

 <b>DALHOUSIE UNIVERSITY</b>  <b>International Travel Policy</b>	<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

**A. Background and Purpose**

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

C. Definitions

1. In this Policy,

a. "Activity Sponsor" means a University Employee who is responsible for the

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 or other work integrated learning, University-related community service, scholarly or administrative conferences or meetings, or sport or cultural activity.

i. "Travel Advice and Advisories" are the Government of Canada's official source of destination-specific travel information. They are available online from the Global Affairs Canada (GAC) website at <https://travel.gc.ca/travelling/advisories>. They provide Canadians with official information and advice from the Government of Canada on situations that may affect their safety and well-being abroad. They may include an advisory for a country or region where security or medical conditions put Canadians at heightened risk. Destination countries and regions are assigned one of four possible risk levels, as follows:

- i. *Exercise normal security precautions* ("Level 1"): There are no significant safety and security concerns. The overall safety and security situation is similar to that of Canada. Travellers should take normal security precautions.
- ii. *Exercise heightened security precautions* ("Level 2")

provides up-to-date location-specific

- 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 postdoctoral fellows), to destinations for which GAC has assessed risk at Level 4 is not supported by the University, unless travel is authorized pursuant to Section D.4., below.

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.

### Pre-Departure Responsibilities

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.

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i. *Encouraged* for those travelling to a destination for which

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.

### **Incidents and Emergencies During International Travel**

#### **12. Elevated Travel Advisories during international travel:**

- a. For student travel: if a GAC Travel Advisory increases beyond Level 2 during travel, the student must contact the University's professional medical and security service provider and the relevant International Centre/Office for advice as soon as possible.
- b. For student travel when accompanied by an Activity Sponsor: if a GAC Travel Advisory increases beyond Level 2 during travel, the Activity Sponsor must contact the University's professional medical and security service provider and the relevant International Centre/Office for advice as soon as possible.
- c. For faculty or staff travel: if a GAC Travel Advisory increases beyond Level 3 during travel, they must contact the University's professional medical and security service provider for advice as soon as possible.



