b> Choose an item from the drop-down menu below. Choose an item.  If Other, please explain: Click here to enter text.	
<b>International Activity Dates:</b> Departure: Click here to enter a date.      Return: Click here to enter a date.	
<b>Location</b> (city, country)	<b>GAC Travel Rating</b> <a href="http://travel.gc.ca/travelling/advisories">http://travel.gc.ca/travelling/advisories</a>
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
<b>Provide a brief description of the types of activities that will be performed:</b> Click here to enter text.	
<b>Based on the Global Affairs Canada information, please highlight any relevant hazards below and steps that will be taken to mitigate the hazards/risks.</b>	
<b>Potential Hazards/Risks</b>	<b>Risk Mitigation</b>
Location: Click here to enter text.	Click here to enter text.
International Travel: Click here to enter text.	Click here to enter text.
Adverse Weather: Click here to enter text.	Click here to enter text.



Physical: Click here to enter text.	Click here to enter text.
Biological: Click here to enter text.	Click here to enter text.
Other: Click here to enter text.	Click here to enter text.

**Note:** Per the International Travel and Safety Policy, the College will not sanction travel by students participating in international activities in Level 4 or Level 3 countries or regions, except in exceptional circumstances.

**To be completed by the travelling Student/Group Leader:**

**I have reviewed the International Travel and Safety Policy and understand my responsibilities, as the group leader/student, and the requirements of all students participating in College approved international activities.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the Approval Authority:**

**Based on available information I approve the Risk Assessment.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**AA44: APPENDIX 2**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND  
INDEMNITY AGREEMENT**

**WARNING: PLEASE READ CAREFULLY!** By signing this document you indicate that you understand the risks associated with this activity, that you are aware that by participating in the activity you are being exposed to the risks identified below, and that you accept important legal obligations and waive certain legal rights, including the right to initiate a legal proceeding in the courts or otherwise.

**NAME OF PARTICIPANT:** \_\_\_\_\_ **STUDENT ID #:** \_\_\_\_\_

**ADDRESS OF PARTICIPANT:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_ **TELEPHONE NO:** \_\_\_\_\_

**PROGRAM/ACTIVITY:** \_\_\_\_\_  
(Referred to as "this Trip" throughout this document)

**DATES: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_  
(City/Town, Province/State, Country)

**DISCLAIMER CLAUSE**

I acknowledge and agree that the Algonquin College of Applied Arts and Technology, its Board of Governors, officers, directors, employees, volunteers, members and representatives (hereinafter referred to as "The College") are not responsible for any injury, loss or damage to personal property, detention, imprisonment, illness, death or dismemberment arising out of any cause/nature, pre-existing or new, whatsoever, sustained by me while travelling. I acknowledge and agree that the College accepts no responsibility and assumes no liability with respect to any academic, vocational, medical, or financial impacts resulting from the aforementioned causes or related advice received by me in relation to this travel.

**Initials** \_\_\_\_\_

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT**

In consideration of The College allowing me to participate in **this Trip**, I agree as follows:

1. **TO ASSUME AND ACCEPT ALL RESPONSIBILITY FOR ANY RISKS**, including bodily injury, death or property damage, arising out of, associated with or related to my participation in this Trip and all related activities, even though such risks may have been caused by the negligence of the College;
2. **TO RELEASE AND DISCHARGE THE COLLEGE** from any and all liability from any loss, damage, injury or expense that I may suffer as a result of my participation in this Trip and all related activities due to any cause whatsoever; whether caused by the negligence of the College or otherwise;
3. **TO HOLD HARMLESS AND INDEMNIFY THE COLLEGE:**
  - a) from any and all claims, demands, actions and costs which might arise out of my participation in this Trip and all related activities; and

- b) from any and all liability for any damage to the personal property of, or personal injury to, any third party, resulting from my participation in this trip and all related activities;

This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, and representatives in the event of my death or incapacity. I agree that if any of this Agreement is held invalid or unenforceable, the balance of this Agreement shall continue to be in full legal force and effect. In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the College other than what is set forth in this agreement.

Initials \_\_\_\_\_

### **ASSUMPTION OF RISKS AND RESPONSIBILITIES**

I acknowledge and am aware that there are possible risks, dangers, and hazards associated with this travel, including but not limited to, physical injury, sickness or death and damage to my property.

Further, I understand that I may be exposed to risks associated with, but not limited to, violence, crime, civil unrest, acts of terrorism, kidnapping situations, adverse weather events and negative social experiences that may be personally upsetting. I am also aware that I may experience periods of isolation, loneliness, homesickness and discomfort due to cultural differences. I further understand that I may be exposed to different social, human rights and cultural norms to which I am unaccustomed.

I further understand that it is my responsibility to abide by all applicable College policies, the laws of the host country and ensure that I have registered for Guard.me International Insurance, as well as ensure the protection of my personal possessions. I further acknowledge that I am required, at a minimum, to register for the College-provided travel insurance and provide proof of having done so before participating in this travel, and to maintain such insurance for the duration of the trip.

I understand that if a situation arises prior to or during this travel that requires my travel be cancelled, I am personally responsible for any costs associated with the cancelation, which are not otherwise refundable. I further understand that any expenses associated with my trip will be my sole responsibility.

Initials \_\_\_\_\_

### **ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT, THAT I HAVE BEEN AFFORDED AN OPPORTUNITY TO OBTAIN INDEPENDENT LEGAL ADVICE WITH RESPECT TO THE DETAILS OF THIS AGREEMENT AND THAT I HAVE EITHER OBTAINED INDEPENDENT LEGAL ADVICE OR WAIVE MY RIGHT TO SAME. I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT UNDUE INFLUENCE OR DURESS AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.**

**SIGNED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Ottawa Ontario.

\_\_\_\_\_  
Signature of Participant  
(must be 18 years of age or older)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Address & Phone No. of Witness

**AA44: APPENDIX 3****TRAVEL CODE OF CONDUCT AGREEMENT**

1. I hereby agree that I have a duty to respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual or physical harassment.
2. I hereby agree that I have a duty to refrain from causing physical injury to myself and others. I will be held financially and legally responsible for any and all damages inflicted upon other persons.
3. I hereby agree that I have a duty to refrain from causing damage to real or personal property of others. I will be held financially and legally responsible for any and all damage I inflict on the property of others.
4. I hereby agree that I have a duty to preserve the quality of facilities that I may visit or reside at during my travels.
5. I hereby agree that I have a duty to respect cultural differences. This includes the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
6. I hereby agree that I have a duty to refrain from irresponsible behaviour.
7. I hereby agree that I have a duty to not violate the laws of the host country, including those related to alcohol and drugs, whether they result in arrest or not.
8. I hereby agree that I have a duty to report to representatives of Algonquin College any person known by me to have violated the Travel Code of Conduct Agreement.
9. I hereby understand that I must follow the steps and measures outlined in the Procedures section of the International Travel and Safety Policy.
10. I hereby understand that I am required to adhere to the Student Conduct Policy.
11. I hereby understand that if I violate any of the terms of this Agreement, I may be asked to leave the location at the discretion of the Algonquin College supervisor. I understand that if I am asked to leave, I will be responsible for my own travel arrangements and costs. If I am asked to leave my emergency contact will be notified.
12. I hereby agree that prior to signing this document, I have had an adequate opportunity to read and understand it, have the opportunity to ask questions about it, and any questions I have had have been answered to my satisfaction.

\_\_\_\_\_  
Participant's Name (please print)

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date