

 DALHOUSIE UNIVERSITY International Travel Policy	<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

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.

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.

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

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 tips

- 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 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.
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, Proyrint t,01 Tw -3.a(w).9 (t)-TT0 5

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.

12. Elevated Travel Advisories during international travel:

- a. For student travel: if

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

3. Travel Registration: A travel registry for all Travellers will