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Framework Category	Administrative
Approving Authority	Senior Leadership Team
Policy Owner	Vice-President, Research, Innovation and International
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HIGH RISK INTERNATIONAL TRAVEL POLICY

PURPOSE

1. The University supports and promotes safe and secure International Travel by University Members for the purpose of University Activities. The purpose of this Policy is to promote safety and to manage the risks associated with International Travel to countries that have been identified by the Government of Canada as presenting the highest risks to personal safety.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“High Risk International Travel” means travel to any country, or region of a country, for which Global Affairs Canada or its successor has issued a Government of Canada Travel Advisory of “AVOID ALL TRAVEL” or “AVOID NON-ESSENTIAL TRAVEL”.

“International Travel” means travel outside of Canada.

“Risk Assessment” means a review conducted by the Office of Risk Management to identify risks to the safety and security of the University Member.

“University Activity” means any function that is directly related to, or arising from, the operations of the University for the purposes of carrying out its mission and mandate, including;

- Courses (credit or non-credit), field trips, study tours, student exchange programs, placements (clinical, practicum, internship, co-op, or similar), and athletics;
- Research and research-related activities;
- Teaching and teaching-related activities;
- University business including partnership development and cultivation, student recruitment, and attendance at conferences, meetings, symposia and/or other professional development programs.

“University Member” means any individual:

- Employed by the University;
- Registered as a student, in accordance with the academic regulations of the University;
- Holding an appointment with the University, including paid, unpaid and/or honorific appointments; and/or

- Otherwise subject to University policies by virtue of the requirements of a specific policy (e.g. Booking and Use of University Space) and/or the terms of an agreement or contract.
- Any individual otherwise Identified for the purposes of a particular policy instrument.

SCOPE AND AUTHORITY

3. This Policy applies to High Risk International Travel associated with University Activities.
4. This Policy applies to all University Members.
5. This Policy does not apply to personal and non-work-related travel conducted by University Members.
6. The Vice President, Research, Innovation, and International, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

It is the Policy of the University to manage and/or mitigate the risks associated with High Risk International Travel for University Activities.

7. General

- 7.1. A Risk Assessment must be completed in advance of any High Risk International Travel or at any time the risk level associated with International Travel changes to High Risk.
- 7.2. Individuals have the right to refuse, without reprisal, travel to a country or region where the University Member identifies an elevated risk to personal safety.
- 7.3. Faculty members have the right to engage in research and scholarly activities in areas deemed to be of high risk if they have demonstrated knowledge of those risks and will manage and mitigate those risks.

8. Roles and Responsibilities

8.1. Responsibilities of the University Member

- a) University Members undertaking International Travel associated with University Activities are responsible for determining whether their travel plans constitute High Risk International Travel.
- b) If the travel plans include High Risk International Travel, the University Member must contact the Office of Risk Management to undertake a Risk Assessment.

8.2. Responsibilities of the University

- a) The University is responsible to provide the administrative supports and tools for the effective administration of this Policy and the associated Procedures.

- b) The University is responsible for responding to requests for evaluation of travel plans in a timely manner.
- c) The University is responsible for managing any information collected on High Risk International Travel by University Members in a way consistent with University Policies and relevant legislation.

MONITORING AND REVIEW

- 9. This Policy will be reviewed as necessary and at least every three years. The Vice-President Research, Innovation & International is responsible for reviewing this Policy and will consult with Faculties and other units and committees, as required.

RELATED POLICIES, PROCEDURES & DOCUMENTS

High Risk International Travel Procedures

Terms of Reference: International Opportunities Committee

Risk Management Policy

Health and Safety Policy

Student International Travel Policy

Student International Travel Procedures

Cotutelle Policy and Procedures

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STUDENT INTERNATIONAL TRAVEL POLICY

PURPOSE

1. The University supports and promotes safe and secure International Travel by students for the purpose of University Activities. The purpose of this Policy is to set out the requirements for international travel by students for University Activities.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Extended Student International Travel” refers to Student International Travel for the purpose of academic study abroad with a partner institution, work placement or experiential learning (internship, co-op, practicum, etc.), or research placement at a partner institution.

“High Risk International Travel” means travel to any country, or region of a country, for which Global Affairs Canada or its successor has issued a Government of Canada Travel Advisory of “AVOID ALL TRAVEL” or “AVOID NON-ESSENTIAL TRAVEL”.

“Student International Travel” means travel by registered students outside of Canada.

“University Activity” means any function that is directly related to, or arising from, the operations of the University for the purposes of carrying out its mission and mandate, including;

- Courses (credit or non-credit), field trips, study tours, student exchange programs, placements (clinical, practicum, internship, co-op, or similar), and athletics;
- Research and research-related activities;
- Teaching and teaching-related activities;
- University business including partnership development and cultivation, student recruitment, and attendance at conferences, meetings, symposia and/or other professional development programs.

SCOPE AND AUTHORITY

3. This Policy applies to all Student International Travel and Extended Student International Travel associated with University Activities.
4. This Policy applies to all registered students.

5. The Vice President, Research, Innovation, and International, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

The University is committed to managing and/or mitigating the risks associated with Student International Travel for University Activities.

6. General

- 6.1. All Student International Travel and Extended Student International Travel must be:
 - a) Approved, in advance, by the Faculty or Unit responsible for the planned activity;
 - b) Registered with the University in advance, in accordance with the Student International Travel Procedures.
- 6.2. In the case of an emergency that may jeopardize the safety and wellbeing of a travelling student, the University will make all reasonable efforts to coordinate with the student and Canadian government officials to support the safety of students.

7. High Risk International Travel

- 7.1. Student International Travel must comply with the High Risk International Travel Policy.

8. Roles and Responsibilities

- 8.1. **Responsibilities of Students:** Students undertaking international travel associated with University Activities are responsible for:
 - a) Ensuring the necessary approval has been obtained from the University prior to travelling;
 - b) Completing the registration of travel in advance in accordance with the Student International Travel Procedures;
 - c) Preparing themselves in advance of travel, ensuring they meet all travel requirements, such as passport and visa requirements, vaccination requirements, etc.; and are responsible to ensure appropriate personal insurance is in place for travel; and
 - d) Conducting themselves in a safe and responsible manner while engaging in University Activities and following the UOIT Student Conduct Policy.
- 8.2. **Responsibilities of Faculty or Unit:** Staff and faculty members who organize University Activities that include Student International Travel must:
 - a) Communicate the requirements of this Policy and associated Procedures to the participating students; and
 - b) Ensure the necessary approval is provided to students prior to travelling; and

- c) Ensure the planned travel complies with the High Risk International Travel Policy.

8.3. Responsibilities of the International Office: the International Office, or its successor, is responsible for ensuring that:

- a) Administrative supports and tools are in place for the effective administration of this Policy and the associated Procedures; and
- b) Information collected through the registration of Student International Travel and Extended Student International Travel is managed in a way that is consistent with University Policies and relevant legislation; and
- c) Information is communicated with the Office of Risk Management, the Office of Campus Safety, the Faculty and/or Unit, and other internal and external partners, as required.

9. Non-Compliance

- 9.1.** The University reserves the right to suspend or cancel planned Student International Travel for non-compliance with this Policy and the related Procedures.

MONITORING AND REVIEW

- 10.** This Policy will be reviewed as necessary and at least every three years.
- 11.** The Vice-President Research, Innovation & International is responsible for reviewing this Policy and will consult with Faculties and other units and committees, as required.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 12.** Student International Travel Procedures
- International Opportunities Committee Terms of Reference
- Risk Management Policy
- Health and Safety Policy
- Student Conduct Policy
- High Risk International Travel Policy and Procedures
- Cotutelle Policy and Procedures