

General Faculties Council (GFC)

Approved Motions

The following Motions and Final Recommended Documents were approved by General Faculties Council (GFC) at the meeting of May 30, 2011:

Agenda Title: **New Members of GFC**

MOTION I: TO APPOINT/REAPPOINT [This motion may be proposed only by statutory members of GFC – VPs, Deans, statutory students or elected faculty members]:

The following undergraduate student members elected by the Students' Union (SU) to the Board of Governors and appointed to GFC for terms that are concurrent with their terms on the Board (May 1, 2011 to April 30, 2012):

Rory Tighe	President, SU
Raphael Lepage Fortin	SU Appointee

The following undergraduate student representatives to serve on GFC for terms beginning May 1, 2011 and ending April 30, 2012:

Ann Gordon	Faculty of Arts
Petros Kusmu	Faculty of Arts
Jessica Macumber	Faculty of Arts
Gabriel Tremblay	Faculty of Arts
Emily Fung	Faculty of Arts
Nikolas Kalantzis	Faculty of Arts
Zafir Kanji	Faculty of Arts
Harry Chandler	Faculty of Business
Christina Wolinski	Faculty of Business
Brit Luimes	Faculty of Education
Donovan Lovely	Faculty of Education
Tyler Heal	Faculty of Engineering
Heidi Johnson	Faculty of Engineering
Saadiq Sumar	Faculty of Engineering
Christopher Rogers	Faculty of Engineering
Lyndon Crone	Faculty of Engineering
Scott Nicol	Faculty of Law
Susan Amer	Faculty of Physical Education and Recreation
Spencer Dunn	Faculté Saint-Jean
Kim Ferguson	Faculty of Science
Su Su Liang	Faculty of Science
Stephanie D Agostini	Faculty of Science
Michael Parkes	Faculty of Science
Jeffry Kochikuzhyi	Faculty of Science
Victor Foroutanpay	Faculty of Science
Nicholas Monfries	Faculty of Science
Thomas L'Abbe	Faculty of Science

The following graduate student representatives to serve on GFC for terms beginning immediately and ending April 30, 2012:

Michael Zielinski	Faculty of Engineering
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Zoey Zhang	Faculty of Education
Andrea Rawluk	Faculty of Agricultural, Life and Environmental Sciences
Sagar Lunawat	Faculty of Engineering
Hillary Sparkes	Faculty of Arts
Tamara Korassa	Faculty of Business

MOTION II: TO RECEIVE [This motion may be proposed by any member of GFC]:

The following statutory undergraduate student members nominated by the Students' Union (SU) to serve on GFC for terms beginning May 1, 2011 and ending April 30, 2012:

Emerson Csorba	Vice-President (Academic), SU
Colten Yamagishi	Vice-President (Student Life), SU

The following statutory graduate student member nominated by the Graduate Students' Association (GSA) to serve on GFC for a term beginning May 1, 2011 and ending April 30, 2012:

Nima Yousefi Moghaddam	Vice-President (Academic), GSA
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The following *ex officio* members to serve on GFC for terms beginning July 1, 2011 and extending for the duration of the Interim Deanship:

Tom Scott	Interim Dean, Faculty of Business
Nathalie Kermaal	Interim Dean, Faculty of Native Studies

The following statutory faculty members who have been elected or re-elected by their Faculty to serve on GFC for terms beginning July 1, 2011 and ending June 30, 2014:

Mary Beckie	Faculty of Extension
Jonathan Veinot	Faculty of Science
Jeremy Richards	Faculty of Science

Agenda Title: **Off-Campus Activity and Travel Policy Suite**

Motion: THAT General Faculties Council recommend to the Board of Governors the new Off-Campus Activity and Travel Policy (as set forth in Attachment 1, as amended); Risk Assessment for Off-Campus Travel Involving Student Procedure (as set forth in Attachment 2); Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow and Staff Travel (as set forth in Attachment 3); and Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (as set forth in Attachment 4), all submitted by the Associate Vice-President (Risk Management Services), to take effect upon final approval.

Final Approved Item: [Item 5](#)

OUTLINE OF ISSUE

Agenda Title: **Off-Campus Activity and Travel Policy Suite**

Motion: THAT General Faculties Council recommend to the Board of Governors the new Off-Campus Activity and Travel Policy (as set forth in Attachment 1, as amended); Risk Assessment for Off-Campus Travel Involving Student Procedure (as set forth in Attachment 2); Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow and Staff Travel (as set forth in Attachment 3); and Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (as set forth in Attachment 4), all submitted by the Associate Vice-President (Risk Management Services), to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Phyllis Clark, Vice-President (Finance and Administration)
Presenters	Philip Stack, Associate Vice President (Risk Management Services); Bob Picken, Manager, Insurance and Risk Assessment; and Erin Hnit, Manager, Policy Standards Office.
Subject	Proposed new UAPPOL Off-Campus Activity and Travel Policy Suite

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To state the University's position on off-campus activities and travel and to provide direction and tools for planning safe travel experiences in a way that: <ul style="list-style-type: none"> - recognizes the importance of travel - balances independence and academic freedom with managing risks - recognizes the independence of faculty, staff, and postdoctoral fellows - reduces liability to organizers/leaders by assisting them in assessing and managing risks - is consistent with existing practices across campus, including those of University of Alberta International, the Field Research Office, the Office of Insurance and Risk Assessment, and those of individual Faculties, Departments and Units.
The Impact of the Proposal is	Many of the requirements of the proposed new Off-Campus Activity and Travel Policy are already being done informally and intuitively. This policy will formalize the process and help those planning off-campus activities and travel by guiding them through a simple risk assessment, listing important actions to manage risks, and linking them to a variety of resources and supports.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	A variety of processes and services are present across campus with regard to off-campus activities and travel. However, there is no single overarching policy. PriceWaterhouseCoopers and Internal Audit have both recommended



	<p>the development of a policy covering travel for staff and students.</p> <p>Events of the past few years (eg, H1N1 pandemic, the earthquake in Haiti, protests in Egypt, the earthquake in Japan) have reinforced the need for this.</p> <p>A working group has developed an Off-Campus Activity and Travel policy suite. The group is led by the Associate Vice President (Risk Management Services) and has representation from Insurance and Risk Assessment, University of Alberta International, Supply Management Services, the Field Research Office, the Office of the Dean of Students, the Academic Visitors Office, and Human Resources.</p> <p>In response to a particular incident in April, 2006, the Provost wrote to Deans, Directors, and Chairs outlining the expectations with respect to international travel and off-campus activities. The proposed UAPPOL policy is consistent with the requirements outlined in this memo.</p> <p>The policy outlines the University's responsibility to assist members of their community in the event of an incident in the country they have travelled to.</p> <p>The policy recognizes the independence of faculty, staff and postdoctoral fellows in planning their own travel and provides them with some suggested guidelines.</p> <p>The policy recognizes the higher duty of care owed to students and requires that a risk assessment and risk management actions, as outlined in the appendix, be performed when students are involved in travel. The possibility of a web-based interactive risk assessment tool to assist with this is being explored.</p> <p>Much of what is required is already occurring (eg, make sure you have emergency health insurance, check for travel warnings; letting someone know of your travel plans). The policy is not intended to duplicate existing practices.</p> <p>In the event that unacceptable risks are present, the policy gives the University the authority to recommend cancellation or return to faculty, staff, and postdoctoral fellows and to require cancellation or return when students are involved.</p> <p>A communication and roll-out strategy is being prepared that will provide additional information, details and tools that were not appropriate for inclusion in the policy suite. Strategies under development include FAQs, an interactive on-line travel risk assessment tool, and a travel website that will consolidate and link to relevant travel information.</p>
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Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover</i> – Learning, Discovery and Citizenship, Connecting Communities;</p> <p><i>Dare to Deliver</i> – Discovery Learning, Community Engagement Near and Far</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section	<p>1. Post-Secondary Learning Act (PSLA): Alberta's <i>Post-Secondary Learning Act (PSLA)</i> gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the economic prosperity of Alberta and for the educational or cultural advancement of</p>



<p>numbers)</p>	<p>the people of Alberta” (Section 60(1)).</p> <p>Further, the Board of Governors “must consider the recommendations of the [G]eneral [F]aculties [C]ouncil, if any, on matters of academic import prior to providing for [...] any other activities the Board considers necessary or advantageous.” (Section 19(e) of the <i>Post-Secondary Learning Act (PSLA)</i>)</p> <p>2. <i>Post-Secondary Learning Act (PSLA)</i>: Section 26(1) states that, “[s]ubject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...]</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...].”</p> <p>Further, the <i>PSLA</i>, states in Section 31(1) that “[t]he general faculties council has general supervision of student affairs at a university [...].”</p> <p>3. <i>General Faculties Council Terms of Reference</i> state:</p> <p>“§3) The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:</p> <ul style="list-style-type: none"> • high level strategic and stewardship policy issues or matters of significant risk to the University; • make recommendations to the board with respect to ... in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university[.]” <p>4. <i>GFC Executive Terms of Reference</i> state:</p> <p>“§3) “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (Section 3) [. . .] Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.” (Section 3.2) [...]</p> <p>§5) GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda; with respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or</p>
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	<p>individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>5. Board of Governors General Terms of Reference (Section 1.b) states: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>6. Board Safety, Health and the Environment Committee Terms of Reference state:</p> <p>“§3) Without limiting the generality of the foregoing the Committee shall:</p> <p>a) approve University policies and procedures relating to environmental health, safety, and security issues and compliance therewith;</p> <p>b) monitor University compliance with all relevant environmental health, safety and security legislation, regulations and University policies and procedures;</p> <p>§4) <u>Limitations on delegation by the Board</u></p> <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to issues that pose or may reasonably be expected to pose significant risk to the health and safety of individuals and policies related thereto.”</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Strategic Initiatives Group; Executive Planning Committee; Risk Management Services Team; Field Research Office; Field Research Activities Committee; Human Resources; University of Alberta International; Academic Visitors Office; Office of the Dean of Students; Supply Management Services; Association of Academic Staff – University of Alberta; Non-Academic Staff Association; Postdoctoral Fellows Association; Students’ Union;</p>
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	<p>Graduate Students' Association; Student Services; Council on Student Affairs; University Research Policy Committee; General Counsel: Brad Hamdon; Internal Audit: Mary Persson; Information and Privacy Office: Cathy Anne Pachnowski; Co-op and practicum programs: – Education: Bob Ritter, Associate Dean, Field Experiences – Engineering: Ken Porteous, Associate Dean, Co-op Program – Business: Dale McNeely, Director, Cooperative Education Athletics and Campus Recreation: Vang Ioannides, Leah Hall Dorothy; Selection of internationally-active academics: – Tom Hinch (Physical Education and Recreation) – George Richardson (Education) – Cheryl Cox (Pharmacy and Pharmaceutical Sciences) – Alidad Amirfazli (Engineering) – Karsten Mundle (Augustana) – Wayne Renke (UAI, Law) – Jose Nelson Amaral (Computing Science) Standing Advisory Council on International Engagement; Administrative Strategic Council; Vice-Provosts' Meeting; President's Advisory Committee of Chairs; Deans' Council; Provost's UAPPOL Working Group; Office of the President</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (May 2, 2011) – for recommendation; General Faculties Council (May 30, 2011) – for recommendation; Board Safety, Health and Environment Committee (TBD) – for recommendation; Board of Governors (June 17, 2011) – for final approval</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments:

1. Off-Campus Activity and Travel Policy (pages 1 – 5)
2. Risk Assessment for Off-Campus Travel Involving Student Procedure (pages 1 – 3)
3. Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty Postdoctoral Fellow and Staff Travel (pages 1 – 2)
4. Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (pages 1 – 6)
5. AASUA Consultations on the Off-Campus Activity and Travel Policy – Correspondence from the Associate Vice-President (Risk Management Services) (pages 1 – 2)

Prepared by: Erin Hnit, Manager, Policy Standards Office, erin.hnit@ualberta.ca.

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
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This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

Off-Campus Activity and Travel Policy

Office of Accountability:	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Insurance and Risk Assessment (Risk Management Services)
Approver:	Board of Governors (Board Safety, Health and Environment Committee)
Scope:	<p>This policy applies to all members of the University community involved in off-campus activities and travel related to the mandate of the University and to travel organized by registered Student Groups for curricular or non-curricular activities.</p> <p>This policy does not apply to activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p> <p>If unsure whether the policy applies to specific off-campus activities and travel please contact the Office of Insurance & Risk Assessment for clarification.</p>

Overview

The University of Alberta strongly believes in the benefits of a national and international approach to learning, research, scholarship and citizenship. Off-campus activities and travel allows members of the University community to broaden their experiences, expand and share their knowledge and encourages innovation and collaboration in support of the University's mission. The University has cultivated a variety of national and international programs and partnerships that offer unique programs for faculty and students and enhances the research and teaching aspects of the University's mandate. Not only do these activities benefit the members of the University community by creating a vibrant learning and research environment, they also allow members of the University community to bring their knowledge and expertise to others and help the University build a strong international reputation.

As with on-campus activities off-campus activities and travel can incur some level of risk. The University is committed to supporting its travelers in planning and participating in safe and enjoyable travel experiences.

This policy does not address the procedure used for the reimbursement of business travel expenditures or expense reimbursement procedures for goods and services. These procedures can be accessed through the Related Links section below.

Purpose

To state the University's position on off-campus activities and travel and to provide direction and tools for planning safe travel experiences in a way that:

- recognizes the importance of travel
- balances independence and academic freedom with managing risks
- recognizes the independence of faculty, staff and postdoctoral fellows
- reduces liability to organizers/leaders by assisting them in assessing and managing risks
- is consistent with existing practices across campus, including those of University of Alberta International, the Field Research Office, the Office of Insurance & Risk Assessment and those of individual Faculties, Departments and Units.

POLICY

The University of Alberta will take reasonable steps to support and promote the health, safety and security of participants in off-campus activities and travel. Faculties, departments, units and individual travelers share responsibility with the University to assess and manage the risk of off-campus activities and travel, particularly when students are involved.

Should a significant incident such as a natural disaster, political uprising or terrorist activity that affects the safety of participants occur, the University will assist in arranging return travel and may assist in covering the associated costs. Any applicable insurance coverage will be used before any University funds are used. Given the unique and unpredictable nature of these types of situations, they will be dealt with on a case by case basis. The Provost has the final authority in determining appropriate actions and whether University funds will be used.

The University has an Off-Campus Incident Response Team that can be activated to assess the implications of significant incidents, provide advice on how to handle the situation and make recommendations for either managing the increased risks or assisting travelers in removing themselves from the situation.

Should individuals choose to return early for personal reasons, the University is not responsible for arranging return travel or any of the associated costs.

Emergency Health and Personal Travel Coverage When Traveling Outside Canada

Any member of the University community who is engaged in off-campus activities and travel should have appropriate **emergency health coverage**. It is recommended that they also have appropriate **personal travel insurance**.

Faculty and staff have comprehensive emergency health coverage through their benefits plan.

Postdoctoral fellows and students are offered emergency health coverage through their respective benefits programs. This coverage may be subject to exclusions or limitations such as travel to locations where the Department of Foreign Affairs and International Trade has issued a travel warning, the performance of certain activities or the presence of pre-existing medical conditions.

It is the responsibility of individual travelers to review their emergency health coverage to determine if there are exclusions that are applicable. Should a traveler choose to undertake off-campus activities and travel where an exclusion is present, they are doing so at their own risk and the University assumes no liability or responsibility for emergency health care or related costs should they arise. Further information and resources on emergency health insurance can be found on the Department of Foreign Affairs and International Trade website.

Personal travel insurance is not generally provided to faculty, postdoctoral fellows, staff or students through their respective benefits program.

VERSION A16 DRAFT DATE: April 27, 2011 (Note: "A" Versions begin in May 2010).

Travel Involving only Faculty, Postdoctoral Fellows and/or Staff

The University respects the independence of faculty, postdoctoral fellows and staff in planning and undertaking their own off-campus and travel activities. These individuals are responsible for informing themselves of the risks associated with their travel and managing them accordingly.

The University suggests that faculty, postdoctoral fellow and staff travelers review *Appendix A: Faculty, Postdoctoral Fellow and Staff Travel Guidelines* and complete the checklist that is included. This tool is designed to help them plan a safe and enjoyable travel experience.

The appropriate Dean, Chair or Vice-President may recommend that faculty, postdoctoral fellow and staff travelers cancel any off-campus activity or travel if after careful consideration of the situation it is believed the risks are unacceptable or unwarranted and cannot be reasonably managed. The appropriate Vice-President may also recommend that faculty, postdoctoral fellow and staff travelers return from their off-campus activity or travel based on an assessment of the risk to their safety and health. Should a faculty, postdoctoral fellow or staff traveler choose not to cancel or return on the recommendation of an appropriate University official as outlined above, the University is under no obligation to provide assistance at a later date and assumes no liability. This does not apply to individuals who are unable to comply due to reasons beyond their control. The decision to recommend cancellation or recall is a serious one that is not taken lightly and should be made in consultation with Insurance & Risk Assessment. If appropriate the Off-Campus Incident Response Team may also be consulted with. The individual making the decision takes many factors into consideration such as federal travel warnings, the perspective of the traveler and implications on the traveler's work and/or research. Appeals regarding a recommendation to cancel or recall may be made to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.

If faculty, postdoctoral fellows or staff are planning or leading an off-campus activity or travel that involves students the requirements outlined below and in the *Risk Assessment for Off-Campus Travel Involving Students Procedure* apply.

Travel Involving Students

The University owes a higher duty of care to its students and has a responsibility to address the health and safety of students who are traveling. All off-campus activities and travel involving students, including but not limited to faculty led programs, trips planned by registered Student Groups and individual student travel for University related purposes must follow the risk assessment process as outlined in the *Risk Assessment for Off-Campus Travel Involving Students Procedure*. If the off-campus activity and travel involves one individual, that individual is responsible for following the procedure. If the activity involves a group, the group leader is responsible for following the procedure taking into consideration the group as a whole. Approval must be obtained if required and the actions identified to manage risks must be followed.

When students are involved, the appropriate Dean, Chair or Vice President may cancel any off-campus activity or travel if they believe the risks are unacceptable or unwarranted and cannot be reasonably managed. The appropriate Vice President may also recall students from their off-campus activity or travel based on an assessment of the risk to their safety and health. Students who do not comply with a cancellation or recall of this nature will be considered to be on personal travel and will no longer have access to University assistance. This does not apply to students who are unable to comply due to reasons beyond their control.

The decision to cancel or recall is a serious one that is not taken lightly and should be made in consultation with Insurance & Risk Assessment and University of Alberta International. If appropriate the Off-Campus Incident Response Team may also be consulted with. The individual making the decision takes many factors into consideration such as federal travel warnings, the perspective of the group traveling and implications on the students' studies and/or research. A faculty member may appeal a decision to cancel to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.

The University recognizes that there are many well established and recurring programs involving student travel. The history and importance of these programs is acknowledged in the *Risk Assessment for Off-*

VERSION A16 DRAFT DATE: April 27, 2011 (Note: "A" Versions begin in May 2010).

Campus Travel Involving Students Procedure and Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students.

Travel Involving Volunteers

Volunteers of the University of Alberta participating in off-campus activities and travel are responsible for informing themselves of the risks and completing an appropriate waiver form as outlined in the [Waiver and Release of Liability and Informed Consent Procedure](#).

Compliance Expectations

While undertaking off-campus activities and travel the Code of Student Behaviour, collective agreements and other University of Alberta policies and procedures continue to apply. Participants must also obey the laws of the country they are in.

Instances where students do not follow the requirements set out in this policy and its related procedure and appendices may be addressed through the Code of Student Behaviour. Instances where faculty, staff or postdoctoral fellows do not follow the requirements set out in this policy and its related procedure and appendices may be addressed by the appropriate supervisor, Chair, Dean or Administrative Unit head and, if necessary, through the processes outlined in the appropriate collective agreement or policy.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<p>Off-Campus Activities and Travel</p>	<p>Activities and travel undertaken by a member of the university community that takes place away from university owned, leased or rented property for reasons related to the mandate of the University. This includes, but is not limited to teaching programs, field schools, practicum placements, research and graduate studies, faculty or student exchanges, conferences and seminars, extra-curricular activities that involve the formal representation of the University by student ambassadors such as varsity athletics and discipline-based competitions, and trips organized by registered Student Groups.</p> <p>This does not include activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p>
<p>Emergency Health Coverage</p>	<p>Coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care; health related emergency transportation and evacuation; and trip interruption due to a medical emergency.</p>
<p>Personal Travel Insurance</p>	<p>Insurance not related to health or medical emergencies that covers aspects such as trip cancellation and trip interruption due to circumstances beyond your control (eg: the death of a family member, weather conditions, mechanical failure or act of terrorism) and loss or damage to luggage and personal effects.</p>

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Field Research Office](#)

[University of Alberta International - Education Abroad](#)

[Office of the Dean of Students - Student Groups](#)

[Students Union - Student Group Services](#)

[Office of Insurance & Risk Assessment](#)

[University of Alberta Protective Services](#)

[Human Resource Services - WCB Administration and Reporting](#)

[Human Resource Services - Benefits](#)

[Postdoctoral Fellows Supplemental Health Plan](#)

[Student's Union Health and Dental Plan](#)

[Graduate Students Association Health and Dental Plan](#)

[Code of Student Behaviour](#)

[Alcohol at University Events Policy](#)

[Travel and Hosting Expense Reimbursement Procedure](#)

[Expense Reimbursement Procedure - Goods and Services](#)

[Waiver and Release of Liability and Informed Consent Procedure](#)

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Risk Assessment for Off-Campus Travel Involving Students Procedure

Office of Administrative Responsibility:	Insurance and Risk Assessment (Risk Management Services)
Approver:	Vice President (Finance and Administration) Provost and Vice President (Academic)
Scope:	<p>This procedure applies to all members of the University Community involved in off-campus activities and travel where students are participants and to all travel organized by registered Student Groups for curricular or non-curricular activities.</p> <p>This procedure does not apply to activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p> <p>If unsure whether the procedure applies to specific off-campus activities and travel please contact the Office of Insurance & Risk Assessment for clarification.</p>

Overview

The University supports and encourages students to engage in off-campus activities and travel. The University also owes a duty of care to its students and must do its due diligence in supporting safe and enjoyable travel experiences. For this reason a risk assessment is completed for all off-campus activities and travel involving students and actions are required to help manage risks.

The responsibility for assessing risk and creating and implementing comprehensive plans to manage or mitigate those risks is shared by the traveler and the institution. While it is important to do our best to implement safe travel practices, it is also important that the process not be overly complex or time consuming and that it be supportive of all involved. With this in mind a straightforward and easy to use Risk Assessment Matrix for Off-Campus Travel Involving Students (Appendix B) has been developed to guide individuals in assessing the risks and identifying appropriate actions to manage risks.

Purpose

To outline the requirements and processes for assessing risks, obtaining approval if required and managing risks related to off-campus activities and travel involving students.

PROCEDURE

All off-campus activities and travel involving students must follow the risk assessment process outlined below.

If the off-campus activity and travel involves one individual, that individual is responsible for following the risk assessment process. If the activity involves a group, the group leader is responsible for following the risk assessment process taking into consideration the group as a whole. In most cases there will be a person of authority, such as a faculty or staff member, who is the group leader and assessor. In cases where there is not, such as extra-curricular trips planned by registered Student Groups, one of the student participants will act as the leader and assessor.

The assessor will:

1. Use chart 1 in *Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students* to assess the risks based on the category of student traveling, the kind of activity they will be doing and where they are traveling to.
2. Assign a final risk level – this will be the highest risk level identified in any of the three areas assessed.
3. If required in chart 2 of *Appendix B*, obtain approval of the risk assessment. This is not intended to be an approval of the merits of the off-campus activity and travel. It is to verify that the risk assessment has been performed appropriately and that the off-campus activity and travel may proceed.
 - Approval requests should include information such as location, duration of travel, the activity being performed and strategies to manage identified risks. Assessors may use existing approval mechanisms within their Faculties/Departments/Units, or they may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.
 - The approver may ask the assessor to re-visit and re-submit any portion of the assessment if they conclude that it was not appropriately or adequately completed.
 - The approver may seek advice from others such as the Field Research Office, Insurance & Risk Assessment and University of Alberta International when deciding whether or not to approve and if they feel it necessary may escalate the level of approval required to a higher authority within the appropriate faculty, department or unit and ultimately to the Provost.
 - The approver may require specific risk management strategies be developed and implemented.
 - The approver may choose not to approve the off-campus activity and travel to proceed if they believe the risks are unacceptable or unwarranted and cannot be reasonably managed. Appeals regarding a decision not to approve a risk assessment may be made to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.
4. Make sure the actions identified for the assessed risk level are completed prior to departure.

Some off-campus activities and travel programs may involve different domestic locations for each participant (eg: co-op and practicum placements) or several trips within a period of time to different domestic locations (eg: varsity athletics). In such cases the risk assessment should be performed for the program as a whole, rather than for each individual placement or trip. However, individual risk assessments should be performed for instances that are unique or different from the rest of the program (eg: domestic VS foreign location, office work VS field work).

Recurring off-campus activities and travel with a person of authority such as a faculty or staff member as the leader do not have to have a new risk assessment prior to each recurrence unless there has been a

change to the category of student travelling, the type of activity being performed, the location or the risks associated with any of these. If there has been a change of this nature the leader will follow the full risk assessment process outlined above. Even if there was not a change of this nature, the actions identified in the existing risk assessment must still be performed prior to each recurrence.

Recurring off-campus activities and travel without a person of authority such as a faculty or staff member as the leader (eg: extra-curricular trips planned by registered Student Groups) must have a full risk assessment performed as outlined above prior to each recurrence.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Off-Campus Activities and Travel

Activities and travel undertaken by a member of the university community that takes place away from university owned, leased or rented property for reasons related to the mandate of the University. This includes, but is not limited to teaching programs, field schools, practicum placements, research and graduate studies, faculty or student exchanges, conferences and seminars, extra-curricular activities that involve the formal representation of the University by student ambassadors such as varsity athletics and discipline-based competitions, and trips organized by registered Student Groups.

This does not include activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

Approval of Risk Assessment for Off-Campus Travel Involving Students form

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Field Research Office](#)

[University of Alberta International - Education Abroad](#)

[Office of the Dean of Students - Student Groups](#)

[Students Union - Student Group Services](#)

[Office of Insurance & Risk Assessment](#)

[University of Alberta Protective Services](#)

[Department of Foreign Affairs and International Trade Canada](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow & Staff Travel

Office of Administrative Responsibility:	Insurance & Risk Assessment (Risk Management Services)
Approver:	Provost and Vice President (Academic) Vice President (Finance and Administration)

The University strongly suggests all faculty, postdoctoral fellows and staff use the below checklist, particularly when traveling internationally.

Please note: if faculty, postdoctoral fellows or staff are leading a trip where students are involved they must follow the *Risk Assessment for Off-Campus Travel Involving Students Procedure*.

FACULTY, POSTDOCTORAL FELLOW AND STAFF TRAVEL CHECKLIST

- Advise a supervisor or the Department/Unit as appropriate of your travel plans
- Provide emergency contact information to a supervisor or the Department/Unit as appropriate
- Bring contact information in case you need to contact the University while traveling (eg: supervisor, University of Alberta Protective Services)
- If performing field research complete a Field Activities Plan

If traveling outside Canada:

- Check Department of Foreign Affairs and International Trade (DFAIT) website for:
 - Travel reports and warnings
 - Profiles and information about the country you are traveling to
 - Information about Consular Services, which are available in many countries
 - A variety of other information and resources related to international travel
- If DFAIT has issued a travel warning identify the risks and plan to manage them
 - You may want to contact the Office of Insurance & Risk Assessment or University of Alberta International for advice on identifying and managing risks.
 - Discuss with your supervisor, Chair, Dean, or head of your administrative unit as appropriate.
- If appropriate contact University of Alberta International for travel advice, information and pre-departure sessions. Likely not appropriate for travel to relatively safe and familiar locations such as the US or UK.

- Determine whether you want to purchase personal travel insurance (recommended)
- Get a copy of the "Personal Safety While Traveling Abroad" booklet from University of Alberta Protective Services
- Register with University of Alberta Protective Services' Travel Abroad Emergency Support Program
- Register with DFAIT's Registration of Canadians Abroad program

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ TOP](#)]

[Department of Foreign Affairs and International Trade Canada](#)

[Field Activity Plan \(Field Research Office\)](#)

[University of Alberta International](#)

[Office of Insurance & Risk Assessment](#)

[University of Alberta Protective Services](#)

[Human Resource Services - Benefits](#)

[Postdoctoral Fellows Supplemental Health Plan](#)

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Instructions:

- Review column 1 and determine the appropriate risk level based on the category of student traveling.
- Review column 2 and determine the appropriate risk level based on the kind of activity being performed.
- Review column 3 and determine the appropriate risk level based on where the travelers are going.
- Assign a final risk level. This will be the highest risk level identified in any of the three columns.

Chart 1: Risk Assessment			
Risk Level	1) Who is traveling?	2) What kind of activity are they doing?	3) Where are they going?
Low	Graduate students engaged in research.	An activity that entails hazards or risk no greater than those encountered by participants in their everyday lives (<i>e.g. meetings, conferences</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports indicate “exercise normal security precautions”. Typically travel within Canada is low risk. However, possible risks such as natural disasters and public health issues should be taken into consideration in determining whether the risk level should increase.
Medium	Undergraduate students. Graduate students not engaged in research.	Activities that entail a higher level of risk than individuals would encounter in their daily lives, but those risks are easily mitigated (<i>e.g. most field research activities, off-road vehicle use, sharps use</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports indicate “exercise high degree of caution”.
High		Activities that have the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives but which can be minimized through planning, training, standard operating procedures, etc. (<i>e.g. direct work with dangerous wildlife, travel or work in extremely isolated locations</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports include a Travel Warning that indicates “avoid non-essential travel”.
Extreme		An activity for which there is substantial risk to participants, which strategic planning cannot effectively minimize with any reasonable probability (<i>e.g. activities that result in a high probability of an incident that could result in serious injury or death</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports include a Travel Warning that indicates “avoid all travel”.

Related Links:

- [Department of Foreign Affairs and International Trade Travel Reports and Warnings](#)
- [Public Health Agency of Canada Travel Health Notices](#)
- [Public Safety Canada](#)
- [Alberta Emergency Management Agency Emergency Alerts](#)

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Instructions:

- Review the row associated with the final risk level assigned from chart 1.
- Obtain approval if required as indicated in the “approval” column. You may use existing approval mechanisms within your Faculty/Department/Unit, or you may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.
- Perform the actions listed in the “actions” column.

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Low	None required.	<ul style="list-style-type: none"> • Should advise a supervisor or the Department/Unit as appropriate of the travel plans. • Should provide emergency contact information for all travelers to a supervisor or the Department/Unit as appropriate. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Medium	<p>For Graduate Students engaged in research: the principal investigator or faculty supervisor.</p> <p>For registered student groups: Student Group Services</p> <p>For all other student travel: the appropriate Department Chair.</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses it is recommended that a Field Activities Plan be prepared. • For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i> <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
High	<p>For Graduate Students engaged in research: the principal investigator or faculty supervisor.</p> <p>For registered student groups: Student Group Services</p> <p>For all other student travel: the appropriate Faculty Dean in consultation with Insurance & Risk Assessment.</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses a Field Activities Plan must be prepared. • For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i> <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance & Risk Assessment to determine appropriate risk management strategies. • All travelers should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Extreme	<p>For registered student groups: Student Group Services in consultation with Insurance & Risk Assessment.</p> <p>For all other student travel: the appropriate Faculty Dean in consultation with Insurance & Risk Assessment.</p> <p>Final authority lies with the Provost. (only approved in exceptional circumstances)</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses a Field Activities Plan must be prepared. • For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i> • The group leader must work with the Office of Insurance & Risk Assessment and/or University of Alberta International to identify risks and develop appropriate risk management strategies. <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of their programs that involve student travel outside Canada. • There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance & Risk Assessment to determine appropriate risk management strategies. • All travelers should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

* Emergency health coverage refers to coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care; health related emergency transportation and evacuation; and trip interruption due to a medical emergency.

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Personal travel insurance refers to insurance that covers aspects of travel not related to health or medical emergencies such as trip cancellation, trip interruption, theft and lost luggage.

- * Students are offered emergency health coverage through their respective benefits programs. This coverage may be subject to exclusions or limitations such as travel to locations where the Department of Foreign Affairs and International Trade has issued a travel warning, the performance of certain activities or the presence of pre-existing medical conditions.
- * It is the responsibility of individual travelers to review their emergency health coverage to determine if there are exclusions that are applicable. Should a traveler choose to undertake off-campus activities and travel where an exclusion is present, they are doing so at their own risk and the University assumes no liability or responsibility for emergency health care or related costs should they arise. Further information and resources on emergency health insurance can be found on the Department of Foreign Affairs and International Trade website.
- * Personal travel insurance is not generally provided to faculty, postdoctoral fellows, staff and students through their respective benefits program.

Related Links:

[Field Research Office](#)

[University of Alberta International - Education Abroad](#)

[Office of the Dean of Students - Student Groups](#)

[Students Union - Student Group Services](#)

[Office of Insurance & Risk Assessment](#)

Approval of Risk Assessment for Off-Campus Travel Involving Students form



Interdepartmental Correspondence

Risk Management Services
1204 College Plaza
8215-112 Street
Edmonton, Alberta, Canada T6G 2C8

Tel: 780.248.1147
Fax: 780.492.2230
<http://www.rms.ualberta.ca/>

Date: Monday, May 17, 2011

To: Members of General Faculties Council

From: Philip Stack, Associate Vice President (Risk Management Services)

Cc:

Re: AASUA Consultations on the *Off Campus Travel and Activity Policy*

The following is a summary of AASUA comments regarding administration's proposal to introduce an *Off Campus Travel and Activity* policy and the University's response to AASUA's comments.

AASUA recognized the benefit and advisability of the policy and through the consultation process identified ten points for consideration by administration including: how the matrix assists in risk reduction and mitigation; the adequacy of the risk assessment matrix; the time and financial impact of the policy including the time to complete and sign-off the risk assessment; the new roles required of faculty that they may not be trained for and any associated liability arising from the completion of the risk assessments; the need for appropriate awareness, orientation and training associated with the policy; the suggestion of a one year trial period for the policy; the recommendation for faculty to acquire additional trip interruption insurance and who would pay for such insurance; who would pay for associated costs if a University official cancelled a trip; and clarification that current faculty health insurance benefits continue during sabbaticals and SPA activity.

As a result of the broad consultation process the University will be developing a comprehensive travel web page and on-line assessment tool to be rolled out once the policy is approved. The rollout will include broad based communication and orientation sessions regarding the policy and its requirements. Through the use of the matrix and the development of a *Field Research or Student Group Activity Plan*, the appropriate risk mitigation strategies would be developed. As we learned through the consultation process, as many of the practices outlined in the policy are already in place, Faculties and departments will be able to continue to use existing forms and practices that are consistent with the policy thus limiting any additional time and workload. In addition, the offices of Insurance and Risk Assessment, University of Alberta International, the Field Research Office and Student Services will be available as resources to address any questions regarding the risk assessment process or assist the approver in determining whether the appropriate risk management strategies are in place.

The primary goal of the policy is to assist the University community in undertaking safe and enjoyable off-campus travel activity. To ensure that the policy is achieving this goal the University will undertake a review of the policy following the first year.

Through the policy development process a number of important facts were confirmed regarding faculty and staff travel health insurance benefits. Very importantly as the faculty and staff travel health insurance is a benefit, it remains in effect at all times pursuant to the University's benefit plan and remains in place for SPA activity and during sabbaticals. In terms of other insurance such as personal travel insurance, these are recommendations within the policy and if obtained can be reimbursed through PER.

Any decision by a University official involving the cancellation or re-call of a trip is taken very seriously and will be dealt with on a case by case basis given the many varying factors that will need to be assessed. When only faculty, staff or post doctoral fellows are involved the University can only recommend cancellation or recall. In either case of involving just faculty or students, if costs are incurred associated with the cancellation or re-call of a trip, the appropriate Vice-President will be involved to determine any costs to be covered by the University.

Finally, the University maintains an extensive liability insurance program that covers faculty, staff and students while undertaking their duties as an employee or students participating in University regular or extraordinary study activities. Insurance is provided through the University's liability insurance program, errors and omissions insurance program, WCB insurance, and umbrella insurance. If a staff member, as part of their duties is performing a risk assessment or a student is participating in a University regular or extraordinary study activity and an incident occurs, the University's insurance programs will respond on behalf of the University, the staff member or the student. The first exclusion to the insurance coverage is if there are acts of active and deliberate dishonesty committed by an individual with an actual dishonest purpose and intent that were material to the claim. This exclusion does not apply to those who did not participate in the dishonesty nor had no knowledge of it. The second exclusion is claims involving the willful violation of statute.