



Number:	NBCC-9335
Key Process:	9300 - Delivery, Learning Assessment and Certification
Edition:	2010-09-07
Effective:	2010-09-07
Title:	Academic Travel Involving Students (International)

GUIDING PRINCIPLE

To minimize risk and provide a safe and positive learning experience for students and faculty leaders (trip coordinators) who participate in NBCC campus approved academic international trips, study terms, exchanges, or expeditions. International travel includes all destinations outside of Canada.

POLICY STATEMENT

NBCC continues to create and support opportunities for students and employees to participate in experiences that support learning in a global environment.

All faculty leaders must ensure the proper preparation, risk management, and documentation is completed prior to departing on any campus approved international trips, study terms, exchanges or expeditions.

The scope of this policy applies only to academic student international travel facilitated by the campus. It does not apply to individual student work, practicum, clinical, or co-op placements.

All academic international travel will be in accordance with the approved course outline. Faculty leaders are to provide students with a detailed orientation session, as well as an information handout well in advance of the trip. Any related costs to the student should be communicated in detail to the student at the time of acceptance. Details related to the trip should include, but are not limited to, learning objectives of the trip, travel itinerary, information required from the student (medical conditions, ID, emergency contact, etc.), transportation, emergency plan, weather conditions, visa/passport requirements, airline/airport regulations, health/medical insurance requirements, accommodations, currency, clothing, cultural differences, equipment, personal safety, etc.

The campus is responsible for arranging transportation for international student group academic travel activities. Because of liability implications, faculty cannot ask students to use their own vehicles for such travel.

Faculty leaders will ensure the appropriate process and documentation (as outlined in the Procedure document) are completed and signed off prior to each trip. For International travel, all provincial approvals and guidelines related to out-of-country travel for staff are to be followed.

Any accidents and injuries occurring during the trip are to be reported to the Director of Administration. An **Accident Report Form** and a **Worksafe NB Form** are to be completed as applicable.