

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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25 November 2009

To: Okanagan Senate


From: Academic Policy Committee

Subject: Policy on Student Safety Abroad (information)

The Academic Policy Committee received for its first reading the enclosed draft policy on Student Safety Abroad and includes it here for Senate's information.

This policy draft is being forwarded to the Board of Governors at its meeting on 3 December 2009, for information and, subject to any concerns raised by the Board of Governors, will be posted for public comment until 31 December 2009. Once that process is complete, all feedback will be coordinated and a final draft will be presented to the each Senate and the Board of Governors for its approval (Note: sections containing explicit academic implications include Article 2 of the Policy - *Definitions* and the following articles in the Procedures - Article 5 *Travel to Level 2 "Exercise High Degree of Caution" Travel Advisory Destinations*; Article 6 *Travel to Level 3 "Avoid non-essential travel" Travel Advisory Destinations*; Article 7 *Revocation of Authorization*; and Article 9 *Unauthorized Travel*).

Please submit any comments or feedback to Mr. Mark Crosbie, Associate University Counsel (tel: 604-822-8898 or Mark.crosbie@ubc.ca) and to Nathalie Hager, Okanagan Senate Secretariat (tel: 250-807-9259 or Nathalie.hager@ubc.ca).

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|  The University of British Columbia | | Approval Date: |
| | Responsible Executives: Vice President, Students Provost and Vice President Academic (UBC Vancouver) Deputy Vice Chancellor and Vice President Academic and Research (UBC Okanagan) | |
| Title: <p style="text-align: center;">Student Safety Abroad</p> | | |
| Background & Purposes: <u>Background</u> UBC is a global university with internationalization as one of the core elements of its mission, and an increasing number of students undertake international travel for the purpose of study, research, work, volunteer and service learning as part of the UBC experience. Such activities can expose students to certain health and safety risks. <u>Purpose</u> The purpose of this Policy is to set standards to enable safer student experiences abroad. This will be done by providing a process for approving student international travel for University Activities; by providing tools to enable the assessment of any risks associated with individual locations students may travel to for a University Activity; and by establishing risk management resources to enable student travelers to be informed of and manage the risks associated with travelling abroad. | | |

1. Scope

- 1.1 This policy applies to any Student travel outside of Canada in connection with a University Activity.
- 1.2 Faculty and staff are frequently approached by individual students or groups of students for advice regarding planned international travel. Faculty or staff providing advice to such students should clarify with the students at the outset whether or not such travel is for a University Activity and if so, the requirement to follow this Policy.
- 1.3 If any person is uncertain whether or not contemplated travel is considered to be for a University Activity pursuant to this Policy, they should consult with the Go Global Office for a determination.
- 1.4 All Students planning to travel abroad for a purpose other than a University Activity do so as private citizens. Such Students are solely responsible for making their own travel arrangements and making their own decisions regarding personal safety. While they are not required to comply with this Policy, such Students are nonetheless permitted and encouraged to voluntarily contact Go Global for advice, support and/or registration of their travel arrangements with the Student Safety Abroad Registry.

2. **Definitions**

- 2.1. “Activity Sponsor” means with respect to a University Activity the UBC faculty or staff member who has actively organized or coordinated a University Activity, or if there is no such person, the Head of Unit for the academic unit or administrative unit that approves the activity, sponsors the activity or gives academic credit for the activity.
- 2.2. “DFAIT” means the Canadian Department of Foreign Affairs and International Trade.
- 2.3. “Go Global” is the Go Global Office of the Division of Student Services of the University.
- 2.4. “Head of Unit” is the head of the academic unit or the administrative unit most closely affiliated with the University Activity involving student travel. Particular instances include:
 - 2.4.1. In the case of travel sponsored by the Go Global Office, the Director of Go Global.
 - 2.4.2. In the case of a Graduate Student enrolled in the Faculty of Graduate Studies:
 - 2.4.2.1 when the University Activity is related to a particular University course the Head of Unit is the Department Head of the Department offering the course, or the Dean of the Faculty if the Faculty does not have Departments.
 - 2.4.2.2 when the University Activity is non-course related the Head of Unit is the Dean of the Faculty of Graduate Studies.
 - 2.4.3. In the case of a student enrolled in a Continuing Education course the Head of Unit is the Executive Director, Continuing Studies.
- 2.5. “Provost” means:
 - 2.5.1. for Students of the Vancouver Campus of the University, the Provost and Vice President Academic (UBC Vancouver).
 - 2.5.2. for Students of the Okanagan Campus of the University, the Provost (UBC Okanagan).
- 2.6. “Responsible Executive” means:
 - 2.6.1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 - 2.6.2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- 2.7. “Student” means individuals enrolled in full or part time credit-programs at the University and individuals taking non-credit courses at the University.
- 2.8. “University Activity” means any activity:
 - 2.8.1. undertaken by a student to fulfil a requirement for academic progress at the University; or
 - 2.8.2. officially organized by the University; or
 - 2.8.3. paid for in whole or in part from University funds, including without limitation, third party research or other funds administered by the University.

University Activities do not include:

- 2.8.3.1 activities sponsored or organized by student clubs or associations affiliated with the Alma Mater Society of UBC Vancouver, the Graduate Students Society or the Students’ Union of the University of British Columbia Okanagan; or
 - 2.8.3.2 activities organized solely by a student or group of students;
- unless they otherwise meet the definition of University Activities.

3. Travel Planning and Responsibilities

- 3.1. All Students wishing to participate in University Activities that take place in whole or in part outside of Canada must comply with this Policy and any accompanying Procedures, including without limitation obtaining authorization to travel pursuant to Article 5 and 6 of the Procedures, and the obligation to register with Go Global pursuant to Article 11 of the Procedures.
- 3.2. The University maintains the Go Global Office to, among other functions, facilitate student travel in a safe manner and to act as a resource for Student travelers and Activity Sponsors.
- 3.3. Activity Sponsors responsible for a University Activity involving travel to locations outside of Canada with a DFAIT Travel Advisory of Level 2, 3 or 4 must consult with the Go Global Office regarding the proposed travel component of the University Activity and, where required by this Policy or its Procedures, must comply with the directions of the Go Global Office.
- 3.4. Each Head of Unit must consider applications for authorization to travel for Students participating in University Activities in accordance with this Policy and any accompanying Procedures.
- 3.5. While the University provides resources aimed at facilitating a safe travel experience, it cannot ensure that student travel will be problem free. All Student travelers have the primary responsibility to prepare themselves in advance of international travel, to research and be aware of the risks involved in their planned trip, to ensure that they are physically and mentally prepared for the travel, to conduct themselves in a safe manner while travelling, and to bring any concerns they may have to the attention of the senior University official at the place of travel (if any) as well as the Go Global Office as soon as possible after the concern arises. The Go Global Office will notify the appropriate University officials as necessary.
- 3.6. Every Student has the right to decline to travel outside of Canada. If the Student decides not to proceed with a trip because of a concern about personal safety, the Student must communicate this decision to the senior University official at the place of travel (if any) and the Go Global Office. The Go Global Office will assess the Student's decision and determine whether or not the travel would raise material personal safety issues, using an objective standard.
- 3.7. In the event that material personal safety issues have been determined to exist pursuant to Article 3.6 of this Policy and the travel is a component of an academic course for credit, the Student's professor(s) will make efforts to permit the Student to fulfill his or her course requirements through alternate arrangements provided that such alternate arrangements maintain the University's academic standards. If no material personal safety issues have been determined to exist pursuant to Article 3.6 of this Policy and the Student still wishes to decline to undertake the trip, the Student will not be entitled to any academic credit or accommodation in respect of the academic work that would have been undertaken in the course of the trip.
- 3.8. The University has no control over international events, and will not be responsible to refund any costs or losses, including the loss of timely academic progress, associated with Student travel or the cancellation of Student travel. This will be the case whether:
 - 3.8.1. the Student travel is not authorized pursuant to this Policy; or
 - 3.8.2. authorization for travel is revoked pursuant to this Policy; or
 - 3.8.3. the Student declines to travel, regardless of whether material personal safety issues are determined to exist pursuant to 3.6 of this Policy.

PROCEDURES

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. Responsible Executive

- 1.1. Appointment: The individuals assigned by the President to be responsible for this Policy and these associated Procedures are the Vice President, Students, the Provost and Vice President Academic (UBC Vancouver) and the Deputy Vice Chancellor and Vice President Academic and Research (UBC Okanagan).
- 1.2. Sub-Delegation: The Responsible Executives are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Travel Support

- 2.1. The Go Global Office provides support for the implementation of this Policy by:
 - 2.1.1. Maintaining the UBC Student Safety Abroad Registry, including Students' emergency contact information;
 - 2.1.2. Staying informed of changing conditions as articulated in the DFAIT Travel Advisories and communicating these changes to affected University units and Students traveling abroad provided the Students are registered with Go Global in accordance with this Policy and these Procedures;
 - 2.1.3. Working with Activity Sponsors, academic units and other programs to provide advice and assistance, particularly in cases where there is a Level 2, 3 or 4 DFAIT Travel Advisory, and advising University authorities on decisions to restrict Student travel;
 - 2.1.4. Working with academic units and other programs to assist when risk ratings change;
 - 2.1.5. Offering pre-departure workshops and resource materials, in person and online, to outgoing Student travelers.

3. Risk Rating System

The University relies upon the Risk Rating System established by the DFAIT to assess whether or not Students should engage in University Activities in various regions of the world. The table below lists the DFAIT Ratings and the recommendations of DFAIT associated with them as well the level assigned to them when referred to in this Policy. The Risk Rating System is generated and maintained by DFAIT and other outside agencies. The Go Global website (<http://www.students.ubc.ca/global/>) provides a link to the DFAIT Travel Advisories but the University is not responsible for the accuracy and content of the travel information provided by DFAIT.

| DFAIT Rating | Definitions | University Equivalent Travel Advisory Risk Level |
|--|---|---|
| "Exercise Normal Security Precautions" | DFAIT advises to exercise normal security precautions in this country - meaning all regions of the country. | Level 1 |
| "Exercise High | DFAIT advises to exercise a high degree of | Level 2 |

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| Degree of Caution” | caution in this country - meaning all regions of the country. | |
| | DFAIT advises to exercise a high degree of caution in specified region(s) of this country. | |
| “Avoid Non-Essential Travel.” | DFAIT advises against non-essential travel to this country - meaning all regions of the country. Canadians without essential reasons to be in this country should leave. | Level 3 |
| | DFAIT advises against non-essential travel to this country - meaning all regions of the country. | |
| | DFAIT advises against non-essential travel to the specified region(s) of this country. Canadians without essential reasons to be in the specified region(s) of this country should leave. | |
| | DFAIT advises to exercise a high degree of caution in this country - meaning all regions of the country, and to avoid non-essential travel in the specified region(s) of this country. | |
| | | |
| “Avoid all travel.” | DFAIT advises against all travel to this country - meaning all regions of the country. Canadians in this country should leave. | Level 4 |
| | DFAIT advises against all travel to this country - meaning all regions of the country. Canadians in specified region(s) of the country should leave. | |
| | DFAIT advises against all travel to this country - meaning all regions of the country. | |
| | DFAIT advises against all travel to specified region(s) of this country. Canadians in the specified region(s) of this country should leave. | |

4. Travel to Level 1 “Exercise Normal Security Precautions” Travel Advisory Destinations

- 4.1. Students may travel for University Activities to locations with a DFAIT Travel Advisory of Level 1 subject to the conditions and requirements set out in the Policy and these Procedures (see for example Article 11 of the Procedures). They are not required to seek explicit authorization.

5. Travel to Level 2 “Exercise High Degree of Caution” Travel Advisory Destinations

- 5.1. The University will only authorize Student travel to a country or region of a country with a DFAIT Level 2 Travel Advisory when the Student has obtained authorization to travel as outlined in Article 5.2 of these Procedures.
- 5.2. A Student seeking authorization pursuant to Article 5.1 of these Procedures to travel in a country or region of a country with a DFAIT Level 2 Travel Advisory must apply in writing to the Head of Unit to seek authorization using the forms provided by Go Global, within the timeframes stipulated by Go Global. The Go Global website at (<http://www.students.ubc.ca/global/>) provides the forms needed to apply to the Head of Unit, and the timelines for such application. It is the responsibility of the Head of Unit to determine whether to grant or to decline to grant such authorization. Such determination must be made in writing and sent to the Student and the Go Global Office using the forms provided by Go Global. Before approving this travel the Head of Unit must consult with the Go Global Office, and at a minimum, be satisfied that the Activity Sponsor or Student has submitted a risk assessment and emergency planning document which has been developed in consultation with the Go Global Office and which is deemed by the Go Global Office as satisfactory.

The discretion as to whether such travel will be authorized rests with the Head of Unit. The fact that the conditions listed above have been met does not create any entitlement to authorization from the Head of Unit.

6. Travel to Level 3 “Avoid non-essential travel” or Level 4 “Avoid all travel” Travel Advisory Destinations

- 6.1. The University will not authorize Student travel to a country or region of a country with a Level 3 or a Level 4 Travel Advisory to engage in a University Activity unless exceptional circumstances exist. If a Student believes exceptional circumstances exist to justify the University giving the student a special authorization, he or she may apply for special authorization as outlined in Article 6.2 of these Procedures.
- 6.2. A Student seeking special authorization pursuant to Article 6.1 of the Procedures to a country or region of a country with a DFAIT Level 3 or Level 4 Travel Advisory must apply in writing to their Head of Unit to seek authorization using the forms provided by Go Global, within the timeframes stipulated by Go Global. The Go Global website at (<http://www.students.ubc.ca/global/>) provides the forms needed to apply to the Head of Unit, and the timelines for such application. It is the responsibility of the Head of Unit to determine whether to grant or to decline to grant such authorization. Such determination must be made in writing and sent to the Student and the Go Global Office using the forms provided by Go Global. Before approving this travel the Head of Unit must consult with the Go Global Office, and at a minimum, be satisfied that:
 - 6.2.1. The travel has the written support of the Activity Sponsor;
 - 6.2.2. The travel has the written support of the Go Global Office;
 - 6.2.3. For a Student under the age of 19 years, the trip has the written support of the Student’s parents or legal guardians;
 - 6.2.4. The travel is academically necessary for the Student and if not carried out at the proposed location and time there will be serious negative consequences for the Student’s academic program;
 - 6.2.5. The Activity Sponsor or Student has submitted a risk assessment and emergency planning document which has been developed in consultation with the Go Global Office and which is deemed by the Go Global Office as satisfactory;

- 6.2.6. The Activity Sponsor or Student can demonstrate that the Student has taken adequate steps to mitigate risks at the location and will have adequate support and guidance while in the region. In making this assessment the Head of Unit should consider the Student's experience and background in the region, whether a University employee is travelling with the Student and/or whether the Student is travelling with an established local organization with expertise in providing safe travel within the region;
- 6.2.7. If the travel is to a region of a country with a Level 4 Travel Advisory, the travel has written support of the Dean of the Student's Faculty;

Special authorizations of this nature will only be granted in exceptional circumstances. The fact that the conditions listed above have been met does not create any entitlement to a special authorization from the Head of Unit.

7. Revocation of Authorization

- 7.1. Notwithstanding a decision made by the Head of Unit pursuant to Articles 5.2 or 6.2 of these Procedures to authorize travel for a particular Student, the Provost (with respect to University Activities that that receive academic credit), or the Vice President Students (for non-credit-bearing University Activities), may review a Student's application for authorization and may decide to revoke such authorization and refuse to permit the Student to travel. Such determination must be made in writing and sent to the Head of Unit, the Student and the Go Global Office.

8. Changes to Risk Ratings While Students Are in the Field

- 8.1. Should the DFAIT Travel Advisory Risk Rating of a country or region of a country be increased while Students are participating in University Activities, Go Global will advise Students registered in the Student Safety Abroad Registry and the appropriate Head of Unit. In this situation Students are required to follow the direction of the University, and leave the region or country if instructed by the University to do so. Students who refuse to follow the instructions of the University will be considered to be on unauthorized travel and will be subject to the provisions of Article 9 of the Procedures.

9. Unauthorized Travel

- 9.1. Where the University has not authorized Student travel for a University Activity, or where such authorization has been revoked, then if the Student undertakes or continues the travel he or she will be considered to be travelling as a private citizen and may not hold himself or herself out as travelling for a University Activity.
- 9.2. No University resources can be used, or University sponsorship provided, in support of Student travel for University Activities that has not been approved by the University pursuant to this Policy. In the event the University becomes aware of such unauthorized travel the Head of Unit may:
 - 9.2.1. where possible, cancel the University Activity or the Student's participation in the University Activity;
 - 9.2.2. terminate any funding to the Student from sources controlled by the University;
 - 9.2.3. subject to applicable laws, and with the approval of the University's Access and Privacy Manager,
 - 9.2.3.1 advise third parties of the Student's situation (for example government agencies, or the parents, guardians or next of kin of the Student).
 - 9.2.3.2 advise third parties that the Student is not travelling under the auspices of the University or with the authorization of the University;
 - 9.2.4. if the Head of Unit is the head of an academic unit;

- 9.2.4.1 with the approval of the Dean of the relevant Faculty, require that the Student be withdrawn from registration in or placed on leave from any course or program related to the travel;
- 9.2.4.2 refuse to give the Student academic credit for activities undertaken while travelling;
- 9.2.4.3 refuse to allow the Student to utilize any research conducted while traveling as a means of meeting a degree requirement at the University.
- 9.2.5. impose such other restrictions as the Head of Unit feels are warranted by the situation.

10. Requirements to Report Problems

- 10.1. UBC staff and faculty have a responsibility to report significant problems related to health and safety of Students abroad to the Head of Unit who has authorized the Student's travel as soon as possible after learning of the problem. The Head of Unit is then required to consult with the Director of Go Global in determining how best to support the Student;
- 10.2. UBC Students have a responsibility to report problems related to their own health and safety abroad to the senior University official in the place of travel (if any) and to the Go Global Office as soon as possible during their travel;
- 10.3. The Go Global Office is responsible for ensuring the Student has access to all relevant UBC resources, and where necessary, that a coordinated response to any problem is implemented;

11. General Travel Procedures

- 11.1. Any Student who travels for University Activities abroad must register in the Student Safety Abroad Registry maintained by the Go Global Office and comply with any other requirements issued by Go Global.
- 11.2. All Students with Canadian citizenship are required to register in the DFAIT "Registry of Canadians Abroad" system prior to undertaking travel outside of Canada for a University Activity. Students who hold other citizenships can still register in this system, and may also wish to register with the consulate of their home country.
- 11.3. Students traveling outside of Canada for a University Activity to destinations with a Level 1 Travel Advisory are required to complete a pre-departure health and safety workshop, either on-line or in-person, offered through the Go Global Office.
- 11.4. Students who have been authorized to travel outside of Canada for a University Activity to locations with a Level 2 "Exercise High Degree of Caution" Travel Advisory Destinations pursuant to this Policy must meet the conditions outlined in Article 5.2 of the Procedures, must work with Go Global to complete a Safety Planning Record and emergency plan, must complete a pre-departure health and safety briefing, and must sign the Level 2 Student Mobility Agreement.
- 11.5. Students who have been authorized to travel outside of Canada for a University Activity to locations with a DFAIT Level 3 "Avoid Non-Essential Travel" Travel Advisory or a DFAIT Level 4 "Avoid All Travel" Travel Advisory pursuant to this Policy must meet the conditions outlined in Article 6.2 of the Procedures, must work with Go Global to complete a Safety Planning Record and emergency plan, must complete a pre-departure health and safety briefing, and must sign the Level 3 Student Mobility Agreement or Level 4 Student Mobility Agreements, as appropriate.
- 11.6. Go Global will keep a copy of all written authorizations granted by Head of Units, as well as refusals to authorize travel made by Head of Units, as well as the risk assessment and emergency plan developed for each Student traveler.