

University of Prince Edward Island Policy	Policy No. govbrdrmt0010	Revision No. 0
Policy Title: Student Travelling Abroad Policy		Page 1 of 8
Creation Date: 15 February 2022	Version Date: 15 February 2022	
Authority: Board of Governors	Review Date: 15 February 2027	
Responsibility: Vice President, Academic and Research		Access: W

1. Purpose

1.1 The purpose of this policy is:

1.1.1 To promote safe Student International Travel and to manage the Risks associated with Student International Travel for University Activities.

1.1.2 To define and set rules and responsibilities with respect to Student International Travel for University Activities.

1.1.3 To establish a framework for risk-assessment, approval, preparation and support of all Student International Travel for University Activities.

2. Scope

2.1 This policy applies to all Student International Travel for University Activities.

3. Definitions

3.1 **Administrative Head** means the head of an academic department; the director of a non-teaching unit; the director of a centre, institute or school; a dean; the University Librarian; an associate vice-president; the Registrar; a vice-president or the President or the equivalent, as the case may be.

3.2 **GAC** means the Government of Canada, Department of Global Affairs Canada or its successor(s);

3.3 **International Travel** means travel outside of Canada;

3.4 **Manager** means the Manager of the Office of Study Abroad and International Collaboration;

3.5 **Partner School** means an educational institution that the University has an established educational exchange relationship with;

3.6 **Risk** means the likelihood of an event with negative consequences occurring;

3.7 **Risk Rating** means the rating level that the University determines is applicable to an international destination, based on the GAC Risk levels and Travel Advisories, and refers to the rating levels shown in Appendix A of this policy.

3.8 **Student** means an individual enrolled as an undergraduate or graduate student at the University;

3.9 **Travel Coordinator** means program coordinators, faculty members and other University employees who have been assigned the responsibility for organizing the Student International Travel by their Administrative Head;

3.10 **University** means the University of Prince Edward Island; and

3.11 **University Activities** means teaching, research (including field research conducted in other countries), education (including any travel related to academic courses, faculty-led courses/programs, international co-op work placements, internships, exchanges, practicum placements, clinical rotations, student exchanges and study abroad programs), service/volunteer activities, conferences, academic meetings, or competitions (including academics and athletics), which have been organized, sponsored or approved by the University.

4. Policy

Required International Travel Reporting

4.1 All Student International Travel for University Activities must be reported to the Office of Study Abroad and International Collaboration, for record purposes, prior to travel. Travel reporting shall be in accordance with the Student International Travel Approval Procedure.

Risk-Assessment and Approval

4.2 All Student International Travel for University Activities must be supervised by a Travel Coordinator.

4.3 Approval for Student International Travel will be granted in accordance with this Policy and the Student International Travel Approval Procedure, other applicable University Policies and any travel directives that may be issued from time to time by the University, the Province and the Federal Government

4.4 Students shall not be approved by the University to travel for University Activities to an international destination that has a Risk Rating of Level 4, Extreme Risk, as identified in Appendix A.

4.5 Students may be approved by the University to travel for University Activities to an international destination that has a Risk Rating of Level 1 to 3, as identified in Appendix A, provided the appropriate contingency plans are established and duly approved as follows:

- Level 1: By the applicable Administrative Head;
- Level 2: By the Associate Vice President of Students & Registrar; and
- Level 3: By the Vice President Academic & Research.

4.6 University approved Student International Travel is always subject to ongoing risk assessment by the University, the Travel Coordinator and respective Administrative Head.

4.7 If an event occurs or is anticipated at an international destination that may reasonably impact the health, safety or security of Students conducting University Activities at or near such destination, then the University may issue directives to

the Travel Coordinator and/or Students in such circumstance and require that the Travel Coordinator and/or Students follow said directives.

- 4.8 Where the directives of the University, issued in accordance with section 4.7, are not followed, the University may revoke its travel approval. Revocation of travel approval may result in the loss of applicable travel funding administered by the University, including grant funded Student travel.
- 4.9 A Student shall be deemed to be travelling as a private citizen and not as part of approved University Activities, if the Student:
- 4.9.1 Is travelling without the approval of the University, as issued under Sections 4.5 and 4.6 of this Policy;
- 4.9.2 Is travelling despite having been notified that travel approval has been revoked; or
- 4.9.3 Fails to maintain enrolled status at the University or a Partner School, as the case may be.
- 4.10 Failure to follow this policy and its associated procedures may result in the loss of applicable travel funding administered by the University, including research grant funded Student travel.

5. Responsibility

- 5.1 This policy is authorized by the Board of Governors.
- 5.2 The Vice-President, Academic and Research is responsible for:
- 5.2.1 administration, implementation and review of this policy;
- 5.2.2 authorizing any procedures and guidelines necessary to implement this Policy;
- 5.2.3 alerting the Vice-President, Administration and Finance, to determine if it is necessary to initiate any necessary activities with the University's Emergency Operations Centre Team when the Risk Rating at or near an international destination where Students are undertaking University Activities is elevated to Extreme Risk; and
- 5.2.4 issuing guidance to Travel Coordinators and/or Students when unforeseen events at an international destination may reasonably be believed to impact the health, safety or security of Students conducting University Activities at or near such destination.
- 5.3 The Manager is responsible for operational matters related to this Policy, including the development and maintenance of procedures and guidelines.
- 5.4 As reasonably required, the Office of Study Abroad and International Collaboration will:
- 5.4.1 maintain records of all reported Student International Travel trips;

- 5.4.2 stay apprised of current international conditions;
 - 5.4.3 receive waivers and informed consents (as applicable) from Students who will be travelling internationally for University Activities and any other required forms;
 - 5.4.4 provide Travel Coordinators with guidance, information, and education related to International Travel;
 - 5.4.5 educate Students on Risks associated with International Travel and provide support to Students engaged in approved International Travel for University Activities;
 - 5.4.6 administer and implement any pre-departure requirements set out in the procedures;
 - 5.4.7 provide pre-departure orientation sessions on travel related personal health and safety issues for students embarking on International Travel;
 - 5.4.8 act as the Travel Coordinator for student exchanges with Partner Schools, or any other reasonable circumstances which may be outlined in the procedures; and
 - 5.4.9 alert the Vice-President Academic and Research when the Risk Rating is elevated to Extreme Risk at or near an international destination(s) where Students are undertaking University Activities.
- 5.5 The Travel Coordinator will:
- 5.5.1 be responsible for organizing Student International Travel, including reporting student travel and contact information to the Office of Study Abroad and International Collaboration;
 - 5.5.2 monitor awareness of and compliance with this policy and any associated procedures and guidelines by Students under their direction;
 - 5.5.3 cooperate with the Office of Study Abroad and International Collaboration and complete all documentation required in accordance with any procedures and guidelines authorized under this Policy;
 - 5.5.4 stay apprised of current international conditions in the applicable international destination(s);
 - 5.5.5 follow all guidance or directions issued by the University in accordance with this Policy; and
 - 5.5.6 alert the Office of Study Abroad and International Collaboration if the Risk Rating is elevated to Extreme Risk at or near an international destination(s) where Students are undertaking University Activities.
- 5.6 The Administrative Head is responsible for the oversight of any Travel Coordinator under their authority and ensuring awareness of and compliance with

this Policy and any associated procedures and guidelines by the Travel Coordinator.

- 5.7 Students who undertake International Travel for University Activities are required to:
- 5.7.1 comply with this Policy and any associated procedures and guidelines;
 - 5.7.2 report and maintain updated contact information with the applicable Travel Coordinator;
 - 5.7.3 follow any pre-approval and pre-departure requirements necessary to approve International Travel;
 - 5.7.4 act safely and in a responsible manner and exercise good judgment at all times to prevent harm to themselves and others;
 - 5.7.5 make themselves aware of the health, safety, and security risks applicable to their International Travel;
 - 5.7.6 make themselves aware of the steps necessary for eligible entry into the foreign country(ies) (e.g. passport and visa requirements, vaccination certificates);
 - 5.7.7 make themselves aware of the cultural practices, local customs and rules pertaining to their international destination(s);
 - 5.7.8 make themselves aware of consular, embassy or high commission services available at their international destination(s);
 - 5.7.9 register with the GAC Registration of Canadians Abroad service (<https://travel.gc.ca/travelling/registration>), if they are travelling to a country with an Extreme Risk ranking. Likewise, students who are non-Canadian citizens should, as far as possible, register with their national Embassy or Consulate in their country of travel.
 - 5.7.10 ensure that they have appropriate medical insurance coverage for their particular health needs when travelling internationally;
 - 5.7.11 obtain appropriate immunization and medical advice, travel insurance coverage, and travel documents for their international destination(s); and
 - 5.7.12 comply with any direction or guidance of the Travel Coordinator, Manager, or any University representative with respect to Student safety.

6. Compliance with other UPEI Policies

- 6.1 All students travelling abroad under this Policy must abide by the UPEI Student Code of Conduct Policy at all times within the UPEI programs allotted hours.
- 6.2 The Travel Coordinator will not be responsible for student behaviour while abroad but is obligated to report any violation of the Student Code of Conduct policy to

the Student Code of Conduct Committee to be dealt with in accordance with that policy.

7. Review

7.1 This Policy is to be reviewed every five (5) years.

8. References

8.1 Government of Canada, Department of Global Affairs Canada, [Risk levels and Travel Advisories](#)

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Appendix A – Risk Ratings

GAC Travel Advisory Rating	GAC Definition	GAC Risk Rating	University Risk Rating
Exercise Normal Security Precautions	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.	<i>Low or Moderate</i> , depending on whether a country or a region within the country has areas of Extreme Risk	<i>LEVEL 1</i>
Exercise 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.	<i>Moderate or High</i> , depending on whether a country or a region within the country has areas of Extreme Risk, or whether a country or a region within the country declares a state of emergency	<i>LEVEL 2</i>
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.	<i>Extreme</i>	<i>LEVEL 3</i>
Avoid all travel	There is an extreme risk to your personal safety and security. You should not travel to this country, territory	<i>Extreme</i>	<i>LEVEL 4</i>

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	or region. If you are already in the country, territory or region, you should consider leaving if it is safe to do so.		
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**The Risk Rating table is developed from the Government of Canada, Department of Global Affairs Canada, [Risk levels and Travel Advisories](#).*