

## International Travel Policy

<b>Classification</b> General	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Policy Statement ..... 2 5 Responsibilities..... 3 6 Appendices ..... 4 7 Related Procedures ..... 4 8 Related Guidelines/Forms..... 4 9 Related Information ..... 5 10 History ..... 5
<b>Approval Authority</b> Provost and Vice-President (Academic)	
<b>Implementation Authority</b> Vice-President (Finance and Services)	
<b>Effective Date</b> December 1, 2016	
<b>Last Revision</b> N/A	

- 1 Purpose** The purpose of this policy is promote safe international travel for University Activities and manage the risks associated with international travel for University Activities.
- 2 Scope** This policy applies to Academic Staff Members, Appointees, Postdoctoral Scholars, Employees, Students, Contractors, Volunteers, Scholarship Recipients and Visiting Students-Outbound.
- 3 Definitions** In this policy:
- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Faculty Association and the Governors of the University of Calgary in effect at the relevant time.
  - b) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments and visiting researchers and scholars.
  - c) “Contractor” means an individual who, for consideration, provides a service or materials to the University.
  - d) “Employee” means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.
  - e) “Faculty Association” means the Faculty Association of the University.
  - f) “Hazard Assessment and Control Form” means the form that is utilized by an International Traveller to identify health, safety and security hazards associated with an international destination(s).

- g) “International Travellers” means collectively Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, Students, Contractors, Volunteers, Scholarship Recipients and Visiting Students-Outbound.
- h) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- i) “Risk Rating” means the rating level that the University determines is applicable to an international destination, after assessing the health, safety and security risks associated with such international destination, and is comprised of the rating levels shown in Appendix A of this policy.
- j) “Scholarship Recipient” means an individual who is not a Student but who has received a University scholarship or award for educational or research purposes.
- k) “Student” means an individual registered in a University course or program of study.
- l) “University” means The University of Calgary.
- m) “University Activities” means teaching, research, education (including student exchanges and study abroad programs), professional development or service activities, or participation in competitions, which have been organized, sponsored or sanctioned by the University.
- n) “Visiting Student-Outbound” means a Student who has received a ‘Letter of Permission’ from the University’s registrar or a faculty, as applicable, that permits the Student to enroll in a course or course of study at another post-secondary institution for subsequent credit for such course or course of study at the University.
- o) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

#### **4 Policy Statement**

- 4.1** This policy describes the considerations, responsibilities and process for:
  - a) registration of international travel for University Activities;
  - b) determination of Risk Ratings for international destinations; and
  - c) authorization of international travel for University Activities.
- 4.2** Except as provided for in 4.3, International Travellers who undertake University Activities outside of Canada must register their international travel with the University.
- 4.3** The University strongly encourages Academic Staff Members who undertake University Activities outside of Canada to register their international travel with the University.
- 4.4** The University applies the international travel authorization process outlined in the International Travel Procedure.
- 4.5** The University considers several factors when determining Risk Ratings, including:
  - a) the Government of Canada’s travel advisory rating, as provided in Appendix A of this policy; and
  - b) the sanctions and related measures issued by the Government of Canada.

- 4.6** The University considers several factors when implementing the authorization process for international travel for University Activities, including:
- a) the University's Risk Rating; and
  - b) the type of International Traveller.
- 4.7** Except as provided for in 4.8, if international travel for University Activities is to an international destination(s) with a Risk Rating of Extreme Risk, then implementation of the international travel authorization process also includes consideration of the following factors:
- a) whether the University Activities must be conducted at that international destination and at that particular time; and
  - b) whether the University Activities is:
    - i. integral to the individual's professional or academic development; or
    - ii. necessary to fulfill a contractual obligation of the University.
- 4.8** Scholarship Recipients, undergraduate Students, Visiting Students-Outbound, Volunteers and Contractors will not be authorized for international travel for University Activities to an international destination that has a Risk Rating of Extreme Risk.
- 4.9** Prior to commencing negotiation of any agreement for University Activities that may or will require travel by International Travellers to an international destination with a Risk Rating of Extreme Risk, the proponent of the agreement must notify the Director (Risk Management and Insurance). Current Risk Ratings are available on the University's Risk Management and Insurance website.
- 4.10** When travelling internationally for University Activities, the University recommends that International Travellers stay apprised of current events and advisories regarding the international destination(s) that they visit.
- 4.11** If an unforeseen event occurs at an international destination that may reasonably impact the health, safety or security of International Travellers conducting University Activities at or near such destination, then the University recommends that International Travellers follow the guidance issued by the University in such circumstance.
- 4.12** International Travellers who do not register their international travel for University Activities are limiting the University's ability to facilitate and coordinate emergency support at an international destination. They may be held personally responsible to ensure that the University is reimbursed for costs and expenses associated with their emergency support which arise from their failure to register.
- 4.13** In rare circumstances, exceptions to this policy may be granted by the Provost and Vice-President (Academic) and only if the International Traveller has obtained prior written endorsement from the Dean or vice president, as applicable, for such exception.

## **5 Responsibilities**

- 5.1** The Director (Risk Management and Insurance) or designate(s) will:
- a) maintain a database of International Traveller registrations;
  - b) stay apprised of current international conditions;

- c) receive waivers and informed consents from International Travellers who will be traveling internationally for University Activities;
- d) receive Hazard Assessment and Control Form(s) from International Travellers who will be traveling internationally for University Activities;
- e) receive the written rationale and copies of the travel itinerary and evacuation/security plan(s) from International Travellers who will be travelling internationally for University Activities to a destination(s) with a Risk Rating of Extreme Risk; and
- f) alert the Associate Vice-President (Risk) when the Risk Rating is elevated to Extreme Risk at or near an international destination(s) where International Travellers are undertaking University Activities.

**5.2** The Associate Vice-President (Risk) or designate will:

- a) alert the Vice-President (Finance and Services) and initiate any necessary activities with the emergency operations group and crisis management team when the Risk Rating at or near an international destination where International Travellers are undertaking University Activities is elevated to Extreme Risk; and
- b) issue guidance to International Travellers when unforeseen events at an international destination may reasonably impact the health, safety or security of International Travellers conducting University Activities at or near such destination.

**5.3** International Travellers who undertake international travel for University Activities are strongly encouraged to:

- a) make themselves aware of the health, safety, and security risks applicable to their international travel;
- b) make themselves aware of the steps necessary for eligible entry into the foreign country(ies) (e.g. passport and visa requirements, vaccination certificates);
- c) make themselves aware of the cultural practices, local customs and rules pertaining to their international destination(s);
- d) make themselves aware of consular, embassy or high commission services available at their international destination(s);
- e) ensure that they have appropriate medical insurance coverage for their particular health needs when travelling internationally;
- f) ensure that they have obtained the appropriate vaccinations for their international destination(s); and
- g) download the University's applicable mobile application for international advisories and assistance (e.g. International SOS) and the Global Affairs Canada mobile application.

<b>6</b>	<b>Appendices</b>	<a href="#">Appendix A</a>
<b>7</b>	<b>Related Procedures</b>	<a href="#">International Travel Procedure</a>
<b>8</b>	<b>Related Guidelines/Forms</b>	<a href="#">Travel Registration</a> <a href="#">Waivers and Informed Consents</a> <a href="#">Field Level Hazard Assessment Form</a> <a href="#">Evacuation and Security Plan</a>

**9 Related Information**     **University of Calgary**  
[Travel, Risk Management and Insurance](#)  
[University of Calgary International \(UCI\)](#)

**Government of Canada**  
[Global Affairs Canada](#)  
[Current sanctions imposed by Canada](#)  
[Travel Health, Public Health Agency of Canada \(PHAC\)](#)  
[Centre for Intercultural Learning](#)  
[Travel Smart App](#)

**Other**  
[International SOS Assistance App](#)

<b>10 History</b>	December 1, 2016	Approved and Effective. This policy replaces the International Travel and Security Policy (2006).
	May 14, 2018	Editorial Revision. Updated “Student” definition.
	November 6, 2019	Editorial Revision. Updated links.
	January 1, 2020	Editorial Revision. Updated format and links.

## Appendix A

GOC Definition	GOC Travel Advisory Rating	*University Risk Rating
There are no significant security concerns	Exercise Normal Security Precautions	<b>Low or Moderate</b> , depending on whether a country or a region within the country has areas of Extreme Risk
There are identifiable security concerns; travellers should be alert and vigilant to their surroundings	Exercise High Degree of Caution	<b>High or Moderate</b> , 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
There are specific security concerns; travellers should reconsider their need to travel at this time	Avoid Non-Essential Travel	<b>Extreme</b>
There is an extreme risk to personal safety; travellers should not travel at this time	Avoid All Travel	<b>Extreme</b>

“GOC” means the Government of Canada

\*The University’s Risk Management and Insurance Department, in consultation with the Associate Vice-President (Risk), determines the University’s Risk Rating by considering several factors, including the GOC travel advisory rating and sanctions and related measures issued by the GOC.