

1.0 INTRODUCTION

As a leader in applied education George Brown College (the “College”) encourages students to pursue academic/work opportunities beyond its campuses and outside Canada. The College’s Internationalization Strategy promotes increasing student activities internationally.

The College also recognizes that such activities can expose participants to certain risks and that reasonable precautions must be taken with respect to the health and safety of students involved in study and work activities undertaken abroad under the auspices of the College.

2.0 ACKNOWLEDGEMENTS

This policy is based on the policy documents relating to international student travel created by the University of Guelph, Queen’s University and Mount Royal College.

3.0 SCOPE AND APPLICATION

TYPES OF ACTIVITIES

This policy applies to any activity undertaken outside of Canada by the College’s students in connection with their academic work or any other activity officially organized under the auspices of the College (“College Activities”).

These College Activities include but are not limited to:

- Field trips
- Credit courses
- Research projects
- Exchange programs
- Semesters abroad
- Letters of Permission
- Practica
- Internships
- Co-op placements
- Scholarly conferences
- Organized sport competitions or other extracurricular activities

[Activities organized by student associations or student clubs are not addressed by this policy.]

4.0 RISK RATING SYSTEM

4.1. Risk Rating System

The College has established a Risk Rating System as outlined in Table 1 to be used in deciding whether College Activities will be undertaken when such activities involve travel to particular destinations (countries or region of a country). The Risk Rating System is based on or refers to information provided by Foreign Affairs and International Trade Canada (DFAIT) and is made available through the International Centre.

DISCLAIMER

Travel information is generated and maintained by DFAIT and other outside agencies. The College is in no way responsible for the accuracy or content of the travel information provided.

Table 1: Risk Ratings for Countries and Regions of Countries

Foreign Affairs Canada Rating	College Risk Rating
A) Foreign Affairs Canada advises against all travel to these countries. Canadians in these countries should leave.	Extreme Risk
B) Foreign Affairs Canada advises against all travel to these countries. Canadians in the specified region(s) of these countries should leave	Extreme Risk
C) Foreign Affairs Canada advises against all travel to these countries.	Extreme Risk
D) Foreign Affairs Canada advises against all travel to the specified region(s) of these countries. Canadians in the specified region(s) of these countries should leave Region:	Region: Extreme Risk
E) Foreign Affairs Canada advises against all travel to the specified region(s) of these countries.	Region: Extreme Risk
F) Foreign Affairs Canada advises against nonessential travel to these countries. Canadians without essential reasons to be in these countries should leave.	Region: Extreme risk Country: High Risk
G) Foreign Affairs Canada advises against nonessential travel to these countries.	High Risk
H) Foreign Affairs Canada advises against nonessential travel to the specified region(s) of these countries. Canadians without essential reasons to be in the specified region(s) of these countries should leave.	Region: High Risk
I) Foreign Affairs Canada advises against nonessential travel to the specified region(s) of these countries.	Region: High Risk
J) No DFAIT travel Advisory	Moderate Risk

4.2 Travel to Extreme or High Risk Destination

The College will not authorize student travel for College Activities to locations rated as Extreme or High Risk. Travel to locations designated as Extreme or High Risk is **prohibited**. Students who choose to travel to Extreme or High Risk locations do so at their own risk.

No certificate, diploma or academic credit will be awarded to students who choose to travel to a location rated as Extreme or High Risk.

4.3 Travel to Moderate Risk Destinations

The College will only normally authorize student travel for College Activities to locations rated as no higher than Moderate Risk, provided students participating in the College Activities have completed the Pre-Departure Orientation offered by the academic unit in cooperation with the International Centre. Students who do not complete the Pre-Departure Orientation will not be permitted to participate in the relevant College Activities. Students may appeal such decisions in writing to the Vice-President, Corporate Services or a designate.

4.4 Changes to Risk Ratings while Students are in the Field

Should the Risk Rating of a location change while students are participating in College Activities, the International Centre will advise students of the changes to the risk level and will notify the appropriate College administrator as outlined in Section 5.

5.0 AUTHORIZATIONS FOR COLLEGE ACTIVITIES

5.1 College Activities Administered by Academic Units (e.g. course field trips, independent study courses)

College Activities which are carried out and administered by academic units must comply with the Risk Ratings System as outlined in Section 4.

Unit Directors/Chairs' Responsibilities:

- a) Unit Directors/Chairs must consult with the International Centre for Risk Ratings and other relevant information before giving approval for unit-administered College Activities requiring international travel.
- b) Should the Risk Rating of a location change while students are participating in centre/division administered College Activities, the International Centre will advise the Director/Chair of the unit. The Director/Chair shall advise the Dean or a designate of any Risk Ratings change. Any decision made to alter or otherwise cancel or suspend the relevant College Activity will be made by the Dean or a designate, with such consultation as is appropriate.
- c) Should circumstances arise which change the Risk Rating of a location to Extreme or High Risk while the students are on location, and such circumstances make it impossible for on-site College personnel to consult with the Dean or a designate as in subsection

5.1 (b), the on-site College personnel may take all reasonable steps they believe necessary to protect the safety of students and College personnel.

5.2 College Activities Administered by an Academic Centre, School or Division (e.g. Semester Abroad Activities)

College Activities which are carried out and administered by an academic centre, school or division (the “unit”) must comply with the Risk Ratings System as outlined in Section 4.

Deans’ Responsibilities:

- a) The Dean or a designate must consult with the International Centre for Risk Ratings and other relevant information before giving approval for such unit-administered College Activities requiring international travel.
- b) Should the Risk Rating of a location change while students are participating in unit-administered College Activities, the International Centre will advise the Dean or a designate. The Dean or a designate will advise the Vice-President, Corporate Services or a designate, and Director/Chair, if applicable of any Risk Rating change. Any decision made to alter or otherwise cancel or suspend George Brown College’s International Travel Policy for Students will be made by the Vice-President, Corporate Services or a designate.
- c) Should circumstances arise which change the Risk Rating of a location to Extreme or High Risk while the students are on location, and such circumstances make it impossible for on-site College personnel to consult with the Vice-President, Corporate Services or a designate as in subsection 5.2 (b), the on-site College personnel may take all reasonable steps they believe to protect the safety of students and College personnel.

5.3 College Activities Administered by the International Centre (e.g. Exchange Programs, etc.)

College Activities which are carried out and administered by the International Centre must comply with the Risk Rating System as outlined in Section 4.

Director, International Operations and Student Services’ Responsibilities:

- a) The Director, International Operations and Student Services, must consider Risk Ratings and other relevant information before giving approval for International Centre administered College Activities.
- b) Should the Risk Rating of a location change while students are participating in the International Centre administered College Activities, the Director, International Operations and Student Services, shall advise the Dean, International and Immigrant Education, of any Risk Ratings change. Any decision made to alter or otherwise cancel or suspend the College Activities will be made by the Dean of International and Immigrant Education or a designate.

- c) Should circumstances arise which change the Risk Rating of a location to Extreme or High Risk while the students are on location, and such circumstances make it impossible for onsite College personnel to consult with the Dean, International and Immigrant Education or a designate, as in subsection 5.3(b), the on-site College personnel may take all reasonable steps they believe to be necessary to protect the safety of students and College personnel.

5.4 Other College Activities (e.g. Co-op work placements, internships, nonacademic college activities, etc.)

College Activities which are carried out and administered by any other unit not otherwise included in this Section 5 must comply with the Risk Ratings System as outlined in Section 4.

Unit Head's Responsibilities:

- a) The head of the unit must consult with the International Centre's Risk Ratings and other relevant information before giving approval for the unit-administered College Activities.
- b) College staff is prohibited from arranging independent student placements internationally. The International Centre needs to be informed of any proposed private arrangement in order to complete a due diligence/background check of any institution and/or individuals involved.

6.0 PREPARING STUDENTS FOR AN INTERNATIONAL ACTIVITY

6.1 Orientation and Training

Student participants in an international activity must be provided with appropriate orientation and briefing prior to embarking on an activity. The briefing should be tailored to the nature of the international activity and the experience of the participants, and must be presented by individuals with the requisite level of knowledge and expertise.

Participants in a low-risk international activity must be given advance information about the activity, the travel plan, the chain of leadership and the emergency procedures that have been established. The scope and timing of the delivery of such information are expected to reflect the nature of the activity and the experience of the participants. The information will normally be provided by the faculty or staff leader, whether through oral briefings or in written format. Participants who so request should have the opportunity for a face-to-face briefing.

Participants in moderate-risk international activity must be provided with an opportunity for face-to-face briefing about the risks associated with the international activity. The briefings may be conducted at the academic unit level by a qualified individual. It may be appropriate or necessary for the unit to call upon the Occupational and Environmental Health and Safety Office, the International Centre or to engage the services of an external consultant or agency to provide such training. Participants must take all required training (e.g. first aid), or show proof of competence by presenting current certifications, before they may participate in the activity outside Canada.

The International Centre provides education, training and support in the area of international travel safety and operates a Pre-Departure Orientation program for members of the George Brown community. Students participating in an international activity can be provided with a pre-departure briefing outlining foreseeable health and safety risks associated with international travel.

6.2 Acknowledgement of Risk and International Mobility Forms

Students involved in an international activity must be advised of the known and reasonable foreseeable risks inherent in the activity, and they acknowledge that they consent to the assumption of these risks. All students must complete in full, sign and date the following international mobility forms:

- a) Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement
- b) Agreement of Participation
- c) Attestation of Good Health
- d) Emergency Contacts

Other forms may be developed specifically to meet the needs of individual international activities, following consultation with the College Legal Counsel. These forms are posted on *Insite* http://insite/international_education/default.asp.

6.3 Liability Insurance

The purpose of liability insurance is to protect against lawsuits arising from some accidental or unintended occurrence affecting someone else's person or property. The College has in place "worldwide territory" liability insurance coverage for student placements (study and work abroad).

However, the worldwide territory coverage excludes some high-risk countries [e.g. Afghanistan, Albania, Angola, Armenia, Azerbaijan, Bosnia-Herzegovina, Bulgaria, Belarus, Democratic Republic of Congo, Georgia, Iran, Iraq, Kazakhstan, Kampuchea (Cambodia), Kosovo, Kyrgyzstan, Laos, Lebanon, Libya, Liberia, Macedonia, Montenegro, Myanmar, North Korea, Outer Mongolia, Romania, Rwanda, Serbia, Sudan, Syria, Tajikistan, Tibet, Turkmenistan, Ukraine, Uzbekistan, Zimbabwe, etc.].

The International Centre in collaboration with the Financial Services Department will verify that each international activity complies with the Risk Ratings System as outlined in Section 4, as well as ensures that the country is not excluded from the College's annual insurance policy coverage. Any insurance changes and updates can be found on *Insite*.