

 <b>DALHOUSIE UNIVERSITY</b>  <b>International Travel Policy</b>	<i>Policy Sponsor:</i>  President	<i>Approval Date:</i>  February 13, 2019
	<i>Responsible Units:</i>  International Centre, Halifax International Office, Truro Human Resources	<i>Amendments:</i>  November 14, 2024

#### **A. Background and Purpose**

Students, faculty, and staff at Dalhousie University travel internationally for various purposes including pursuing scholarly research, academic studies and work-integrated learning opportunities abroad, developing international partnerships, recruiting international students, and enhancing Dalhousie's international presence and reputation. Given the global environment in which universities operate, Dalhousie is committed to developing and strengthening connections with individuals and institutions around the world.

Although any travel, even within Canada, can present challenges, international travel can present unusual or heightened risks. An effective International Travel Policy improves the likelihood of safe and beneficial experiences for students, faculty and staff who travel internationally.

The purpose of this Policy is to:

- facilitate the development and delivery of international University activities, including the pursuit of scholarly research abroad, in a safe, effective and efficient manner;
- mitigate the risks associated with travel outside of Canada for Dalhousie University activities; and
- support the University's interests and academic mission when students, faculty and staff engage in international travel.

#### **B. Application**

This Policy applies to faculty, staff, students, and other persons engaged in activities under the auspices of Dalhousie University who are participating in University activities that involve travel outside of Canada.

## C. Definitions

### 1. In this Policy,

a. “Activity Sponsor” means a University Employee who is responsible for the execution of a University activity involving students (e.g., a faculty member planning and accompanying field course students, a Departmental Student Exchange Coordinator, a Student Study Abroad Advisor, or a Work-Integrated Learning Coordinator).

b. “Emergency” means Emergency as defined in the Dalhousie University Crisis Management Master Plan:

*An abnormal event or threat of an event of a severity and magnitude that it may result in deaths, injuries, threat of violence/disruptive behaviour, property damage and/or environmental damage or significant disruption to the University’s business continuity that will require a coordinated response beyond the routine procedures, resources, and/or authority of Dalhousie University and its employees.*

c. “Undergraduate student” means any student enrolled in a Bachelor’s program for which there is no previous degree requirement as a condition of admission.

d. “Post-baccalaureate/Graduate student” means any student enrolled in a graduate or professional program for which a Bachelor’s degree is required as a condition of admission. This also includes PhD students and postgraduate medical education trainees.

e. “International Centre/Office” means the International Centre in Halifax or the International Office at the Agricultural Campus in Truro, as applicable.

f. “Pre-Departure Planning” means information provided to Dalhousie students, faculty and staff regarding travel logistics, cross-cultural communication, academic systems abroad, health and safety abroad, and other related topics. Pre-Departure Planning for students is facilitated by the relevant International Centre/Office and may be delivered in cooperation with university partners. Faculty and staff may also access Pre-Departure Planning through a professional medical and security travel service with which Dalhousie has contracted.

g. “Traveller(s)” means Dalhousie faculty, staff, students and other persons engaged in activities under the auspices of Dalhousie University who travel internationally for University activities.

h. “University Activity” means an authorized activity carried out under the auspices of

Dalhousie University, including: recruitment, administrative missions and site visits, research projects, international development projects, credit courses, field study, exchange programs, study abroad programs, study through letter of permission, internships, practicums, co-op placements or other work integrated learning, University-related community service, scholarly or administrative conferences or meetings, or sport or cultural activity.

i. “Travel Advice and Advisories” are the Government of Canada’s official source of destination-specific travel information. They are available online from the Global Affairs Canada (GAC) website at <https://travel.gc.ca/travelling/advisories>. They provide Canadians with official information and advice from the Government of Canada on situations that may affect their safety and well-being abroad. They may include an advisory for a country or region where security or medical conditions put Canadians at heightened risk. Destination countries and regions are assigned one of four possible risk levels, as follows:

- i. *Exercise normal security precautions (“Level 1”)*: There are no significant safety and security concerns. The overall safety and security situation is similar to that of Canada. Travellers should take normal security precautions.
- ii. *Exercise a high degree of caution (“Level 2”)*: There are identifiable safety and security concerns or the safety and security situation could change with little notice. Travellers should exercise a high degree of caution at all times, monitor local media and follow the instructions of local authorities.
- iii. *Avoid non-essential travel (“Level 3”)*: There are specific safety and security concerns that could put Travellers at risk. Travellers should reconsider the need to travel to the country, territory or region. If Travellers are already in the country, territory or region, they should consider whether or not they really need to be there. If not, they should consider leaving while it is still safe to do so. *This level constitutes an official Government of Canada Travel Advisory and is issued when the safety and security of Canadians travelling or living in the country may be compromised.*
- iv. *Avoid all travel (“Level 4”)*: There is an extreme risk to Travellers’ personal safety and security. Canadians should not travel to this country, territory or region. If they are already in the country, territory or region, they should consider leaving if it is safe to do so. *This level constitutes an official Government of Canada Travel Advisory and is issued when the safety and security of Canadians travelling or living in the country may be compromised.*

#### **D. Policy**

1. **Safety of Travellers**: The safety of Travellers is a priority for the University. The assessment and management of risk and the safety of Travellers are shared responsibilities between the University and individual Travellers. The University

provides up-to-date location-specific information, guidance and support for University-related international travel, in particular via a professional medical and security travel service. Travellers are responsible for availing themselves of this information, guidance and support when planning and during international travel for University activities.

2. Refusal to participate: Travellers will not be required to travel to a destination where they reasonably believe their personal safety may be at risk.

### **Authorization to Travel**

3. Restricted Travel: International travel may be restricted if certain Travel Advisories are issued by GAC. Criteria for such restrictions vary according to the category of Traveller, as described below:

- a. Undergraduate student travel

- i. International travel by undergraduate students which is supported by an appropriate University legal agreement (ex: student mobility agreement) is presumed to be approved by the University. Subject to subsections (ii) and (iii), all other international travel must be approved by the relevant International Centre/Office.
- ii. Regardless of whether there is a legal agreement pursuant to section D.3.a.i., travel by undergraduate students to destinations which GAC has assessed risk at Level 3 or Level 4 is not supported by the University unless section D.3.a.iii. applies. This prohibition applies whether or not students would be accompanied by a faculty or staff member.
- iii. Work Integrated Learning in home country: If an undergraduate student wishes to return to their home country to complete an internship, practicum, co-op placement, or other work-integrated learning experience, and if the home country or region is subject to a GAC Level 3 or Level 4 travel advisory, the student must seek authorization for travel under Section D.4.

- b. Post-Baccalaureate/Graduate student travel:

- i. International travel by post-baccalaureate/graduate students which is supported by an appropriate University legal agreement (ex: student mobility agreement or research contract) is presumed to be approved by the University. All other international travel must be approved by the relevant International Centre/Office.

- ii. Regardless of whether there is a legal agreement pursuant to section D.3.b.i., travel by post-baccalaureate/graduate students to destinations for which GAC has assessed risk at Level 3 or 4 is not supported by the University unless travel is authorized pursuant to Section D.4., below.
  - c. Faculty and staff travel: Travel by faculty or staff (including postdoctoral fellows), to destinations for which GAC has assessed risk at Level 4 is not supported by the University, unless travel is authorized pursuant to Section D.4., below.
  - d. Escalation of GAC Travel Advisory level prior to planned travel: In circumstances where GAC increases its travel advisory to a restricted level prior to travel, this Section D.3. shall apply. For escalation of GAC Travel Advisories during travel, Section D.12. shall apply.
4. Authorization Process: Faculty, staff or students who wish to request authorization to travel to destinations described in sections D.3.a.ii, D.3.a.iii., or D.3.b.ii., may submit a written request to the relevant authority in D.4.b., below, as early as possible prior to the anticipated departure.
- a. Written requests must demonstrate that there are exceptional circumstances to justify the travel. The request must address all of the following:
    - i. Is the proposed international travel/activity required to fulfil the stated mandate of a University project or initiative?
    - ii. Is the expected output of the international travel/activity critical to the Traveller's professional success?
    - iii. Have feasible, alternative locations and/or timings been considered?
    - iv. Is there an agreement with a third party regarding the activity? Has the activity been funded by an external agency? Does the agreement or funding agency impose security planning requirements on the activity?
    - v. Is the University's professional medical and security travel service safety assessment consistent with that issued by GAC?
    - vi. Has an appropriate risk assessment and safety plan been prepared (in consultation with the relevant International Centre/Office for student travel)?
    - vii. Is there any other information which is relevant to a decision under this section?
  - b. Authority:
    - i. Deans are responsible for requests by students, faculty and staff within their Faculties.
    - ii. Vice-Presidents and the Provost are responsible for requests by staff within their administrative units.
    - iii. The President is responsible for requests by staff within their administrative unit,

including by Deans, Vice-Presidents and the Provost.

- c. Expenditure of Funds: For clarity, whether funds have already been expended for international travel is not relevant to the decision under section D.4.
- d. Consultation: The Dean, Vice-President, Provost, or President will engage with appropriate members of the University community in reaching a decision. In particular, where the request for authorization is by a faculty member or post-baccalaureate/graduate student regarding research which is relevant to their professional success, the Vice-President Research and Innovation, or designate, and a researcher with relevant international research experience will be engaged.
- e. Timely processing of requests: Decisions will be issued in as timely a manner as possible in the circumstances.
- f. Final Decision: There is no appeal of a decision under this section.

### **Pre-Departure Responsibilities**

- 6. Travel Registration: Travellers are required to register travel for University Activities outside of Canada with Dalhousie's international travel registration system prior to departure.

- 7. Pre-Departure Planning

- a. Student travel:
  - i. Pre-Departure planning, as outlined in Section C.1.f, is required before being permitted to travel.
  - ii. Preparing an appropriate risk assessment and security plan is:
    - *Encouraged* for those travelling to a destination for which GAC has assessed risk at Level 1 or Level 2;
    - *Required* for those travelling to a destination for which GAC has assessed risk at Level 3 or Level 4 and for which the Dean has authorized travel.
    - *Required* for all faculty-led field courses, regardless of the GAC travel advisory level.
  - iii. Where an Activity Sponsor is involved (e.g. field courses), the Activity Sponsor is responsible for ensuring student awareness and compliance prior to international travel.
- b. Faculty and staff travel: Pre-Departure planning and preparing an appropriate risk assessment and security plan is:

- i. *Encouraged* for those travelling to a destination for which GAC has assessed risk at Levels 1 and 2 and *strongly encouraged* for Level 3;
  - ii. *Required* for all faculty-led field courses, regardless of the GAC travel advisory level.
  - iii. *Required* for those travelling to a destination for which GAC has assessed risk at Level 4 and for which the Dean, Vice-President, Provost, or President has authorized travel.
- 8. Fitness for Travel: Travellers are responsible for ensuring they are physically and mentally prepared for international travel. Specifically, they are responsible for familiarizing themselves with possible health risks associated with the University activity and the travel destination, and for taking preventive measures including recommended vaccinations and medications. Travellers who require accommodations to international travel activities because of characteristics protected by human rights laws are entitled to make such requests under Dalhousie's Employee Accommodation Policy or Student Accommodation Policy, as applicable.
- 9. Continuous Monitoring of Travel Advisories: Recognizing that the Travel Advice and Travel Advisories provided by GAC are subject to frequent updates, it is a Traveller's responsibility to monitor the relevant Advice/Advisories for the destination country or region, prior to scheduled departure and throughout their trip.
- 10. Registration of Canadians Abroad (ROCA): Prior to travel, Canadian Travellers are required to register their presence within the destination country using the Canadian government's online Registration of Canadians Abroad (ROCA) system at <https://travel.gc.ca/travelling/registration>. Travellers who are citizens of countries other than Canada are required to register their travel with the foreign office of their country of citizenship, where possible.
- 11. Documentation and Insurance: Prior to travel, Travellers are responsible for ensuring they have:
  - a. Required travel documents (ex: passports, visas, permits, etc.) for their destination.
  - b. Trip cancellation and interruption insurance: This is mandatory for students and strongly recommended for faculty and staff. Travellers authorized to travel to a destination for which GAC has assessed risk at Level 3 or Level 4 are responsible to ensure these policies provide coverage in such locations.
  - c. Appropriate travel health insurance: This is mandatory for all Travellers. Students are required to carry travel health insurance provided by the Dalhousie Student Union (DSU). Alternate travel health insurance may be considered in circumstances where

DSU insurance does not extend to fully cover the University Activity. The policies provided to eligible faculty and staff from Medavie Blue Cross, provide appropriate coverage. Faculty and staff with other medical insurance policies are responsible to ensure their coverage is sufficient.

- d. Other appropriate travel insurance, including coverage for the loss of personal property.

## **Incidents and Emergencies During International Travel**

### **12. Elevated Travel Advisories during international travel:**

- a. For student travel: if a GAC Travel Advisory increases beyond Level 2 during travel, the student must contact the University's professional medical and security service provider and the relevant International Centre/Office for advice as soon as possible.
- b. For student travel when accompanied by an Activity Sponsor: if a GAC Travel Advisory increases beyond Level 2 during travel, the Activity Sponsor must contact the University's professional medical and security service provider and the relevant International Centre/Office for advice as soon as possible.
- c. For faculty or staff travel: if a GAC Travel Advisory increases beyond Level 3 during travel, they must contact the University's professional medical and security service provider for advice as soon as possible.

### **13. In the event of an Emergency during international travel, Travellers are expected to:**

- a. Act to protect their own safety and in the case of Activity Sponsors, the safety of other members of the group.
- b. Contact Dalhousie's professional medical and security travel service, who will engage with the University, as appropriate.
- c. Follow instructions given by the University and Dalhousie's professional medical and security travel service.

### **14. Upon being contacted pursuant to section D.13, the University will initiate appropriate emergency response measures.**

## **E. Administrative Structure**

- 1. Authority: This Policy falls under the authority of the President.
- 2. Academic and Administrative Units: Subject to the requirements of this Policy, academic and administrative units are responsible for their own processes to ensure



safe international travel by faculty, staff and students who are under their authority.

3. Travel Registration: A travel registry for all Travellers will be administered by:
  - a. The Truro International Office for faculty, staff and students at the Agricultural Campus;
  - b. The Department of Human Resources for all other faculty and staff travel; and
  - c. The Halifax International Centre for all other student travel.

**F. Procedures**

1. Any Procedures, Protocols or Guidelines necessary to support this Policy shall be approved and published by the Responsible Units.