

## International Travel Procedure

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

- 1 Purpose** This procedure outlines:
- the registration requirement for international travel for University Activities; and
  - the authorization process for international travel for University Activities.
- 2 Scope** This procedure applies to Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, Students, Contractors, Volunteers, Scholarship Recipients and Visiting Students-Outbound.
- 3 Definitions** In this procedure:
- “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.
  - “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.
  - “Contractor” means an individual who, for consideration, provides a service or materials to the University.
  - “Employee” means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.
  - “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 or security risks associated with such international destination, and is comprised of the rating levels shown in Appendix B of this procedure.
- 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 international 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 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 Procedure**

- 4.1** Appendix A of this procedure sets out the registration requirement and the authorization process for international travel for University Activities.
- 4.2** To initiate the authorization process for international travel for University Activities, International Travellers must register their travel with the University’s Risk Management and Insurance Department by completing the University’s online registration form.
- 4.3** Upon registration of international travel for University Activities, the Risk Rating applicable to the international destination(s) will determine which authorization process requirements in Appendix A of this procedure apply to International Travellers.
- 4.4** Prior to commencing international travel for University Activities, International Travellers must submit to the Director (Risk Management and Insurance):
  - a) the applicable Hazard Assessment and Control Form(s); and
  - b) the applicable informed consent or waiver form.

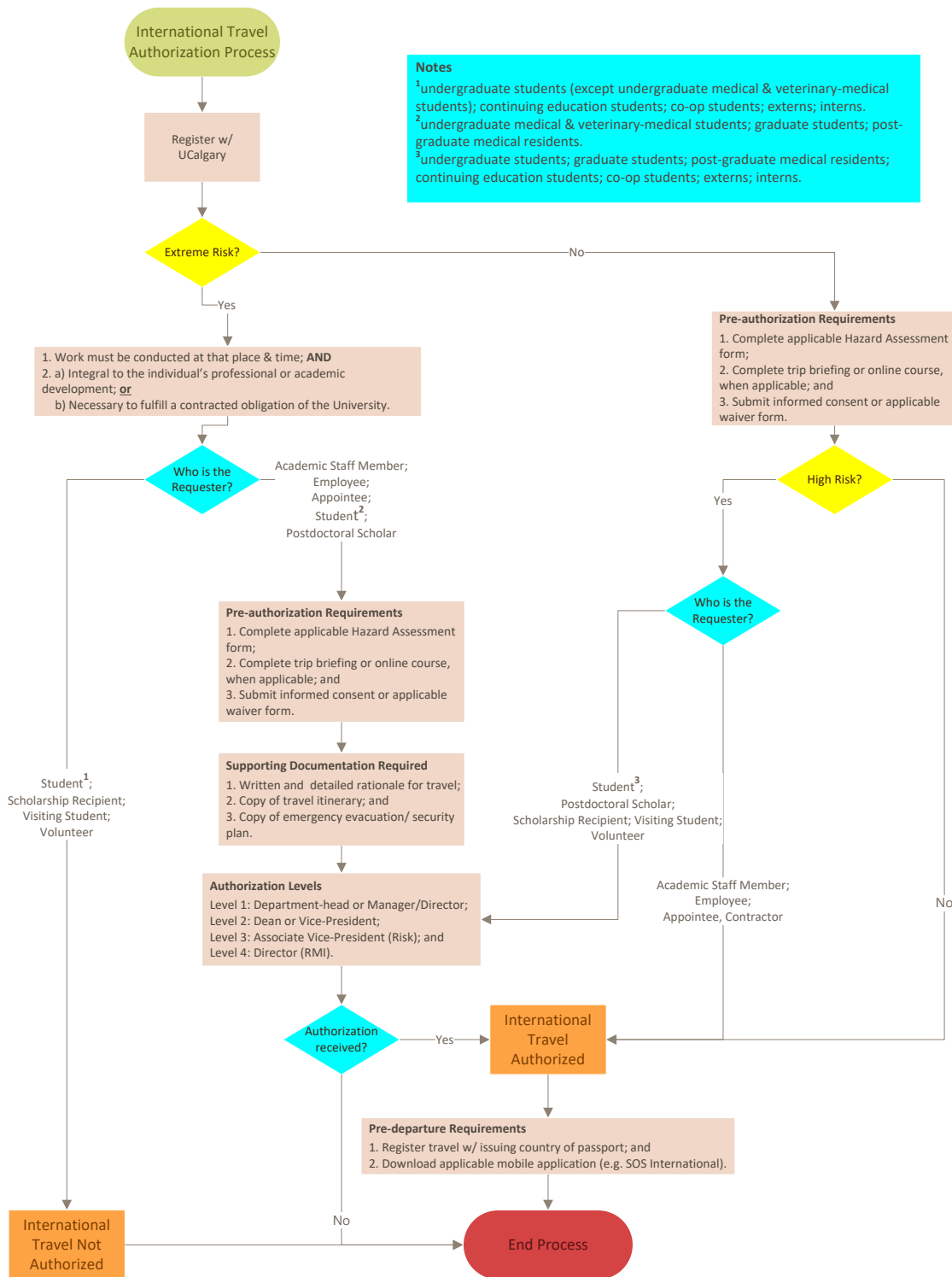
- 4.5** Prior to commencing international travel for University Activities, all International Travellers except Academic Staff Members must attend University trip briefings or complete University-hosted online briefing courses, when applicable; and Academic Staff Members are strongly encouraged to attend trip briefings or complete online briefing courses, when applicable.
- 4.6** Prior to commencing international travel for University Activities to regions or countries with a Risk Rating of Extreme Risk, eligible International Travellers must submit the following information to the Director (Risk Management and Insurance):
- a) a detailed, written rationale for their international travel;
  - b) a copy of their travel itinerary; and
  - c) a copy of their emergency evacuation/security plan(s).
- 4.7** When travelling internationally for University Activities, International Travellers are strongly encouraged to maintain updated travel itinerary and contact information registered with the University's Risk Management and Insurance Department.
- 4.8** The University recommends that International Travellers travelling internationally for University Activities register their travel itinerary and contact information with the issuing country of their passport.

- 5 Appendices** [Appendix A](#)  
[Appendix B](#)
- 6 Parent Policy** [International Travel Policy](#)
- 7 Related Guidelines/Forms** [Travel Registration](#)  
[Waivers and Informed Consents](#)  
[Field Level Hazard Assessment Form](#)  
[Evacuation and Security Plan](#)
- 8 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](#)

**9 History**

December 1, 2016	Approved and Effective. This procedure replaces the International Travel and Security Procedure (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.
September 19, 2022	Editorial Revision. Updated titles.

Appendix A



## Appendix B

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.