

TITLE: International Travel Risk Management for Student Mobility Procedure

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Mandatory Review

**Date:
October 5, 2020**

**Approved By:
The International
Centre**

1. Purpose

The procedures are to facilitate the successful organization of and adherence to risk management and safety measures for student travel that is Sheridan-authorized and/or funded, in whole or in part. This includes:

- **Site Selection:** Faculties, departments and units offering, facilitating, and/or sponsoring student activities covered in this policy, must have in place a review of the site selection and exemption criteria for the proposed activity by the relevant unit head.
- **Risk Assessment:** The primary responsibility and accountability for safety in activities are borne with those in positions of authority closest to the activity; they must also have the ability to provide guidance on assessing and preparing for risks related to international travel.
- **Pre-departure Requirements:** Develop and provide risk management resources for students tailored to the nature and risk level of the activity. This includes: mandatory pre-departure training, emergency plans, and information about the pre-departure requirements for Sheridan students, faculty and employees including the signing of a waiver, additional documentation and the International Travel Registry (ITR).

2. Scope

This policy applies to all programs and activities that involve student international travel and are Sheridan-authorized and/or funded, in whole or in part, including programs and activities that are designed, delivered, and/or organized by faculty, employees and/or externally contracted organizations.

3. Definitions

Course: is a unit of study identified by a particular name, course code and credit value leading to identified learning outcomes.

Sheridan Activity: means an activity approved and/or supported by Sheridan on or off Sheridan premises. This may include but is not limited to co-op, placement, field trips, or any events sponsored by a Sheridan official acting in their capacity.

Sheridan-authorized: for the purpose of this policy, applies to programs or activities that meet any of the following criteria: approved or sanctioned in any manner by a Sheridan Administrator, Dean, Director, Supervisor or Program Coordinator, funded either by or through a Sheridan account.

Student: means any individual who is admitted, enrolled, or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on vacation or coop term) are considered to have a continuing student relationship and are included in the definition of Student.

Travel Advice and Advisories: official information and advice from the Government of Canada which provides a risk rating system to help guide individuals in undertaking an activity in a particular country or region within a country.

4. Procedure

4.1 Site Selection and Risk Assessment

4.1.1 Site Selection:

Faculty and employees of Sheridan involved in organizing, coordinating or leading programs which involve international mobility of students shall give careful consideration to risk when selecting sites for international student mobility programs. Deans or their designate are required to research and monitor program locations based on available risk information in consultation with the Dean, International before making a selection. Given the diverse nature of student activities internationally, the International Affairs Committee, will develop a process to review proposed student activities based on merit criteria relevant to the faculty and its mandate.

4.1.2 Risk Ratings:

Sheridan relies upon the Travel Advice and Advisories which include risk levels established by Government of Canada to assess whether or not students should engage in Sheridan activities in various regions of the world. The table below lists the four possible risk levels established by Government of Canada. The Travel Advice and Advisories are maintained by Government of Canada. The website (www.travel.gc.ca) provides country travel advice and advisories for all travel destinations. Sheridan is not responsible for the accuracy or content of the travel information provided by Government of Canada.

Government of Canada Risk Level Rating	Definitions
“Exercise Normal Security Precautions”	There are no significant safety and security concerns. Normal security precautions should be taken.
“Exercise a High Degree of Caution”	There are identifiable safety and security concerns or the safety and security situation could change with little notice. High degree of caution should be exercised at all times. Travelers should monitor local media and follow the instructions of local authorities.
“Avoid Non-Essential Travel”	There are specific safety and security concerns that could put travellers at risk. Safety and security of travellers may be compromised.
“Avoid All Travel”	There is an extreme risk to the personal safety and security of travellers Government of Canada advises against travel to this country, territory or region.

At a minimum, activities shall not be permitted to be conducted in locations for which Government of Canada has issued an “Avoid non-essential travel” or more severe advisory on the Travel Advice and Advisories (available at www.travel.gc.ca).

4.1.3 Authorization for Travel to “Avoid Non-Essential Travel” or “Avoid All Travel” Travel Advisory Destinations:

Sheridan will not authorize student travel to a country or region of a country with an Avoid Non-Essential Travel or an Avoid All Travel Advisory to engage in a Sheridan activity unless exceptional circumstances exist. If a student believes exceptional circumstances exist to justify Sheridan giving the student a special authorization, they may apply for special authorization.

Students seeking travel to “Avoid All Travel” Advisory destinations must:

- clearly explain the proposed program, with a strong, clear rationale as to why this activity must take place in the proposed site and could not be performed at another safer location with similar or slightly altered outcomes;
- demonstrate knowledge of all the risks of the proposed site and related activities, along with a clear description of the mitigation measure that will be taken to address each of the risks identified.

The process for site selection exemption requests is as follows:

- the student makes the exemption request by completing the International Travel Exemption Request Form;
- the request form is submitted to the Dean or designate at least 30 days before the proposed departure date. The Dean or designate reviews the request with the Dean, International and makes the determination whether to support or deny the request based on exemption criteria. If the Deans or designate(s) support the request, they forward the exemption request to the Provost and Vice President, Academic or the Vice Provost. Final decisions concerning exemption requests that are supported by the Deans rest with the Provost and Vice President, Academic or the Vice Provost.
- Decisions are notified in writing, with a copy to the Dean or designate, and the Dean, International.

4.1.4 Changes to Risk Ratings while Students are in the Field

To determine appropriate response and action in the event that Government of Canada issues an “Avoid non-essential travel” or more severe advisory (i.e. evacuation order) for a location wherein a program is in progress, the situation must be reviewed by the Academic Dean and the Dean, International or their designate(s) in consultation with a program coordinator/trip leader (where applicable).

5. International Travel

5.1 Travel Planning and Responsibilities

Sheridan provides resources and support services aimed at facilitating safe international travel experiences for student travelers. The International Centre educates student travelers about risks, health and safety issues related to international travel and acts as a resource for student travelers, activity leaders, and employees accompanying students, and conducts a pre-departure orientation in conjunction with the associated Faculty. In addition, the International Centre is able to assist with pre-trip risk assessment, real time travel alerts and advisories, worldwide event monitoring of issues arising such as natural disasters, political unrest/coups, and travel tracking via the International Travel Registry (ITR).

5.1.1 Pre-Departure Requirements for Students

International Travel Risk Management requirements prepare Sheridan students for a safe and successful travel abroad. Timely completion of all assigned tasks is an essential part of the pre-departure process and a requirement for participating in international travel affiliated with Sheridan.

5.1.2 Pre-Departure Tasks

Assigned tasks may vary based on the trip or activity type, country of destination, length of stay, and student status. Some of the tasks include the following:

- Confirmation of course registration
- Travel itinerary
- Completion of Waiver and additional documentation
- Passport information
- Pre-departure orientation
- Successful completion of safety course (online or in person)
- Registration with the International Travel Registry (ITR)

5.1.3 Pre-Departure Orientation

Preparing students for Sheridan-related international travel is a shared responsibility between the Faculty and the International Centre. Each student participating in a program or activity that involves international travel, and is Sheridan-authorized and/or funded, in whole or in part, is required to participate in a pre-departure orientation and a travel risk/travel safety orientation organized through the Faculty and the International Centre. The International Centre is responsible for maintaining pre-departure orientation curriculum at the most current professional standards. The Faculty **may also** require students to attend a program-specific orientation. Students who fail to attend required orientation, either pre-departure, or during the program will be suspended from the travel.

- The International Centre will schedule a time for a pre-departure orientation upon receiving a completed list of travelers from the Faculty.
- Pre-departure orientation sessions may be provided in a variety of formats, including an on-campus workshop, teleconference, webinar or online course.
- A written record of all attendees should be kept for all formal orientation sessions, with date, location, participants' names and a sign-in sheet.
- Copies of all handouts, manuals, checklists and other documents, as well as any agendas and scripts, should be retained on file as part of the due diligence process.
- In cases of higher risk travel that has been granted an exemption, an additional or extended pre-departure orientation may be required.

5.2 Program-specific Orientation for Group Study or Special Programs

It is the responsibility of the sponsoring unit program coordinator, group leader or supervisor to prepare and deliver a program-specific orientation for group study or special programs. The session should cover matters specific to the program or activity, including, but not restricted to:

- academic issues (where appropriate);
- site-specific orientation (i.e. fieldwork specific risks and associated risk management plan);
- cultural, societal, and political contexts;

- program-specific rules of conduct, and consequences of non-compliance.

Instructors should consider developing a program manual, handbook or set of handouts addressing key issues for distribution to participants. The pre-departure orientation may be combined with the academic program-specific orientation.

5.3 Requirements for Faculty and/or Employees Organizing, Leading or Supervising Activities

All travelling faculty and employees must:

- participate in a pre-departure orientation and a travel risk/travel safety orientation organized through the Faculty and International Centre.
- complete all mandatory training as required by Sheridan prior to travel.
- maintain up-to-date specific knowledge of the destination including the travel advisory provided by the Government of Canada at <http://travel.gc.ca>

All travelling faculty and employees are required to advise International Centre of any risks to the well-being of participants and update office of potentially deteriorating situations immediately. At any time where there is a situation an immediate decision may be required the Dean International can be contacted through Sheridan Security at 1-905-815-4044. The dean can also be consulted through e-mail at mike.allcott@sheridancollege.ca.

5.4 Conference, Seminar and Workshop Travel

Students who travel outside of Canada for a short period of time (less than 8 days including travel) to attend conferences, seminars or workshops may have reduced pre-departure tasks.

5.5 International Travel Registry (ITR)

All students traveling outside of Canada, and faculty and employees traveling with students outside of Canada, as part of a Sheridan-approved program or activity that fall under the purview of the International Travel Risk Management for Student Mobility Policy will be entered into a central International Travel Registry (ITR) database maintained by the International Centre. The information in the ITR shall be used to provide Sheridan with a record of persons abroad at any point in time to facilitate prompt response and support in the event of an emergency.

5.6 Registration with Government of Canada

5.6.1 Registration for Canadian Citizens:

All Canadian students, accompanying instructors, other employees and volunteers involved with an international program or activity should register with Government of Canada's Registration of Canadians Abroad web site at: <https://travel.gc.ca/travelling/registration>

5.6.2 Registration for Non-Canadians

Students who are not Canadian citizens should register with their national Embassy or Consulate in the country or countries to which they will be traveling. This also applies to permanent residents of Canada.

6. Waiver and Additional Documentation

Prior to international travel, all students and non-employee participants involved in student mobility programs that meet the conditions of the International Travel Risk Management for Student Mobility policy, are required to sign the Sheridan waiver and additional documents for travel.

6.1 Administration of Waiver and Additional Documentation

The waiver and additional documentation must be appropriately administered by Sheridan faculty and employees and/or designated persons. This would include managers, coordinators, instructors, faculty, employees involved in administering a program or activity involving international travel for students.

The following steps should be taken in administering the waiver and additional documentation:

- Participants should be notified concerning form(s) requirements upon registration and form(s) should be provided to participants well in advance of departure.
- Generally, the waiver and additional documentation cannot be filled out and signed on the day of departure. They must be filled out and signed no later than fifteen (15) business days prior to the date of departure. This ensures that the participants or their parents/legal guardians have sufficient time to consider the legal implications of signing the Waiver or the additional documentation.
- Original copies of signed forms will be retained by the International Centre for the required period of time.

6.2 Witnessing and Explaining the Waiver and Additional Documentation

The Waiver and Additional Documentation must be signed by the participant or their parents/legal guardian in front of a Sheridan employee, who will act as witness.

6.3 Authority Regarding Non-Compliance and Academic Probation

Deans or their designates hold the authority to disallow a student to participate in the programs and activities covered in the International Travel Risk Management for Student Mobility policy, if the requirement of the policy has not been met.

If at any time, prior to departure, a student withdraws from his or her studies, is placed on academic probation, or is required to discontinue, or is expelled from Sheridan, they will become ineligible to participate in any study abroad program.

6.4 Waiver and Under Age Informed Consents

For a student under the age of 18 years, the trip must have the written support of the student's parents or legal guardians.

7. Insurance

It is the responsibility of each traveller to assess their insurance policies and ensure that the coverage is adequate to meet their needs. Sheridan is not responsible for verifying the adequacy of insurance policies or coverage.

7.1 Health Insurance

All participants involved in student mobility programs that meet the conditions of the International Travel Risk Management for Student Mobility policy are required to maintain out-of-country medical health insurance with specified minimum requirements (refer to Study Abroad Checklist) and provide their Certificate of Insurance and Terms and Conditions of their policy to International Centre prior to travel.

7.2 Supplemental Insurance

It is the participants' responsibility to purchase supplemental insurance that covers their international travel. It is incumbent upon the student to review their coverage with their chosen health insurance provider.

7.3 Ministry of Health

If a student is planning to study/work/travel abroad, they must notify their provincial Ministry of Health. Since each province has different regulations, they should contact their provincial Ministry of Health for their current requirements.

7.3.1 Ontario Health Insurance Plan

Students who are covered by OHIP must advise the Ministry of Health of all situations where they will be temporarily absent from the province for more than 212 days, including:

- the date of departure from and intended return date to Ontario;
- the reasons for one's absence.

All participants involved in international travel should contact the Ministry of Health for detailed information. The number of days in which one may be out of country/province while retaining OHIP coverage may change. Please refer to the Ministry web site to confirm the limitations (<http://www.health.gov.on.ca/en/>).

7.4 Individual Property Insurance

It is recommended that students purchase individual property insurance, or ensure there is sufficient coverage through an existing insurance plan.

8. Emergency Planning and Response

The following section outlines the protocols to address emergency crisis, non-crisis and routine situations. The procedures included in this section do not cover the breadth of potential incidents that can occur in international travel involving international students. If there is any uncertainty about the gravity of a situation or occurrence, consultation with the Dean, International is required.

8.1 Definitions:

Emergency (crisis):

Events that may trigger an emergency response include serious illness or injury, fatal accidents, death, suicide, hate crime, sexual assault, criminal assault, violent incidents, missing persons, kidnap/hostage situations, political or civil unrest, acts of war or terrorism and natural, environmental or manmade disasters. Faculty and employees in the field would be expected to address the crisis immediately with all local resources and notify Dean, International or designate through Sheridan Security to ensure that a full institutional response is deployed.

Emergency (non-crisis): Non-crisis events are situations that do not endanger and/or present a direct safety or security risk to participants. This type of situation may include serious logistical problems, i.e. visa problems, unsuitable accommodations, lost travel or citizenship documents, etc. This type of event should be monitored and/or evaluated by faculty members and/or employees accompanying students and the affiliated faculty in consultation with the Dean, International to determine appropriate response.

Routine administrative requests (non-emergency): this type of event does not place either persons or the program in jeopardy. This level of need requires the response by the Faculty and/or employees accompanying the students only.

Travel Advisory while program is in action:

To determine appropriate response and action in the event that Government of Canada issues an "Avoid non-essential travel" or more severe advisory (i.e. evacuation order) for a location wherein a program is in progress, the situation must be reviewed by the Dean or their designate in consultation with a program coordinator/trip leader (where applicable), the Provost and Vice President, Academic or their designate, and the Dean, International.

8.2 Emergency Protocol

All students participating in an international study/work abroad term will be provided with a Sheridan Emergency Contact Card which they must carry with them at all times. In the event of an emergency, Sheridan Security, which is the emergency contact telephone number on the Card, shall contact the Dean, International and the appropriate Dean or designate to determine the appropriate course of action.

8.3 Responding to each type of incident

Once the Deans or designate(s) make the determination regarding the urgency of the emergency and have determined the appropriate course of action, Sheridan Security will immediately implement the required response. If other individuals or areas at Sheridan are contacted directly by a student or host contact, Sheridan Security should be immediately informed of the situation to initiate the appropriate emergency response.

8.4 Incident Reporting

All emergency situations should be documented and reported to Sheridan Security and appropriate academic Dean as well as the Dean, International.

It is important to keep good records of an emergency or crisis that arises. An incident report form should be filled in by the person accompanying the students, and when possible, the injured party.

Information to be included in detail:

- the nature of the incident;
- any action taken;
- anyone contacted regarding the incident.

9. Key Contacts and Resources

Travel Advice and Advisories, Government of Canada

<https://travel.gc.ca/travelling/advisories/>

Government of Canada – Travel and Tourism

<http://travel.gc.ca/>

Public Health Agency of Canada

A.Michael Allcott, Dean, International

Student Rights and Responsibility

Sheridan Parking and Security

GuardMe <https://www.guard.me/>

10 Related Documentation//Forms

- [Trips and Excursion Waiver \(Outside Ontario\)](#)
- [International Travel Risk Assessment](#)
- [Study Abroad Checklist](#)
- [International Travel Exemption Request Form](#)
- [Sheridan Emergency Contact Card](#)
- Informal Request for Student Information Form ([Student Information Policy](#))
- [Student Code of Conduct](#)
- [Code of Ethics for International Activities](#)
- [Sexual Assault and Sexual Violence Policy](#)
- Mandatory Sheridan Employee Training: AODA, WHMIS, Inclusion at Sheridan, Health & Safety Awareness, Sexual Assault Sexual Violence
- [Emergency Management Policy](#)
- International Affairs Committee Terms of Reference