

TYPE:	Academic
TITLE:	Student Out of Province Travel and Activities
NO.:	ACAD-126
RESPONSIBILITY:	Executive Vice-President, Academic & Associate Vice-President, Academic (International & Enrolment)
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Students at Durham College (DC) may pursue a variety of academic endeavours outside the province of Ontario. Supporting students who are travelling to and participating in college-approved activities beyond provincial boundaries is essential to mitigating risk, promoting health and safety and enhancing social and cultural transitions.

2. Purpose

This policy and procedure provides a framework for the assessment and approval of college-approved student travel and activity outside the province of Ontario.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. This policy and procedure apply to all students travelling on and participating in college-approved activities outside the province of Ontario, including but not limited to: varsity athletics; academic research; international exchange and study abroad opportunities; work-integrated learning; international development projects; and academic competitions.
- 4.2. Where student travel or activities is extended beyond college-approved undertakings, DC is not responsible for and does not review these arrangements.
- 4.3. This policy and procedure do not apply to student travel or activity outside the province of Ontario that is organized or sponsored by a student association, a student club, or any those without college approval.
- 4.4. Students must receive complete documentation and receive approval as appropriate prior to booking and travelling outside the province of Ontario for college-approved activities.

- 4.5. All DC policies and procedures apply to students travelling to and participating in college-approved activities outside the province of Ontario.
- 4.6. Students are responsible for abiding by all laws and regulations of any jurisdiction as part of travelling to and participating in college-approved activities outside the province of Ontario.
- 4.7. For student-initiated travel and activities outside the province of Ontario, students must make arrangements for adequate insurance coverage prior to travel and will be required to provide proof of insurance coverage prior to departure.
- 4.8. For college-initiated travel and activities outside the province of Ontario, DC will ensure students are provided adequate out-of-province health and medical insurance.
- 4.9. DC will not approve student travel to countries or regions with a Global Affairs Canada (GAC) risk rating advising to avoid non-essential travel (Level 3) or to avoid all travel (Level 4).
- 4.10. DC reserves the right to cancel or recall college-approved student travel and activities outside the province of Ontario at any time. Students must comply with any such cancellation or recall unless exceptional circumstances render compliance beyond their control.

5. Procedure

- 5.1. Out of Province Travel Initiated by Students or Initiated by the College
 - 5.1.1. Students undertaking out of province travel and activities related to DC will express their interest to the appropriate Executive Dean/Dean/Director or designate to ascertain whether the travel can be considered a College approved activity.
 - 5.1.2. Student will research the destination and communicate the relevant information to their Executive Dean/Dean/Director or designate. Information may include but is not limited to health, safety, transportation and living accommodations of the travel destination.
 - 5.1.3. As soon as possible, but not later than four (4) weeks prior to booking travel, the student will complete all applicable documentation, including but not limited to:
 - the Request for Student Travel Outside Ontario Form, which will be approved by the appropriate school Executive Dean/Dean/Director or designate who will also determine if the out of province travel has any budgetary or program credit implications. Once completed the Executive Dean/Dean/Director or designate will forward the form to the Office of Risk Management.

- the Traveler Information and Emergency Contact Form, including the travel itinerary, which provides contact information which will be used/released by the College to appropriate parties in the event of an emergency, as determined to be necessary by the College and in accordance with the *Freedom of Information and Protection of Privacy Act*. Once completed, the Executive Dean/Dean/Director or designate will submit this form to the Office of Risk Management.
 - the Assumption of Risk, Waiver of Claims, Release of Liability and Indemnity Agreement (Waiver), which once completed, will be forwarded by the Executive Dean/Dean/Director or designate to the Office of Risk Management.
- 5.1.4. Should DC cancel, recall or cut-short previously approved student travel or activities outside the province of Ontario, the decision will be made in collaboration with the Executive Vice-President, Academic, the appropriate school or department and the Office of Risk Management. Unless circumstances are beyond the student's control, failure to comply with a cancellation or recall will result in the college deeming the student as being on personal travel. In such cases, the student will be solely responsible for any harm or associated costs incurred as a result of non-compliance.
- 5.1.5. For college-approved travel outside Canada, pre-departure information will be provided by the appropriate Executive Dean/Dean/Director or designate, in collaboration with the International Office. For college-approved travel within Canada, pre-departure information may be provided by the appropriate school or department.
- 5.1.6. Where applicable, students must enroll with Registration of Canadians Abroad (ROCA).
- 5.1.7. Student are responsible for monitoring advisories prior to and during their travel and stay outside the province of Ontario. Student are required to notify their designated college contact of any changes that may impact their travel plans or activities.
- 5.1.8. Upon return to the college, students will participate in a re-entry debriefing session. For college-approved travel within Canada, re-entry debriefing sessions may be organized by the appropriate school or department. For college-approved travel outside Canada, re-entry debriefing sessions will be organized by the relevant Executive Dean/Dean/Director or designate in collaboration with the International Office.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice-President, Academic to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of the International Office to schedule and host pre-departure and re-entry debrief sessions for students, as appropriate.
- 6.3. It is the responsibility of schools and departments to provide pre-departure and re-entry debrief information for students, as appropriate
- 6.4. It is the responsibility of the appropriate school or department, in collaboration with the Office of Risk Management, to ensure students are aware of the relevant requirements for out-of-province travel.
- 6.5. It is the responsibility of the students to fulfill all obligations as outlined in this policy and procedure.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy could adversely affect the health, safety and wellbeing of students while travelling outside the province of Ontario. It could also impede a student's ability to successfully complete course or program requirements.

Non-compliance could also negatively impact the reputation of the college and/or its ability to retain external funding.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Request for Student Travel Outside Ontario
- The Traveler Information and Emergency Contact Form
- The Assumption of Risk, Waiver of Claims, Release of Liability and Indemnity Agreement (Waiver)