



International Travel and Safety_Students

Classification:

Responsible Authority:	Director, Internationalization
Executive Sponsor:	Academic Vice President and Provost
Approval Authority:	President
Date First Approved:	2016-11-08 (date of original policy)
Date Last Reviewed:	2016-07-12(date last reviewed and approved by POC)
Mandatory Review Date:	2017-11-08 (5 years for existing policies & 1 year for new policies)

PURPOSE

To ensure that all reasonable precautions are taken for the safety of StFX students who travel outside of Canada for University purposes, and to effectively manage and communicate measures identified to mitigate risks associated with international travel.

SCOPE

1. This policy applies to students travelling internationally on University-related activities, and any university employee or leader/coordinator travelling with the students.
2. The scope of this policy is assessment as to the safety of travel to the chosen destination only. All travel logistics related to on the ground activities are the responsibility of the employee/student.

DEFINITIONS

Word/Term	Definition
Employee	An employee refers to any person paid by the University including faculty, staff, and administrators, whether full time or part time.
Leader or Coordinator	The University employee or volunteer who is responsible for leading and accompanying students on an international project or activity. It may include a person who is acting in a position of authority on behalf of the University, without financial compensation.
Student	Any person who is registered as a full-time or part-time student at the University, or anyone granted permission to participate as a student.

Identifying Category	Where an individual falls under more than one classification (e.g. student and employee), their role will be determined according to their role during travel (i.e. travelling as a student or as an employee).
International Activities	Any activity undertaken outside of Canada that is connected to University activities. This may include but is not limited to: service learning, program practicums, clinical placements, co-op placements, exchange programs, research projects, field work, internships, varsity team events, conferences, club sports, chaplaincy, outreach, or other extracurricular activities.
GOC	Government of Canada
GOC Travel Advisory	A risk assessment tool provided by GOC outlining specific risk associated with travel to international destinations. https://travel.gc.ca/travelling/advisories
ITAC	International Travel Assessment Committee, internal to StFX.
StFX ITR	The StFX International Travel Registry found at https://www.stfx.ca/international-travel-including-students
Incident	A non-emergency event or occurrence that requires a response and/or follow up.
Emergency	A serious occurrence that happens unexpectedly and demands immediate response /action .

POLICY STATEMENTS

1. The University retains the authority and responsibility for decisions with respect to travel outside of Canada for University activities.
2. The University retains the right to disallow travel in cases where the policy and procedures outlined within this document have not been adequately followed, or the risks associated with proceeding are deemed to be above acceptable levels (safety, financial, logistical or other risks).
3. The University requires that all applicable STFX International Travel Forms be completed and submitted as outlined in the procedural section. All students travelling outside of Canada are to be registered with the STFX International Travel Registry (ITR) before travel commences. Travel itinerary must be attached to the ITR submission.
4. All travelers carrying a Canadian passport are required to register their travel plans with the Canadian Government under the Registry of Canadians Travelling Abroad (ROCA) found on the GOC website <https://travel.gc.ca/travelling/registration>.
5. Students travelling internationally are required to provide proof of travel and medical insurance. Travel insurance must include coverage for medical evacuation and emergency repatriation.

6. In circumstances where students choose to use personal time in conjunction with University related international activities, the student is fully responsible for their own safety and is responsible for making arrangements for any additional insurance requirements. The student will also be required to complete a supplemental travel waiver.
7. It is the responsibility of the traveler to ensure that they are physically, mentally and emotionally able to travel to the designated site and participate in the related activities. It is also the responsibility of the traveler to determine any need for and arrange for predeparture immunizations or medications; see <https://travel.gc.ca/travelling/health-safety/vaccines>.
8. The University will not sanction travel to regions deemed high or extreme risk on the Government of Canada Risk Levels Table (Appendix 1.1), unless exceptional circumstances apply. In the event of exceptional circumstances requiring further consideration, ITAC will make recommendations to the Academic Vice-President and Provost who will make the final decision.
9. It is the individual traveller's responsibility to be informed of the inherent risks associated with international travel and to take precautions to avoid undue risk while travelling abroad.
10. Students continue to be governed by University policies and the University [Community Code of Conduct](#) while travelling abroad for University activities.
11. All travel emergencies and incidents are to be documented using the International Travel Incident Report Form found at <https://www.stfx.ca/international-travel-including-students> within 48 hours of return to Canada.
12. Should the traveler incur costs prior to approval of the travel by ITAC, and the travel is not approved by the university, all costs are the responsibility of the traveler.
13. Should the traveler incur costs due to University-mandated cancelation of ITAC approved travel, the costs will be charged first to the traveler's insurance policy. Any costs not covered by the insurance policy will be reimbursed by the University.
14. Failure to follow all aspects of this policy may result in the assumption of personal liability by students, as well as employees and volunteers who travel with the students. Students, employees and volunteers who are travelling under University funding may risk reimbursement of expenses.

PROCEDURE

The procedure outlined below provides a step by step guide for employees and students planning international travel.

Are you travelling outside of Canada?

Is this travel organized through the Student Union?

YES

NO

Employee with Student(s)

Student(s) without Employee

Student Union Approval Process

Event Review Committee Approval (ERC)

STEP 1

Identify Relationship

STEP 2

Consult the GOC Travel Advisory site <https://travel.gc.ca/travelling/advisories>

STEP 3

Submit STFX International Travel Approval form a minimum of 45 days prior to travel

STFX INTERNATIONAL TRAVEL APPROVAL FORM

a) Complete and submit the [STFX STUDENT International Travel Approval Form](#) OR [STFX FACULTY/STAFF International Travel Approval Form](#)

- ✓ When an employee is organizing travel for a student or group of students, that employee is responsible for completing the Faculty & Staff International Travel Approval Form on behalf of the student(s).
- ✓ Students travelling without an employee are required to submit the Student International Travel Approval Form on their own behalf.

b) Review pre-travel checklist.

STEP 4

Register with STFX and GOC ROCA a minimum of 30 days prior to travel

STFX INTERNATIONAL TRAVEL REGISTRATION FORM

a) Complete and submit the [STFX Student International Travel Registry Form](#)

b) Send travel itinerary to ITAC@stfx.ca

c) Register your trip with the [Government of Canada Registration of Canadians Abroad](#)

- ✓ Persons travelling with passports other than Canada should register with their appropriate government agency.

STEP 5

Until travel

PRE DEPARTURE – ONGOING MONITORING

- Stay informed of changing conditions by monitoring GOC travel advisories .
- If GOC risk level increases, notify ITAC by email itac@stfx.ca
 - ✓ ITAC will recommend an appropriate action in consultation with the appropriate Vice President.

STEP 6

During travel

DURING TRAVEL – ONGOING MONITORING

- Stay informed of changing conditions by monitoring GOC travel advisories.
- If GOC risk level increases, notify ITAC by email itac@stfx.ca
 - ✓ ITAC will recommend an appropriate action in consultation with appropriate Vice President
- Identify and report any incidents or emergencies to itac@stfx.ca

SUPPORTING DOCUMENTATION

Forms that are generated by the procedure should be listed and included as an appendix.

1. [STFX STUDENT International Travel Approval Form](#) (student travelling without STFX employee)
2. [STFX FACULTY/STAFF International Travel Approval Form](#) (travelling with students)
3. [STFX Student International Travel Registration Form](#)
4. [Permission letter for underage students](#)
5. StFX International Travel Incident Report Form
6. StFX Pre-travel Checklist
7. StFX Handbook for Students Travelling Internationally

RELATED POLICIES

Any other relevant University policies should be listed.

1. [StFX Travel Policy](#)
2. [Community Code of Conduct](#)
3. [HR Policy #101 Standards of Conduct section 2.0](#)
4. [Student Union travel policy](#)

RELATED MATERIALS

1. **Government of Canada Links for Travel** - travel.gc.ca

Air Travel	Assistance abroad	Traveling Health & Safety
Staying connected	Advisories	Passports
Embassies and Consulates	Visa's	Diseases
Vaccinations	Emergency Assistance	ROCA

2. [Student Union travel insurance policy](#)
3. [Employee Travel expense forms](#)
4. [Employee Travel Insurance](#)
5. [Application for Conference Travel Award \(faculty\)](#)

APPENDIX 1

RISK ASSESSMENT

The University uses the risk levels assigned by the Government of Canada (GOC) in its assessment of risk on its travel website <https://travel.gc.ca/travelling/advisories>. This system divides the level of risk into four categories:

1.0 Government of Canada Risk Levels

<i>Risk level</i>	<i>Description</i>	<i>Comments</i>
Level 1 (low)	Exercise normal security precautions	There are no significant security concerns.
Level 2 (medium)	Exercise high degree of caution	There are identifiable security concerns within the country as a whole or within specific regions in the country, and travellers should be alert and vigilant to their surroundings.
Level 3 (high)	Avoid non-essential travel	There are specific security concern(s) within the country as a whole or within specific regions in the country, and travellers should reconsider their need to travel at this time.
Level 4 (extreme)	Avoid all travel	There is an extreme risk to personal safety and travel should not be planned for this country or region at this time. Non-residents in this country or specified regions should leave, if it is safe to do so.

Note that the GOC risk level may apply to the whole country or different risk levels may be assigned to specific regions within the country. Travellers must check for the risk level for the specific region to which they are travelling.