



STUDENT TRIPS - INTERNATIONAL DESTINATIONS

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| Category: | D. Student / Academic |
| Parent Policy: | D40 |
| Approval Date: | May 20, 2021 |
| Effective Date: | June 1, 2021 |
| Procedure Owner: | Vice President, Student Experience Registrar & Director, Student Services |

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| Overview: | <p>Olds College values the benefits of international travel for students, staff, and faculty. Participation in international experiences provides students with the chance to expand their personal horizons and develop cross-cultural skills. It increases their educational experience, adds significance to their credentials and enhances their opportunities for entrepreneurship and employment in the world-wide market. The College is committed to supporting safe and educational international travel experiences.</p> <p>This policy applies to all international travel and activities at Olds College that are required as part of a course/program or are formally organized by a department at Olds College. This policy does not apply to staff professional development or travel to international meetings or conferences.</p> |
| Procedures: | <p>Each trip must have a designated Trip Leader who is the on-site organizer. The Trip Leader is a staff or faculty member. The Trip Leader provides all participants with a digital itinerary including scheduled activities, location information, and accommodation details. The Trip Leader will also ensure that students, staff, and faculty complete the "Field Trip Participation Waiver" prior to International travel covered under this procedure.</p> <p>Those under the age of 18 must have a parental/guardian signature.</p> <p>The Trip Leader of each trip must also develop an "Emergency Protocol" that is signed off by the manager responsible for International.</p> <p>There are many risks associated with international travel. Olds College will attempt to mitigate risks where possible to allow students, staff and faculty to have safe and educational international experiences.</p> <p>Approval No classes may be cancelled or other travel arrangements made without Dean/ Associate Dean/Director/ approval. Proposals must be submitted to the</p> |

appropriate Dean/Associate Dean/Director giving the details of the proposed trip including time, place, purpose, and costs. A minimum of eight week's notice is required.

Supervision

One or more College employees must accompany any group of students on an international trip. There must be at least one College employee per 10 students. There will be a designated on-site Trip Leader for all international activities and travel.

Travel Documents

Students, staff and faculty travelling internationally must have a valid passport, one other piece of photo ID, proof of required vaccinations, access to funds. Copies of all passports, medical and travel insurance, and emergency contact information will be collected well in advance of the trip and kept with the manager responsible for International, and destroyed upon completion of the trip. All travelers are responsible for, and cover the cost of their own vaccines, insurance, passports, and other documentation.

Travel Precautions and Emergencies

Olds College will not authorize travel to countries where the Government of Canada has issued "avoid non-essential travel" or "avoid all travel" advisories. Trip Leaders must monitor these updates prior to and during travel.

Participants are encouraged to register with the Government of Canada's Registration of Canadians Abroad service before departure to ensure accountability in case of emergency. <http://travel.gc.ca/travelling/registration>.

Emergency Protocol

A completed Emergency Protocol must be signed off by the Trip Leader and manager responsible for International prior to departure.

Language and Communication

A translator can be hired for international travel where English is not a common language. The Trip Leader must have a cell phone and suitable talk/data plan that can make international calls back to Canada.

Health Insurance and Medical Care

Participants must ensure that their travel insurance includes medical, dental, repatriation of remains (no cremation), and emergency airlift/evacuation coverage.

- Immunizations: Participants must have proof of any required immunizations.
- Medical/Dental information: It is advised that Pre-existing health conditions, allergies and prescriptions are shared with the trip leader.

At least one College employee on the trip must carry a basic first aid kit (equivalent to Alberta Level 1) at all times. Local hospitals with Western medical standards must be identified prior to the trip.

Personal Safety and Conduct

The Trip Leader must be aware of health and safety hazards associated with the trip and identify the necessary controls associated with those hazards.

The Trip Leader is authorized to set standards of behaviour and to apply the College's Code of Conduct Policy. If participants do not comply, the Trip Leader is authorized to send them back to Canada, unattended. In this case, transportation

should be arranged and details including an arrivals process should be documented. Campus personnel, including the manager responsible for International, may be consulted as appropriate.

Orientation

Participants will attend an orientation session prior to travel that sets out guidelines around personal safety. This session will include:

- A discussion on health and safety protocols
- A process to share contact, emergency, and hotel information with fellow Olds College travelers
- A discussion about traveling alone.. Participants may not leave the group or travel alone without permission from the Trip Leader
- A discussion of the Emergency Protocol and an agreement to follow the instructions of the Trip Leader in the event of an emergency
- Information on the Olds College Code of Conduct
- A discussion of any particular cultural or environmental issues regarding food, gender, sexual orientation, dress, etiquette, and behavior
- A discussion on avoiding demonstrations, confrontations or situations where they could be in danger, including behavior that could call attention to participants
- Expectations relating to social media and engaging with traditional media
- A discussion of any particular legal issues such as sexual harassment, illegal substances, freedom of expression, etc. Students/staff are subject to the laws of the country they are travelling in
- Instruction in how to use any equipment and protective gear required for the trip
- Information on currency and how to access funds.

Money

Participants are responsible for ensuring they have access to funds while they are travelling. This may mean a credit card that is accepted in the country, a bank card that works in the country, or the ability to withdraw cash from a local bank. The use of credit cards may be limited or non-existent in rural areas of some countries. ATM machines may or may not work. Participants must be aware of the preferred local currency.

Transportation

International flights will normally be booked as a group through a travel agent. This allows increased flexibility and a safety-net in case there is a need for re-booking, problem-solving, and assistance in emergencies. Olds College will only book travel with commercial or public transportation companies such as taxis, buses, trains, airlines, and reputable rental vehicle services with drivers. The Trip Leader cannot transport participants nor can participants transport each other.

Accommodation

Olds College will only book commercial accommodation that offers daily cleaning, locked room doors and windows, safety deposit boxes, clear exits in case of emergency, an in-room phone that can reach hotel reception 24 hours/day, and in-room washrooms with showers/baths.. Under special circumstances, the college may arrange for vetted accommodation in a private house.

Sustainability

Where at all possible, Olds College international travel will attempt to minimize its ecological footprint through carbon offsetting for flights, the use of safe public transportation, or green initiatives that benefit local ecosystems or economies.

Definitions:

Related Information:

Review Period:

Revision History:

Appendix: Emergency Protocol – International Activities and Travel

3 Years

Revised: April 2016
Revised: May 2021