

Policy Name:	Student Travel		
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Volume:	9, Office of Student Experience	Responsible Executives:	Vice President, Academic & Research Associate Vice President, Student Experience
Chapter:	1, Student Travel	Responsible Office:	Student Experience
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Policy Statement

The intent of this policy is to ensure NSCAD University takes reasonable precautions on behalf of NSCAD University students travelling for the purposes of enriching their NSCAD University education. Reasonable precautions include a protocol in the event of an emergency, as well as access to student contact and health information, the provision of appropriate insurance and, if travelling abroad, valid passports and visas.

Reason for Policy

NSCAD University encourages its students during the course of their studies to venture well beyond our campuses to learn about the visual arts in other regions, countries and continents. There are risks involved in travel, and should unfortunate events occur, NSCAD University should be prepared to play a role by assuring reasonable planning and precautions have been taken in case of an emergency.

Policy Application

This policy applies to

- all students travelling beyond the Halifax Regional Municipality organized by an official of NSCAD University for the purposes of curriculum enrichment,
- all students travelling beyond the Halifax Regional Municipality for the purposes of curriculum enrichment whether or not the travel is subsidized by NSCAD University,
- all NSCAD University employees travelling with NSCAD University students beyond the Halifax Regional Municipality for the purposes of curriculum enrichment, and
- all NSCAD University students traveling within the Halifax Regional Municipality when they are traveling as a group for the purposes of curriculum enrichment and an official of NSCAD University organized that group travel.

The policy does not apply when students are traveling independently from one point within the Halifax Regional Municipality to another.

Who Should Read this Policy

- All members of the university community
- All regular staff members
- Chairs, directors, and division heads
- Unit human resource representatives

Definitions

A University Official is an employee of the University with responsibility for the organization and supervision of a student group engaged in travel for the purposes of curriculum enrichment.

A subsidized student is any NSCAD University student who has received a NSCAD University Travel Subsidy.

A student includes all students registered in courses offered by NSCAD University during the academic year in which the travel takes place.

The Policy

1. **Contact Information**
Prior to each and every departure, all students shall provide the up-to-date name, phone number, and email address of a person to contact in case of an emergency. This information will be submitted to the Office of Student Experience and kept confidential, and will be used only as a means of communicating with the emergency contact, should there be an emergency.
2. **Healthcare Information**
Prior to departure, all students must demonstrate they have sufficient insurance that provides healthcare in jurisdictions they are travelling to or through.
3. **Passport and Visas**
Prior to departure, all students must provide to the Office of Student Experience proof of a valid passport and necessary Visas should there be travel to a foreign country.
4. **Access to Emergency Information**
The Office of Student Experience shall consider the emergency contact information as strictly confidential, and store the contact information digitally in a manner that can be readily accessed by members of the Crisis Management Team or designates.
5. **Emergency Situations**
In the event of an emergency, members of the Crisis Management Team or designates will use the contact information to alert the students' emergency contacts in a timely manner. In the event of an emergency, such information may be provided to other persons or officials such as consular offices or emergency services as needed and in the discretion of members of the Crisis Management Team or designates.
6. **Funding**
No funds shall be made available to the subsidized student(s) until all information requirements above have been met.

Travel Waiver

All students and NSCAD officials such as faculty engaged in travel recommended, sanctioned and/or subsidized by NSCAD University must sign the applicable NSCAD University travel waiver form (attached as Appendix “A” and “B”), which absolves the University of responsibility in certain circumstances.

Procedure Prior to Travel Whether Subsidized or Not (Subject to change as circumstances warrant)

1. For group travel, regardless of whether a University official is travelling with the students, the responsible University Official shall gather all necessary completed forms and attachments for submission to the Office of Student Experience.
2. For individual student travel, the student shall prepare and complete the individual form. The individual student will be designated in the role of University official and must become familiar with, and agree to follow, the Procedure in an Emergency, as described below.
3. When two or more students are traveling together without a University official, one of the students shall be designated in the role of University official and the group travel requirements will apply. The designated student will be identified in the group travel request, and must become familiar with, and agree to follow, the Procedure in an Emergency, as described below.
4. In the event non-students and non-employees of NSCAD University are permitted to participate in group travel, they shall be required to sign waivers absolving NSCAD of any responsibility.
5. Both the Vice President, Academic & Research and the Associate Vice-President, Student Experience must approve the group or individual travel request.
6. No funds subsidizing group or individual travel shall be issued by NSCAD University until the travel request has been approved and the information required, including signed waivers, has been received.
7. Subject to satisfactory completion of all necessary forms, the Associate Vice-President, Student Experience may approve the travel request and recommend approval to the Vice-President Academic & Research.
8. The Vice-President, Academic & Research may approve the travel request.
9. Upon approval by the Vice President, Academic & Research and the Associate Vice-President, Student Experience, the travel may take place as planned. The Office of Student Experience must be notified immediately of any variations in travel plans by the University official travelling with the group.
10. The forms containing contact information will be kept on file in the Office of Student Experience in preparedness for an emergency. Contact and other personal information will be destroyed by the Office of Student Experience within 90 days of completion of the travel or following the end of the course, whichever may come first, provided the information was not needed.

Procedure in an Emergency (Subject to change as circumstances warrant)

- A. Emergency travel events where a University official (staff or faculty) is present
 1. The on-site University official or designate present at the scene shall notify local first responders immediately.
 2. In accordance with the NSCAD University Crisis Management Plan, the on-site University official shall contact a member of the Crisis Management Team. The members of the Crisis Management team members include the following:
 - Vice-President, Finance & Administration (Chair)
 - Vice-President, Academic & Research

- AVP, University Relations
- AVP, Student Experience & Registrar
- Director, Communications
- Director, Facilities Management
- Director, Human Resources,
- Director, Computer Services
- Facilities Manager
- Academic Affairs Officer
- SUNSCAD President
- Executive Assistant to the President, Finance & Administration

3. In accordance with the NSCAD University Crisis Management Plan, the Crisis Management Team will assume responsibilities for *c.ii* (Emergency in Progress or Immediate Aftermath) and *c.iii* (Post Emergency).

B. Emergency travel events where students are traveling without a University official

1. In the event subsidized students are travelling without a University official, the lone student or a designated student in the group of subsidized students must agree to follow the Procedure in an Emergency set out above. Such student will be known as the “Designated Student Official”.

Forms and Tools

Forms and documents associated with this policy include

- Crisis Management Plan
- Group travel Form (Appendix A)
- Individual travel Form (Appendix B)

Name of document Student Travel Policy

For documents found on the NSCAD website, the link will be: <http://nscad.ca/site-nscad/media/nscad/filename.pdf>
(Replace “filename.pdf” with the actual file name and extension of the target document.)

APPENDIX A

Group Travel Form

The applicant(s) recognize the following:

- All student travel off campus, whether subsidized or unsubsidized by NSCAD University, must be approved in advance of the travel proposed.
- Travel must be approved by the Vice President, Academic & Research and by the AVP Student Experience, or their designates, before any travel can occur or any travel subsidies will be released.
- Whether or not the student travel is a requirement or recommendation of a course offered by NSCAD, the undersigned recognizes that NSCAD University has, and I as a NSCAD University official have, a duty to provide a safe learning environment while students are engaged in education-related activities off campus.

Trip Start and End Date	
Trip Description	
Is this trip a curriculum requirement, an alternative to a course requirement, or curriculum enrichment?	
Travel Subsidy Awarded	
Mode of Travel	
Number of Students	
Supervising Faculty or University Official or Designated Student Official	

Waiver for Group Travel

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Checklist of Attachments to be included with Waiver (which information will be kept in confidence in accordance with the Student Travel Policy):

- ┆ A signed NSCAD University Individual Travel Waiver (Appendix B) for each student.
- ┆ A list containing the name of each student, and emergency contact information for each student.
- ┆ If travel is outside the Halifax Regional Municipality, any student medical information necessary in case of an emergency.
- ┆ If travel is outside the Halifax Regional Municipality, proof that each student has the necessary health care insurance. This proof may be a photocopy of the student’s health care card, or a list prepared by SUNSCAD or the Registrar’s Office confirming the students have health care coverage.
- ┆ If the travel is international, photocopies of all student’s valid passports and visas.
- ┆ If private or rental vehicles are being used, copies of valid driver’s licenses of the vehicle operators.
- ┆ If private vehicles are being used, copies of valid automobile insurance is required. If rental vehicles are being used, rental receipts must indicate sufficient insurance has been purchased.
- ┆ The NSCAD official understands that all of the above information must also be provided in respect of the NSCAD official, and that the NSCAD University Individual Travel Waiver must also be completed and signed by the NSCAD official.

I/we have read the Crisis Management Plan (found on the NSCAD Website) and understand my/our responsibility to inform a member of the Crisis Management team immediately should an accident or emergency arise. The Crisis Management Team member who has agreed to serve as our contact is

Crisis Management Team member	Cell Phone Number
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As an official of NSCAD University, I/we accept the responsibility to take the greatest degree of care and control within our means to provide a safe learning environment during the time away from campus.

Faculty or Designated Student Official	Date
Faculty or Designated Student Official	Date

Waiver Approved

Vice President, Academics & Research/Date	Associate Vice President & Registrar/Date
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APPENDIX B

Individual Travel Release and Waiver of Liability and Indemnity Agreement

Name: _____

Age (Check): < 19 19 or > Mobile (Preferred) or Home phone: _____

Name of Instructor/accompanying University official or Designated Student Official:

Date of Departure: _____

I am traveling to _____ from
NSCAD University in Halifax, Nova Scotia for the purpose of expanding my educational or cultural
knowledge.

I have provided to my instructor/accompanying University official or Designated Student Official, my
emergency contact and medical information, and proof of required travel documentation (i.e. healthcare
insurance, passport, visa, driver’s license, automobile insurance) which I understand is my responsibility to
ensure is valid for the duration of travel, or beyond as may be required. I understand and agree that NSCAD
University assumes no responsibility for ensuring the validity of any required travel documentation.

I understand this travel is completely optional and voluntary, and is not a course requirement. I understand
that I must take due care and all reasonable safety precautions, and I further understand and agree that
NSCAD University assumes no responsibility for my personal well-being, my safety or my personal property
during travel to and from the college and during the duration of the above travel.

In signing this form, and in consideration for NSCAD approving the proposed travel, the undersigned, my
personal representatives, assigns, heirs and next of kin, acknowledge and agree that I hereby:

- a) release, waive, discharge and covenant not to sue NSCAD University, its officers, employees, or
agents (together, “releasees”), from all liability for any and all loss or damage, and any claim or
demands therefor on account of injury to my person or personal property, whether caused by the
negligence of the releasees or otherwise, and
- b) agree to indemnify and save and hold harmless the releasees and each of them from any loss,
liability, damage or cost they may incur as a result of, directly or otherwise, of my travel to and from
the college and during the duration of the above travel.

The undersigned agrees that the foregoing Individual Travel Release and Waiver of Liability and Indemnity Agreement is intended to be broad and inclusive as is permitted by the laws of Nova Scotia and Canada.

The undersigned has read, fully understands the terms, and voluntarily signs the Individual Travel Release and Waiver of Liability and Indemnity Agreement.

Date: _____ Signature: _____
(student)

Date: _____ Signature: _____
(witness)

If the student is under 19, the parent or guardian must fill in and sign the following statement before the student will be allowed to participate:

I have read the terms stated above and agree to them as the conditions under which my child

_____ will be given permission to participate in the above-mentioned event /activity.

Date: _____ Signature: _____
(parent/guardian)