



EDUCATIONAL TRAVEL POLICY			
Policy Type	Academic	Initially Approved:	April 20, 2015
Policy Sponsor	Vice-President, Academic Affairs	Last Revised:	August 16, 2022
Administrative Responsibility	Vice-President, Academic Affairs	Review Scheduled:	2027
Approver	General Faculties Council		

A. Purpose

The purpose of this policy is to provide for the scheduling, promotion, and safety of Ambrose-sanctioned educational travel, to maximize the benefits and minimize the risks of operating such programs, and to have contingency plans and procedures set up to respond to emergencies and other unexpected situations.

B. Scope

1. Educational travel study means any trip (e.g., a Travel Study or other similar trip) offered for educational credit at Ambrose or otherwise offered by an academic program or sanctioned by Ambrose, involving Ambrose students, and including at least one overnight stay. This policy applies both to international and domestic educational travel.
2. This policy applies to all Ambrose-sanctioned educational travel study, offered through academic programs, with the exception of:
 - a. Travel related to Internship programs
 - b. Research-related travel with a faculty member
 - c. Athletic team travel and student leadership travel
3. This policy applies to faculty, staff, students and other persons involved in educational travel study programs.

C. General Protocols

1. All Educational travel studies must have the approval of the VPAA and be in accordance with the Educational Travel Study procedure.
2. The faculty or staff member responsible for the educational travel study will be the designated Travel Study Leader for purposes of this policy. That person will follow the procedures outlined in the Educational Travel Study Procedure and complete the Travel Study Leader Checklist (Schedule B1). Leadership of the travel study group is a responsibility that extends 24 hours a day for the entire length of the trip. Information regarding remuneration, academic standards and program integration are found in Section 2.30 of the Faculty Handbook.

3. The following schedules, forms and documents, are related to this policy. The schedules, forms and documents may be changed or added from time to time by the VPAA, without approval of the General Faculties Council, where such changes or additions are in accordance with this policy.
 - a. Annual Educational Travel Study Calendar – Schedule A
 - b. Travel Study Leader Forms – Schedule B
 - i. Travel Study Leader Checklist (B1),
 - ii. Initial Application (B2),
 - iii. Risk Assessment (B3),
 - iv. Budget Template (B4),
 - v. Travel Itinerary with contacts (B5),
 - vi. Post-Trip Report (B6)
 - c. Participant Forms – Schedule C
 - i. Educational Travel Study Application (C1),
 - ii. Assumption of Risk and Waiver (C2),
 - iii. Media Release (C3),
 - iv. Acknowledgement of Leadership (C4).

D. Protocols related to Risk Assessment

1. All Educational travel studies require a risk assessment that is approved by the VPAA.
2. In consultation with the Health, Safety and Security Coordinator and the Travel Study Leader, the VPAA or delegate, will assess the risk level of the educational travel study, including, but not limited to, risks related to diseases, lawlessness, political unrest, natural disasters and unsafe infrastructure.
 - a. Assessment of risk will consider the Travel Study Leader's consultation and collaboration with local partners, in addition to such sources as the Government of Canada.
 - b. If the risk level is deemed unacceptably high at any time, even after the risk assessment is completed, the VPAA, in consultation with the Travel Study Leader, will cancel or cut short the trip.
3. In consultation with the Health, Safety and Security Coordinator and the Travel Study Leader, the VPAA will determine if a Tour Operator will be required.
4. Where appropriate, the trip and its participants will be registered with the local Canadian embassy.
5. Travel insurance that covers loss of deposits on all pre-paid items in the event of a trip cancellation must be purchased.

E. Protocols related to Trip Preparation and Information

1. Promotion of educational travel studies can occur only upon approval of the VPAA in accordance with the Educational Travel Study procedure.
2. All Educational Travel Studies require a budget approved by the VPAA.
 - a. The budget will be presented in accordance with Budget Template (Schedule B4).
 - b. The budget will be approved prior to the collection of deposits.
 - c. Current finance policies and directions will be applied to all travel studies.

- d. The Travel Study Leader may consider relevant program bursaries, personal fundraising, government grants, and other funding options for trip participants.
 - e. All trips must conclude with a nil or positive balance.
3. For the safety of all trip participants, it is important that all participants be of sound physical and mental health prior to the trip. In consultation with the Health, Safety and Security Coordinator, the Leader will confirm that no student has a record of misconduct that may indicate increased risks to self or other participants. The VPAA will review any concerns.
4. All trip participants must adhere to Ambrose's Community Standards.
5. All trip participants must sign an assumption of risk and waiver form (Schedule C2), media release form (Schedule C3), and acknowledgement of leadership form (Schedule C4).
6. All participants must provide Ambrose with proof of the following required travel and legal documents:
 - a. Passport
 - b. Immunization papers
 - c. Applicable travel visas
 - d. Travel and medical insurance

F. Protocols related to Responding to Emergencies

1. The Travel Study Leader will consult with the VPAA and Health, Safety and Security Coordinator when making emergency response decisions.
2. In consultation with the Health, Safety and Security Coordinator, the VPAA, is responsible for making emergency response decisions and has authority to overrule the recommendations of the Travel Study Leader.
3. In the event of an emergency, the VPAA, in consultation with the Health, Safety and Security Coordinator, will determine the most appropriate way for information to pass between participants, local authorities, Ambrose, and families of participants.
 - a. The VPAA may appoint a public spokesperson to inform participants' family members and the media of the emergency, according to the institution's emergency response plans.
 - b. The VPAA will arrange for post-crisis care of participants after an emergency (e.g., debriefing and counselling of participants, dealing with PTSD).
 - c. In consultation with the Travel Study Leader and the Health, Safety and Security Coordinator, the VPAA will conduct a post-crisis evaluation.

G. Protocols related to Post-Trip Reporting

1. Post-Trip Reports (Schedule B6) will be submitted to the VPAA and grantors or funders at the conclusion of the trip. This report will include an overview of activities and outcomes, areas of concern, and a financial report.
2. Trip documents (i.e., all Travel Study Leader and Participant forms) will be stored on Sharepoint for four years.