

Policy History
Policy No. SR10
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: October 2004

International Travel and Security Policy

POLICY

All students and employees participating in international travel on University business must register with the Study Abroad office and participate in briefings for countries for which travel warnings are in place.

Pre-departure briefings shall be co-coordinated by the traveler’s department and the Study Abroad Office. The development of the briefings will be done by the Study Abroad Officer.

DEFINITIONS

For purposes of this policy, “student” includes any registered student, enrolled in credit or non credit courses, who is on international travel in relation to a University course, program or research. “Employee” includes any employee who is on international travel in relation to a University administrative function, program, research or contract.

RATIONALE

Kwantlen Polytechnic University is committed to internationalization as a part of:

- broadening the educational experience of both Canadian and international students, staff and faculty
- strengthening global partnerships
- assisting in the creation of economics and employment opportunities for British Columbians
- gaining recognition within the world community of post secondary institutions and organizations.

This Policy outlines the University’s approach to international travel. Adherence to the process in this policy will ensure that those students or employees who participate in opportunities to study, work or conduct research internationally will be provided with accurate and up to date information about their destinations and travel preparedness and the University will be aware of their location and what they are doing in case of an emergency situation.

The University is naturally concerned for the well-being of employees and students engaged in international travel and will take all reasonable steps to ensure their safety.

PROCEDURES

1. Roles and Responsibilities – University

The Vice President Finance & Administration has overall responsibility for policy development and procedures related to the University's international programs, relations and activities including international travel. The Vice President Finance & Administration is also responsible for supervising the implementation of the policy and procedures and monitoring its effectiveness. Responsible managers have primary responsibility for assuring implementation of this policy for international travel as it relates to the academic and scholarly activity of employees and students in their departments and schools. Such activity includes, but is not limited to, teaching programs, field schools, research trips, and faculty or student exchanges.

The risk assessment rating of countries and/or areas shall be made by the Vice President Finance & Administration based on information from Foreign Affairs Canada. The Vice President Finance & Administration will assess through the appropriate means, the country's rating prior to travel being approved and/or commenced. If a country's rating changes to a higher risk level before departure, a reassessment may be required and travel authorization could be denied.

The Study Abroad office provides support for the implementation of this policy by:

- a. Maintaining the database of international travel registrations;
- b. Staying informed of changing conditions through travel advisories from Foreign Affairs Canada;
- c. Alerting the Vice President Finance & Administration or designate, and the appropriate Dean, of adverse changes in the risk levels of countries where employees or students are in place. The Vice President Finance & Administration will determine the appropriate response;
- d. Working with the International Education Office and others to help produce emergency-procedures template(s), both generic and specific, for countries to which travel has been approved;
- e. Monitoring the University's international emergency communication systems and re-directing information to the appropriate person, as required.

The International Emergency Response Team (IERT) manages the University's response in the event of an international crisis which may require the cancellation of an activity and/or the early departure or evacuation of Kwantlen Polytechnic University employees or students. This team is normally convened and chaired by the Vice President Finance & Administration and includes the Study Abroad Officer and other Deans or Managers as appropriate. In cases involving faculty, the Vice President Human Resource Services shall be included in the IERT. In addition, the Chair may invite others, both from inside or outside the University, who may provide advice on, or otherwise help manage, the emergency.

2. Roles and Responsibilities – Employees and Students

All employees and students traveling internationally on University business must register their travel arrangements with the Study Abroad Office.

Regardless of travel warnings issued by Foreign Affairs Canada, (which can change without notice), it is the individual's responsibility to be informed about inherent risks in international travel and to take appropriate precautions to avoid undue risks and dangers.

Employees and students may review travel warnings issued by Foreign Affairs Canada at <http://www.dfait-maeci.gc.ca>.

a. Countries for which travel warnings are in effect

The University recognizes that in exceptional cases employees may wish to travel to countries for which travel warnings are in effect for the following reasons: a) work must be conducted in that place and at that point in time **and**; b) the output is either critical to the person's professional success or; c) the University must fulfill its obligation under contract.

Such travel must be approved by the appropriate Manager or Dean and the Vice President Finance & Administration. The Dean (or Manager) and Vice President Finance & Administration will require specific travel details and contingency arrangements.

Travelers shall consult Foreign Affairs Canada, the Canadian embassy, consulate and/or high commission and the host institution (if applicable) prior to undertaking any local or regional travel.

The University will not normally sanction student travel to such countries.

b. Countries for which no travel warnings are in place

Faculty, staff, and students may travel to countries for which no travel warnings are in place without specific approval. Registration with the Study Abroad office is required.