

## PROCEDURE: 200.40.01

<b>SECTION: Finance + Corporate Services</b>	
<b>TOPIC: Student Travel Risk Management</b>	
<b>EFFECTIVE DATE:</b> December 19, 2017	<b>REPLACES:</b> N/A
<b>LATEST APPROVAL DATE:</b> December 19, 2017	
<b>NEXT REVIEW:</b> December 2020	<b>OWNER:</b> Vice President, Administration
<b>APPROVING AUTHORITY:</b>  Original signed by President + CEO	

### PURPOSE:

This procedure establishes the Alberta College of Art + Design's (ACAD) risk mitigation standards that ensure safe student travel experiences. Any travel can pose risks to participants. In most circumstances these are manageable, provided careful preparation and due diligence has been performed. This procedure applies to managing the risks associated with ACAD sanctioned student travel to local, national and international locations.

### SCOPE:

This procedure describes the execution of ACAD sanctioned travel and the responsibilities of the students, faculty and employees (including contracted individuals) that participate in these events. Development, planning and approval of student travel opportunities are out of scope of this procedure.

Students planning to travel abroad as part of a travel award or research opportunity do so as private citizens and are not in scope of this procedure. Such students are solely responsible for making their own travel arrangements, obtaining their own out-of-country medical health insurance coverage for their travel and making their own decisions regarding personal safety.

## DEFINITIONS:

**ACAD representative** is the ACAD faculty or staff member who has actively organized or coordinated the sanctioned travel event and activity. This person is also responsible for attending the ACAD sanctioned travel and represents ACAD while off-campus, or delegating this part of the role to another appropriate individual.

**ACAD sanctioned travel (or activity)** a travel event approved as part of an undergraduate, graduate or continuing education and professional development course. Types of ACAD sanctioned travel will vary in length and planning, preparation and orientation requirements, opportunities included in this definition include:

**Field Schools:** credit based, experiential learning courses led by an ACAD faculty member;

**Study Tours:** credit-based or non-credit based learning opportunities, led by an ACAD faculty or staff member, or offered by ACAD for individual student participation;

**Field Trips:** credit based or non-credit, experiential learning components within a course no longer than one day, led by an ACAD faculty or staff member.

ACAD sanctioned travel does not include activities organized by a student, a group of students, or activities sponsored or organized by the ACAD Student's Association or other student groups or clubs, nor does it include the activities or trips planned by employees or faculty members outside of a course of study.

**DFAIT** refers to the federal Department of Foreign Affairs and International Trade responsible for passports, authentication documents, emergency assistance abroad, foreign travel information, and locating Canadian embassies, consulates or high commissions overseas.

**Student** means an individual enrolled in a program of study or registered in credit or non-credit undergraduate or graduate courses and/or programs at ACAD.

## PRINCIPLES:

1. All students and ACAD representatives traveling outside of Canada as a part of ACAD sanctioned travel must register with the Finance + Corporate Services Department by submitting completed Student Travel Release forms with a separate list of the names of all attendees.
2. ACAD relies upon advice and advisories established and communicated by the Government of Canada to assess whether or not students should engage in ACAD sanctioned travel in various regions of the world. The Travel Advice and Advisories website (<https://travel.gc.ca/travelling/advisories>) provides a real-time updates of all current advisories. ACAD is not responsible for the accuracy and content of the travel information provided. The DFAIT rating is attached to this procedure for reference and support of this procedure.

3. There will be no ACAD sanctioned travel to countries or regions with one of the following travel advisory against it: “Avoid non-essential travel” or “Avoid all travel.”
4. All students participating in ACAD sanctioned travel must provide emergency contact information.

### **ROLES AND RESPONSIBILITIES:**

**ACAD representative** this person is responsible for the planning, orientation and ensuring the safety of all students involved as well as informing the students of their responsibilities under this procedure.

**Students** are responsible for the following aspects of their experience as part of ACAD sanctioned travel:

- Application;
- Payment of all required fees;
- Agreement with and execution of all required documentation;
- Attendance at mandatory pre-departure travel orientation;
- Health insurance while traveling outside of Canada; and
- Completion of the “Registration of Canadians Abroad” process.
  - <https://travel.gc.ca/travelling/registration? ga=2.184546022.195433826.1505925197-1661462303.1505925197>

### **PROCEDURE:**

#### **Student Travel Risk and Liability**

1. All students participating in an international ACAD sanctioned travel activity must register with the Government of Canada DFAIT.
2. Based on results of a risk assessment, an ACAD representative, or delegate, must host an Orientation session in advance of the ACAD sanctioned travel/activity. Orientation topics shall include:
  - a. Review of all of the risks identified by the Government of Canada Travel Advice and Advisories;
  - b. Review of mitigation plans and activities to counter risks;
  - c. Other best practice and safety matters as required.
3. Students participating in any ACAD sanctioned travel must complete the ACAD Travel/off-site activity waiver, in full, prior to departure.
4. It is the responsibility of the ACAD representative, or delegate, to ensure all sections of the Student Travel Release form are completed and submitted to the Risk + Compliance Coordinator in advance of the activity.
  - a. Incomplete forms will not be accepted by the Risk + Compliance Coordinator and could prevent student participation in the activity.

5. There must be an authorized ACAD representative participating in and leading the ACAD Sanctioned travel event. This representative must have a mobile device with an international data/communication plan to communicate with ACAD, as required, in an emergency.

**REFERENCE:**

- Student Travel Release Form
- Procedure 200.37.: Risk Management
- Procedure 500.17.: Definitions of Academic Terms
- Government of Canada Travel and Tourism Resources: <https://travel.gc.ca/>

DFAIT Rating	Definitions	ACAD Risk Rating
Exercise normal security practices	There are no significant safety and security concerns. The overall safety and security situation is similar to that of Canada. You should take normal security precautions.	Level 1
Exercise a high degree of caution	There are identifiable safety and security concerns or the safety and security situation could change with little notice. You should exercise a high degree of caution at all times, monitor local media and follow the instructions of local authorities.	Level 2
Avoid non-essential travel	There are specific safety and security concerns that could put you at risk. You should reconsider your need to travel to the country, territory or region. If you are already in the country, territory or region, you should reconsider whether or not you really need to be there. If not, you should consider leaving while it is still safe to do so. It is up to you to decide what “non-essential travel” means, based on family or business requirements, knowledge of or familiarity with a country, territory or region, and other factors.	Level 3
Avoid all travel	There is an extreme risk to your personal safety and security. You should not travel to this country, territory or region. If you are already in the country, territory or region, you should consider leaving if it is safe to do so.	Level 4

