

UNIVERSITY-RELATED INTERNATIONAL TRAVEL ACTIVITY BY STUDENTS AND UNIVERSITY STAFF ACCOMPANYING THEM

I. PREAMBLE

A commitment to student mobility was included in Strengths & Aspirations (http://www.mcgill.ca/files/provost/Strengths_and_Aspirations_June_2006.pdf)

Action II.2.3: The University will expand the range of international experience available to its students.

One of the features of an international university is “student mobility”. McGill supports student exchanges that are accessible to undergraduate students. ... McGill will seek to enhance the international experience of all students by expanding opportunities to participate in study abroad including international exchanges, field study programs, and formal internships, all of which bring our students into first-hand contact with people, problems, and issues from other cultures and backgrounds. (Strengths & Aspirations, p. 19)

The University is intent on enabling students to gain international experience and conduct research on the international stage. However, the University is committed to the safety of community members. The strategic plan states:

McGill will ensure that safety of all individuals, students, staff and visitors is not compromised in the pursuit of excellence in research and teaching. Safety is an essential component of all activities and is a shared commitment of all members of the University community. (Strengths & Aspirations, p. 41)

McGill encourages students to include an international educational experience as part of their studies. Specific programs of study, internship placements, and research activities are initiated at various levels, in some cases by individual professors or students. However, the University will not approve student travel to all countries or regions of countries as the safety of students is of primary importance. Rather, the University will adopt best practices to provide students with access to the information that they need for safe and successful educational experiences while engaging in academic activities abroad.

This will be achieved by:

- x evaluating travel activities for suitability and safety
- x instructing University staff, including professors, who travel with students to be well informed and plan appropriately
- x informing students about the risks inherent in a particular activity; and
- x providing students relevant information and instruction in safe practices before they engage in the activity.

II. PURPOSE

These guidelines are intended to provide information and University standards for the approval of international travel activities and to support consistency by providing a single set of rules for this growing and important area of academic activities.

III. SCOPE

The following shall apply to all University-related curricular activities (i.e., credit or non-credit course work, exchange programs, field work, and research) and extracurricular activities (e.g., University sponsored internships), where international travel forms an essential part of the activity, whether or not the student is pursuing the activity for academic credit or recognition and whether or not the student receives University or third party funding.

Such activities shall be referred to collectively as "University-Related International Travel Activity"

IV. PROCEDURES

1. Evaluation and Approval of University-Related International Travel Activities

1.1 Evaluation and Approval

The Dean of each Faculty, or his or her delegate, shall evaluate and approve University-Related International Travel Activities in his or her Faculty, including the travel plans and site selection. The Dean shall record the emergency and contingency plans prepared by staff members, program directors, or academic supervisors. The International Education Office in the Office of the Deputy Provost (Student Life and Learning) shall evaluate and approve the sites for Exchanges.

The evaluation and approval of University-Related International Travel Activities by the Dean will not be required for travel by students to attend international conferences or formally organized workshops held in countries listed by the Department of Foreign Affairs, Trade and Development (DFATD) at the following risk levels: "Exercise normal security precautions" or "Exercise a high degree of caution" (<http://www.voyage.gc.ca/index-eng.asp>)

1.2 Risk Assessment

The University shall take all reasonable precautions to organize and conduct the University Related International Travel Activity with due consideration for the safety and security of our students and staff.

In planning a University-Related International Travel Activity, staff members and students are to consider information relevant to the nature of the activity and the associated risks, as well as the location, specifically consulting the country profile on the Department of Foreign Affairs, Trade and Development (DFATD) website http://www.voyage.gc.ca/countries_pays/memo.asp

The DFATD website also provides Country Travel Advice and Advisories regarding travel abroad. Country Travel Advice and Advisories provide the Government of Canada's official advice regarding travel to a specific country or region based on an overall assessment of the security risk and communicated in terms of the following four levels:

1. Exercise normal security precautions

international activities or travel locations for which DFATD has issued Travel Advisory (i.e., "AVOID NON- ESSENTIAL TRAVEL" or "AVOID ALL TRAVEL"). In cases where such advisories are limited to specific regions in a country, the University will be guided by the travel restriction described to the region only and shall take appropriate action in ~~confirm~~ modifying travel plans

In the event that travel is discouraged and/or prohibited to the planned country or region, the staff member shall discuss with the Dean of the Faculty the possibility of an alternate destination.

All participants in international activities are required to continue to monitor DFATD travel reports until departure and while abroad.

2. Register of University-Related International Travel Activities

2.1. Faculty-Based Register

The Office of the Dean of the Faculty shall oversee the creation and maintenance of a Register of (i) all faculty-based curricular activities (i.e., credit or ~~non~~ credit course work, field work, and research) and (ii) ~~curricular~~ activities (e.g., faculty-based University sponsored internships) administered by the Faculty involof Rhm-2(s)-1(t)-2(e /0 1 Tf --4(4a-1(i3(nsTd ()T f1

“Exercise normal security precautions” and “Exercise high degree of caution”.

2.3 Registration with the Foreign Affairs Office before leaving Canada

All students, and professors or staff members who are accompanying students on University Related International Travel Activity, must register with the foreign office of their country of citizenship before leaving Canada except in the case of travel to any country listed by the Department of Foreign Affairs, Trade and Development (DFAIT) at the following risk levels: “Exercise normal security precautions” and “Exercise high degree of caution” (<http://www.voyage.gc.ca/index-eng.asp>), where registration is optional.

For Canadian citizens and permanent residents of Canada, the Department of Foreign Affairs, Trade and Development provides an online registry service at: <http://travel.gc.ca/travelling/registration>

All Faculty or staff accompanying students on international travel activities register their travel with the Department of Human Resources <http://www.mcgill.ca/hr/app/travel>

3. Student Preparedness and Orientation Process

At appropriate times during the academic year, the Office of the Dean of each Faculty shall host Student Preparedness and Orientation Sessions for students in the Faculty. The sessions shall provide basic information for travel abroad as well as specific information on travel, safety and customs for the particular destination(s) of the students.

Students participating in University-Related International Travel Activity must Student eT[(U)ra hhh

3.3 Staff Members Accompanying Students on University-Related International Travel Activity

Staff members accompanying students on University-related travel shall register their travel plans with the Office of the Dean. T

APPENDIX A

Minerva Travel Registry

