



# Memorandum

**Deputy Provost (Student Life and Learning)**  
James Administration Building, Room 621  
845 Sherbrooke St. West  
Tel: 514-398-3109

**TO:** Senate

**FROM:** Professor Fabrice Labeau, Deputy Provost (Student Life and Learning)

**SUBJECT:** Proposed Policy on Student Safety Abroad

**DATE:** May 8, 2024

**DOCUMENT #:** D23-67

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

<b>ISSUE</b>	International Mobility Guidelines date from 2009 and must be updated to reflect recommendations from Internal Audit in the form of an official University-level policy.
<b>BACKGROUND &amp; RATIONALE</b>	The International Mobility Guidelines are being replaced by the Policy on Student Safety Abroad. This Policy provides University-wide standards for international experiential learning opportunities and aims to ensure safer and more consistent experiences for students engaging in this growing and important academic activity. General Procedures been developed as a companion document (Appendix B).
<b>PRIOR CONSULTATION</b>	During the revision of this Policy, feedback was sought from Members of the Senior Administration, Legal Services, the Enrolment and Student Affairs Advisory Committee, the International Student Mobility Advisory Committee, Secretariat, and Senate.
<b>SUSTAINABILITY CONSIDERATIONS</b>	In alignment with our commitment to sustainability, our process embraces a paperless approach. All consultations were conducted electronically, and dissemination of the Policy and Procedures will also be digital.
<b>IMPACT OF DECISION AND NEXT STEPS</b>	The Policy on Student Safety Abroad is presented for approval and the Procedures are presented for information. Subject to Senate approval, this Policy will be presented to the Board of Governors in May 2024.
<b>MOTION OR RESOLUTION FOR APPROVAL</b>	<i>Be it resolved that Senate approve, and recommend to the Board of Governors for approval, the proposed revisions to the Policy on Student Safety Abroad, as presented in Appendix A.</i>
<b>APPENDICES</b>	Appendix A: Governing Document Proposal for the Policy on Student Safety Abroad ( <i>for approval</i> ) Appendix B: Student Safety Abroad Procedures ( <i>for information</i> )

<b>POLICY</b>	<b>POLICY ON STUDENT SAFETY ABROAD</b>
<b>Approving Body</b>	Senate, Board of Governors
<b>Initial Approval Date</b>	n/a
<b>Date of Last Review</b>	n/a
<b>Next Review Date:</b>	May 2025
<b>Executive Sponsor</b>	Deputy Provost, Student Life and Learning

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Student Safety Abroad Policy</li> </ul> Appendices: <ul style="list-style-type: none"> <li>• Student Safety Abroad Procedures</li> <li>• Student Acceptance Form Acknowledgment and Consent</li> <li>• International Field Studies Safety Plan Template</li> <li>• McGill Risk Rating System</li> <li>• Travel Exemption Procedure</li> </ul>
--------------------------	--

## **PART I – PURPOSE**

McGill University is committed to providing students with a 21st century education by increasing the number of and access to international experiential learning opportunities (“University sanctioned international activities”), such as internships, field courses and studies, exchanges, performances and competitions, amongst others. The University further encourages students to include an international experiential learning activity as part of their studies.

The University employs best practices to provide students as well as academic and administrative staff with the information needed for safe international travel and study. However, the University cannot account for all potential risks, inconveniences, and/or incidents that a Student Traveller might experience during a University sanctioned international activity, and shall in no way be held liable for any health and/or safety issues that arise for a Student Traveller or their accompanying academic or administrative staff.

This Policy on Student Safety Abroad (“the Policy”) clarifies the roles and responsibilities of a Student Traveller and McGill academic and administrative staff related to University sanctioned international activities and aims to establish formal University-wide standards and resources for these activities.

## **SCOPE**

This Policy applies to Student Travellers on a University sanctioned international activity travelling outside of Canada and to the academic and/or administrative staff approving, sponsoring, organizing or accompanying them.

Students who travel abroad for a purpose other than a University sanctioned international activity are considered to be travelling as private citizens and are solely responsible for making their own decisions regarding personal safety.

## PART II –CONTENT

### 1. Definitions

**“Student”**: means (i) any person registered in the University for a course, courses or research, whether or not a candidate for degree, diploma, or certificate; (ii) persons once registered in the University under (i) above who are on leave (iii) persons registered during any preceding term and who have not since that time fulfilled all the requirements for the degree, diploma or certificate for which they were registered; (iv) postdoctoral fellows, who are not employees of the University.

**“Student Traveller”**: means any student participating in a University sanctioned international activity.

**“University Sanctioned International Activity”**: means curricular activities (i.e., credit or non-credit course work, exchange programs, field work, music performances and research) and co-curricular activities (e.g. University funded internships, varsity sports) that are officially approved or endorsed by McGill and for which international travel is an essential part of the activity, whether or not the student is pursuing the activity for academic credit or recognition, or receives University or third-party funding.

University sanctioned international activities exclude:

- Activities sponsored or organized by student clubs or associations,
- Activities organized solely by a student or group of students.

**“Activity Sponsor”**: means the McGill academic and/or administrative staff member(s) who actively approve(s), organize(s), coordinate(s), sponsor(s), give(s) credit for, accompany(ies) or supervise(s) a Student Traveller on a University sanctioned international activity; or if there is no such person(s), the Head of Unit.

**“Head of Unit”**: means the head of the academic or administrative unit that approves, sponsors or gives credit for a University sanctioned international activity.

**“Global Affairs Canada (GAC) Travel Advisories”**: means the official travel information and advice issued by the Government of Canada.

**“Exchange Partner”**: means a university with which McGill has established a student exchange program agreement.

**“International Student Mobility Advisory Committee”**: means the University committee responsible for international undergraduate student mobility strategies, in accordance with its Terms of Reference.

**“McGill Abroad – ODPSLL”**: means McGill’s central team in the Office of the Deputy Provost, Student Life and Learning (ODPSLL) that oversees international student mobility opportunities, protocols and procedures.

### 2. Safety and Travel Planning and Responsibilities

#### 2.1. McGill Abroad – ODPSLL:

- 2.1.1. oversees the implementation and administration of this Policy;
- 2.1.2. informs Student Travellers about health and safety issues related to travel abroad;

- 2.1.3. acts as the University resource for safety abroad and provides expert advice on global safety and security to University leadership, committees, students, Student Travellers, Activity Sponsors and Heads of Units;

Without limiting the generality of the foregoing, McGill Abroad – ODPSLL also:

- 2.1.4. stays informed of changing conditions in the GAC Travel Advisories, communicates these changes to Student Travellers and relevant University units, and implements appropriate protocols in accordance with this Policy and associated Procedures;
  - 2.1.5. administers the McGill Student Travel Registry;
  - 2.1.6. supports crisis management;
  - 2.1.7. develops and delivers safety abroad information, training (e.g., Pre-Departure Orientation) and outreach for Student Travellers;
  - 2.1.8. oversees the administrative procedure for travel exemptions;
  - 2.1.9. oversees the development of policies and procedures pursuant to University sanctioned international activities and travel;
  - 2.1.10. maintains a registry of emergency and contingency plans for University sanctioned international activities; and
  - 2.1.11. evaluates and approves site and host selection for all Exchange partners upon the recommendation of the International Student Mobility Advisory Committee.
- 2.2. A Student Traveller:
- 2.2.1. educates themselves in advance of international travel by researching and assessing the general and personal risks related to their planned trip to ensure their physically and mentally readiness for travel;
  - 2.2.2. conducts themselves in a manner that prioritizes their safety while travelling;
  - 2.2.3. considers information relevant to the nature of their University sanctioned international activity (e.g., location) and the associated risks;
  - 2.2.4. prior to participating in a University sanctioned international activity, and in accordance with the Procedures associated with this Policy:
    - a. registers with the [McGill Student Travel Registry](#) at least 10 working days prior to their departure date;
    - b. completes the [Pre-Departure Orientation](#) offered by McGill Abroad – ODPSLL, unless exempt;
    - c. purchases appropriate and sufficient travel and medical insurance; and
    - d. obtains any authorizations to travel and take part in the University sanctioned international activity that are required.
  - 2.2.5. Failure to complete requirements 2.2.4.a. and 2.2.4.b. of this Policy shall lead to the cancellation of the University sanctioned international activity and/or the activity being deemed as Unauthorized Travel, as defined in Section 6.
- 2.3. Activity Sponsor(s):
- 2.3.1. consults with McGill Abroad – ODPSLL when planning a new University sanctioned international activity;
  - 2.3.2. reviews and authorizes applications to participate in a University sanctioned international activity.

### 3. Evaluation and Approval of University Sanctioned International Activities

- 3.1. Student Travellers shall not be compelled to travel to a location where they feel their safety may be compromised in order to participate in a University sanctioned international activity. Student Travellers may request to opt out of an activity by writing to the Activity Sponsor(s) or Head of Unit providing justification for the request and requesting an accommodation.
- 3.2. For a University sanctioned international activity in which a Student Traveller is accompanied by Activity Sponsor(s), the Activity Sponsor(s) is responsible for:
  - 3.2.1. evaluating and approving the University sanctioned international activity, including travel plans, safety plans and site selection in accordance with this Policy and accompanying Procedures. The Activity Sponsor must consult the GAC Travel Advisory at the time of the approval to confirm that travel to the proposed destination is allowed pursuant to this Policy.
  - 3.2.2. preparing and submitting a safety plan for each University sanctioned international activity to McGill Abroad – ODPSLL at least two months before the beginning of the activity or the departure, whichever comes first. The Head of the Unit or their delegate shall also record the safety plans prepared by Activity Sponsors.
  - 3.2.3. informing the Student Traveller of the mandatory requirements including those listed in 2.2.4 and ensuring their compliance with 2.2.4.a. and 2.2.4.b.
  - 3.2.4. Cancelling a University sanctioned activity for Student Travellers who do not comply with 2.2.4.a and 2.2.4.b.
- 3.3. For a University sanctioned international activity in which a Student Traveller is unaccompanied by Activity Sponsor(s), the Activity Sponsor(s) is responsible for:
  - 3.3.1. evaluating and approving the University sanctioned international, including site and host selection in accordance with this Policy. The Activity Sponsor must consult the GAC Travel Advisory at the time of the approval to confirm that travel to the proposed destination is allowed pursuant to this Policy.
  - 3.3.2. informing the Student Traveller of the mandatory requirements including those listed in 2.2.4. and ensuring their compliance with 2.2.4.a and 2.2.4.b.
  - 3.3.3. Cancelling a University sanctioned activity for Student Travellers who do not comply with 2.2.4.a and 2.2.4.b.

### 4. Travel Advisories and Risk Assessment

- 4.1. The University relies on GAC Travel Advisories to determine whether a location is safe for a University sanctioned international activity.
- 4.2. GAC Risk Levels indicate a level of risk associated with travel to a location and these are mapped to University descriptions of the risk and internal ratings. See Annex A for McGill Risk Rating System.
- 4.3. To participate in a University sanctioned international activity, travel to or through a location with a Level 1 or 2 University Risk Rating is permitted.
- 4.4. To participate in a University sanctioned international activity, travel to or through a location with a Level 3 University Risk Rating may be permitted in exceptional circumstances and requires the approval of the Deputy Provost (Student Life and Learning). In most instances, the Activity Sponsor and Head of Unit will be responsible for identifying an alternate destination.

- 4.5. The University does not authorize travel to or through a location with a Level 4 University Risk Rating.

## **5. Revocation of Authorization**

The Deputy Provost (Student Life and Learning) may revoke authorization for a University sanctioned international activity as a result of safety concerns. Such decision must be made in writing and sent to the Dean of the relevant faculty, the Head of Unit, Activity Sponsor(s) and the Student Traveller.

## **6. Unauthorized Travel**

- 6.1. Students who undertake travel without University authorization, or Student Travellers who remain in a location after authorization has been revoked, are considered to be travelling as a private citizen.
- 6.2. University resources or sponsorship will not be provided for unauthorized travel. In the event the University becomes aware of unauthorized travel, the Deputy Provost (Student Life and Learning), in consultation with the Dean of the relevant faculty, shall take corrective measures.

## **7. Requirements to report a problem**

- 7.1. The Activity Sponsor(s) is required to report major health and safety issue(s) affecting a Student Traveller to the Dean of Students upon being made aware of the issue(s).
- 7.2. Student Travellers should report major health and safety issues or concerns to the Activity Sponsor(s) and to the Dean of Students as soon as possible.

## **PART III – AUTHORITY TO APPROVE PROCEDURES**

The Deputy Provost (Student Life and Learning) is the final authority for the approval of Procedures or other secondary documents related to this Policy.

## **PART IV – REVIEW**

This Policy shall be reviewed as needed and no less than every five years.

## Appendix A: McGill Risk Rating System

<b>GAC Travel Advisory</b>	<b>Risk Description</b>	<b>University Risk Rating</b>
Take normal security precautions	A Student Traveller should take similar precautions to those they would take in Canada.	Level 1
Exercise high degree of caution	There are certain safety and security concerns in the country, territory, or region, or the situation could change quickly. A Student Traveller must be very cautious at all times, monitor local media and follow the instructions of local authorities.	Level 2
Avoid non-essential travel	Student safety and security could be at risk. McGill Abroad – ODPSLL reviews in collaboration with a Student Traveller and the Dean of their faculty, Head of Unit, and Activity Sponsor the need to travel to this country, territory or region based on academic requirements, knowledge of or familiarity with the region, and other factors. If a Student Traveller is already in the location, McGill Abroad-ODPSLL in collaboration with the Dean of the relevant faculty will determine whether ongoing participation in the University sanctioned international activity is essential or whether a Student Traveller should be advised to leave for safety and security reasons.	Level 3
Avoid all travel	A Student Traveller shall not travel to this country, territory or region. Personal safety and security are at great risk. If a Student Traveller is already in a location that escalates to a Level 4 risk rating, they will be advised to leave if it is safe to do so.	Level 4

Source: <https://travel.gc.ca/travelling/advisories>

<b>PROCEDURE TITLE</b>	<b>STUDENT SAFETY ABROAD PROCEDURES</b>
<b>Executive Sponsor</b>	Deputy Provost, Student Life and Learning
<b>Initial Approval Date</b>	n/a
<b>Date of Last Review</b>	n/a

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Student Safety Abroad Policy</li> </ul> Appendices: <ul style="list-style-type: none"> <li>• Student Safety Abroad Procedures</li> <li>• Student Acceptance Form Acknowledgment and Consent</li> <li>• International Field Studies Safety Plan Template</li> <li>• McGill Risk Rating System</li> <li>• Travel Exemption Procedure</li> </ul>
--------------------------	--

## 1. PURPOSE

The Student Safety Abroad Procedures serves to operationalize the Policy on Student Safety Abroad. The Procedures provide the framework to facilitate travel safety related decisions and establish formal University-wide standards and resources for University sanctioned international activities.

## 2. APPLICATION/SCOPE

The Student Safety Abroad Procedures applies to Student Travellers on a University sanctioned international activity travelling outside of Canada and to the academic and/or administrative staff approving, sponsoring, organizing or accompanying them.

Students who travel abroad for a purpose other than a University sanctioned international activity are considered to be travelling as private citizens and are solely responsible for all aspects of their travel and safety.

## 3. DEFINITIONS

**“Student”**: means (i) any person registered in the University for a course, courses or research, whether or not a candidate for degree, diploma, or certificate; (ii) persons once registered in the University under (i) above who are on leave (iii) persons registered during any preceding term and who have not since that time fulfilled all the requirements for the degree, diploma or certificate for which they were registered; (iv) postdoctoral fellows, who are not employees of the University.

**“Student Traveller”**: means any student participating in a University sanctioned international activity.

**“University Sanctioned International Activity”**: means curricular activities (i.e., credit or non-credit course work, exchange programs, field work, music performances and research) and co-curricular activities (e.g. University funded internships, varsity sports) that are officially approved or endorsed by



McGill and for which international travel is an essential part of the activity, whether or not the student is pursuing the activity for academic credit or recognition, or receives University or third-party funding.

University sanctioned international activities exclude:

- Activities sponsored or organized by student clubs or associations,
- Activities organized solely by a student or group of students.

**“Activity Sponsor”**: means the McGill academic and/or administrative staff member(s) who actively approve(s), organize(s), coordinate(s), sponsor(s), give(s) credit for, accompany(ies) or supervise(s) a Student Traveller on a University sanctioned international activity, or if there is no such person, the Head of Unit.

**“Head of Unit”**: means the head of the academic or administrative unit that approves, sponsors or gives credit for a University sanctioned international activity.

**“Global Affairs Canada (GAC) Travel Advisories”**: means the official travel information and advice issued by the Government of Canada.

**“Exchange Partner”**: means a university with which McGill has established a student exchange program agreement.

**“International Student Mobility Advisory Committee”**: means the University committee responsible for international undergraduate student mobility strategies, in accordance with its Terms of Reference.

**“McGill Abroad – ODPSLL”**: means McGill’s central team in the Office of the Deputy Provost, Student Life and Learning (ODPSLL) that oversees international student mobility opportunities, protocols and procedures.

## 4. PROCEDURE CONTENT

### General Travel Procedures

#### For Student Travellers

##### 4.1. Pre-departure Orientation

Student Travellers travelling outside of Canada must complete the McGill Abroad - ODPSLL online Pre-departure Orientation on MyCourses. It is recommended this be completed 3 to 6 months prior to departure.

##### 4.1.1. Student Travellers exempted from this include:

- Students Travellers travelling to their country of citizenship.
- Students in Nursing, Physical Therapy (PT), Occupational Therapy (OT), and Doctor of Medicine and Master of Surgery (MDCM) because local pre-departure training is coordinated by the McGill

Global Health Programs (GPH) office in collaboration with the Schools of Nursing and Physical and Occupational Therapy, and the Faculty of Medicine and Health Sciences

- Special cases, as approved by the Deputy Provost (Student Life and Learning).

#### 4.2. Registration with Global Affairs Canada

4.2.1. Student Travellers with Canadian citizenship are required to register with the Government of Canada service called “Registry of Canadians Abroad” prior to their departure for a University sanctioned international activity.

4.2.2. Student Travellers who hold other citizenships must register with the Consulate or Embassy of their home country if this service is available.

#### 4.3. McGill Student Travel Registry

All Student Travellers travelling outside of Canada must register their travels in the McGill Student Travel Registry and complete the Student Consent Form (Appendix A) at least 10 working days prior to their departure.

#### 4.4. Insurance

Student Travellers are responsible to ensure they have sufficient travel and medical insurance for the duration of their time abroad.

### **Activity Sponsors**

#### 4.5. Registration with McGill Student Travel Registry

4.5.1. Activity Sponsors must ensure that Student Travellers within their purview register with the McGill Student Travel Registry at least 10 working days prior to their departure date and complete the McGill Abroad- ODPSLL Pre-Departure Orientation on MyCourses, unless exempted.

#### 4.6. Activity Sponsors who accompany Student Travellers on a Field Course or Semester, specifically,

4.6.1. shall inform McGill Abroad - ODPSLL of their travel plans and submit a safety plan to [safetyabroad@mcgill.ca](mailto:safetyabroad@mcgill.ca) at least two months before the beginning of the activity or the departure, whichever comes first. A template safety plan is available (Appendix B).

4.6.2. The Head of the Unit or their delegate shall also record the safety plans prepared by Activity Sponsors.

4.6.3. should be aware that Faculties and/or Departments are advised to offer tailored destination and/or activity specific pre-departure sessions to Student Travellers.

#### 4.7. Non-compliance

McGill Abroad – ODPSLL or an Activity Sponsor will cancel the University sanctioned international activity of any Student Travellers who do not abide by the Policy on Student Safety Abroad or this Procedure.

#### 4.8. Revocation of Authorization

- 4.8.1. The Deputy Provost (Student Life and Learning) may revoke authorization for a University sanctioned international activity as a result of safety concerns. Such decision must be made in writing and sent to the Dean of the relevant faculty, the Head of Unit, Activity Sponsor(s) and the Student Traveller.
- 4.8.2. Should the GAC Travel Advisory of a location change to a risk rating Level 3 or Level 4, the McGill Abroad - ODPSLL will advise Student Travellers via the McGill Student Travel Registry App and the Student's McGill Official email and Activity Sponsors.
- 4.8.3. Student Travellers must leave location if instructed to do so by McGill Abroad - ODPSLL. Student Travellers who refuse to follow instructions of the University will be considered to be on an Unauthorized Travel.

#### 4.9. Unauthorized travel

- 4.9.1. Students who undertake travel without University authorization, or Student Travellers who remain in a location after authorization has been revoked, are considered to be travelling as a private citizen.
- 4.9.2. University resources or sponsorship will not be provided for unauthorized travel. In the event the University becomes aware of unauthorized travel, the Deputy Provost (Student Life and Learning) in consultation with the Dean of the relevant faculty, may take any of the following measures:
  - Suspend or cancel the University sanctioned international activity or the Student's participation in the University sanctioned international activity;
  - Suspend or cancel any funding to the Student from the sources controlled by the University;
  - Subject to applicable laws, advise third parties that the Student is not travelling under the auspices of the University or with the authorization of the University;
  - With the approval of Dean of the relevant faculty, withdraw the Student from registration or place the Student on leave from any course or program related to the travel;
  - Decline to award academic credit for activities undertaken while travelling;
  - Determine that any research conducted while travelling may not be used as a means of meeting a degree requirement at the University.
  - Impose other restrictions as warranted by the situation.

## 5. REVIEW

The Student Safety Abroad Procedures is revised as needed, and minimally in conjunction with the Policy on Student Safety Abroad.

## Appendix A: Student Acceptance Form - Acknowledgment and Consent

*\*La version en français suivra.*

1. I have chosen to participate in a University sanctioned international activity and I confirm having received the proper authorization from the issuing authority at McGill University. I understand that I am not required to take part in the University sanctioned international activity to complete a McGill degree and acknowledge that my participation in the activity is wholly voluntary.
2. I confirm that I have attended the Pre-Departure Orientation offered by McGill Abroad otherwise known as McGill Abroad – ODPSLL, unless otherwise exempt. Students will learn about university requirements, government travel advisories, health questions, travel documents, sustainable travel and more. Failure to complete the Pre-Departure Orientation may lead to the cancellation of my University sanctioned international activity.
3. I confirm that I have registered my University sanctioned international activity travel dates and required information in the McGill Student Travel Registry. The travel registry is mandatory for all University sanctioned activity outside of the Greater Montreal Area. Failure to complete the travel registry at least 10 working days before my expected travel date, will lead to the cancellation of my University sanctioned activity. (The Greater Montreal Area includes the communities within Montreal, Laval, Longueuil, The North Shore and South Shore.)
4. I have registered my travel for my University sanctioned international activity with the Government of Canada via the Registration of Canadians Abroad website or with a similar agency in my home country (if available) and will monitor the Government of Canada's Travel Advice and Advisories until the date of departure, and while abroad.
5. I will undertake such functions and responsibilities consistent with Pre-Departure Orientation and/or any other related student-training approved by McGill and fully comply with the directions that I may receive from McGill Faculty and staff members.
6. I understand that as a student of McGill, I remain subject to the rules, regulations, and policies of McGill, including but not limited to, those contained in the Handbook of Student Rights and Responsibilities.
7. If necessary, I will undergo a medical examination and receive appropriate immunization prior to the start of the University sanctioned international activity and will provide McGill with an attestation to this effect if requested.
8. I will carry appropriate and sufficient travel and medical insurance that covers medical emergencies, emergency evacuation, and trip cancellation and interruption which will remain valid throughout the duration of my trip.
9. I will travel with a passport that is valid for at least 6 months from my date of departure, visa(s) and an immunization booklet (if required), and return air ticket.
10. I understand that the University sanctioned international activity may involve physically and mentally strenuous activities in areas removed from primary medical care or hospitals.

11. I will behave in such a way as to minimize risk to myself and other participants at all times. I have familiarized myself with and will observe the local laws and customs and will at all times behave responsibly and within the laws of my destination country and will do nothing to bring discredit to McGill University.

12. I understand that participation in the University sanctioned international activity involves risks, dangers, and hazards, including but not limited to those outlined in the Government of Canada's Travel Advisories for my destination country. I have reviewed the current travel advice and advisories for my destination and understand and personally accept the risks outlined therein.

13. Unless my expenses are to be covered by my Activity Sponsor or research grant, I will be personally responsible for all my expenses and declare that I am financially capable of meeting such expenses incurred on my behalf. I will not cause McGill to incur any expense, including but not limited to telephone, telecommunications, and transportation, and will promptly and fully reimburse McGill for any such expenses, as applicable.

14. Unless I hold the necessary authorization to do so, I will not engage in any occupation or trade, whether paid or unpaid, while abroad.

15. I hold McGill harmless from any claims, demands or actions of any kind, and shall indemnify McGill from any loss or expenses incurred, and accept full responsibility for my participation in the University sanctioned international activity.

16. I agree that McGill may terminate my participation in the University sanctioned international activity and require me to return to Canada forthwith for any reason whatsoever.

17. I authorize McGill to contact the person I have named as an emergency contact in case of emergency at their discretion, releasing such information as McGill deems necessary.

18. I authorize McGill to release such personal information about me as is required by government bodies or McGill's partners for the purpose of identifying me and registering me as a participant in the University sanctioned international activity.

19. Knowing that the University communicates with students while they are abroad via their McGill email in addition to the McGill Student Travel Registry app, I agree to continuously monitor my McGill email and respond in the shortest delay to safety related emails.

20. I have requested that the present document be drafted in the English language.

*La version française*

Formulaire d'acceptation pour les étudiants – Attestation et consentement

J'ai choisi de participer à une activité universitaire à l'étranger:

1. J'ai choisi de participer à une activité universitaire à l'étranger. Je comprends que je ne suis pas obligé (e) de prendre part à cette activité pour obtenir un diplôme de l'Université McGill et je reconnais que ma participation à cette activité est entièrement volontaire.
2. Je confirme que j'ai participé à l'orientation pré-départ offerte par McGill Abroad. Les étudiants prendront connaissance des exigences universitaires, les conseils et avertissements offerts par le gouvernement aux voyageurs, les questions de santé, les documents de voyage, le voyage durable et plus encore lors de cette orientation.
3. Je confirme que j'ai enregistré les dates de mon voyage pour une activité universitaire à l'étranger ainsi que les informations requises dans le McGill Student Travel Registry. Le registre de voyage est obligatoire pour tous les déplacements liés à l'Université en dehors de la région métropolitaine de Montréal. Le non-respect de cette exigence entraînera l'annulation de l'activité universitaire à l'étranger.
4. J'ai signalé aux Services d'enregistrement d'Affaires étrangères Canada ou à tout autre organisme similaire de mon pays d'origine, les déplacements prévus dans le cadre de l'activité universitaire à l'étranger. Je consulterai les éditions subséquentes des Conseils aux voyageurs d'ici mon départ et tout au long de mon séjour à l'étranger.
5. J'assumerai les fonctions et les responsabilités inhérentes au programme de formation étudiante agréé par l'Université ainsi que celles spécifiées périodiquement par ladite université. Je me conformerai entièrement et sans délai aux directives qui me seront communiquées par le corps professoral de l'Université McGill et les membres de son personnel.
6. En tant qu'étudiant de l'Université de McGill, je reconnais devoir respecter les règlements, réglementations et politiques de l'Université McGill, y compris mais sans s'y limiter, ceux spécifiés dans le Recueil des droits et obligations de l'étudiant.
7. Si nécessaire, je subirais un examen médical et veillerai à ce que les vaccins appropriés me soient administrés avant que ne débute l'activité universitaire à l'étranger. À cet égard, je communiquerai sur demande une attestation à l'Université McGill.
8. Je m'assurerai d'avoir des assurances adéquates pour accidents et maladies, y compris une protection en cas d'évacuation d'urgence, pour la durée de l'activité universitaire à l'étranger. Je reconnais que l'assurance de l'université ne couvre pas la perte de biens personnels.
9. Pendant mon voyage, j'aurai en ma possession un passeport valide durant au moins 6 mois après la date de retour de l'activité universitaire à l'étranger, un visa, un livret de vaccination ainsi que mes billets d'avion (aller-retour).
10. Je reconnais que l'activité universitaire à l'étranger peut comporter des activités exigeantes sur le

plan physique et mental dans des zones qui n'offrent pas de soins hospitaliers ou médicaux primaires.

11. Je me comporterai de façon à minimiser en tout temps les risques pour moi-même et pour les autres participants. J'ai pris connaissance des lois et des usages locaux et je m'engage à les respecter. Je m'engage également à me comporter de façon responsable et à respecter les lois en vigueur dans le pays ou la région de destination. Je ne ferai rien qui pourrait nuire la réputation ainsi que la crédibilité de l'université McGill.
12. Je reconnais que la participation à l'activité universitaire à l'étranger comporte des risques dangers et périls, y compris mais sans s'y limiter à ceux décrits pour mon pays/région de destination dans le rapport Conseils aux voyageurs du ministère des Affaires étrangères. J'ai lu la dernière édition de ce rapport et reconnais les risques qui y sont mentionnés.
13. À moins que mes frais ne soient assumés par mon superviseur ou couverts par ma subvention de recherche, j'assumerai la totalité de mes frais et déclare par la présente avoir les moyens financiers nécessaires pour couvrir tous les frais encourus à titre personnel. Je n'occasionnerai aucun frais pour l'université McGill, incluent mais sans s'y limiter frais de téléphone, de télécommunication et de transport. Le cas échéant, je rembourserai sans délai à l'université McGill tous les frais applicables.
14. À moins d'y être durement autorisé (e), je ne me livrerai à l'étranger à aucun travail ou métier rémunère ou non.
15. Je dégage par la présente l'université McGill de toute réclamation, demande ou action, quelle qu'elle soit, m'engage à indemniser l'Université McGill pour toutes pertes ou dépenses encourues, et accepte la pleine responsabilité de ma participation à l'activité universitaire à l'étranger.
16. Je conviens que l'Université McGill puisse mettre fin à ma participation à l'activité universitaire à l'étranger et exiger mon retour immédiat au Canada pour une raison ou pour une autre.
17. J'autorise par la présente l'Université McGill à communiquer à sa discrétion avec la personne que j'ai désignée comme personne-ressource en cas d'urgence, pour divulguer les renseignements que l'université jugera pertinents.
18. J'autorise l'Université McGill à divulguer les renseignements personnels me concernant requis par les organismes gouvernementaux ou les partenaires de l'Université McGill aux fins de d'identifier et de m'inscrire en tant que participant à l'activité de voyage liée à l'Université.
19. La communication avec les étudiants pendant leur séjour à l'étranger se fera via leur adresse électronique institutionnelle de McGill. Je surveillerai celle-ci et répondrai dans les plus brefs délais aux courriels relatifs à la sécurité.
20. J'ai demandé que le présent document soit rédigé en français.

## Appendix B: International Field Studies Safety Plan Template

### Activity and Travel Details

#### Description of the activity

Provide specific details of the activity (including location of University-related work, travel dates, host institution, location of accommodation, and nature of activity, number of participants (students and staff)).

--

#### Risks at Destination

Please list potential risks associated with conducting the field study in this chosen location. Please reference Global Affairs Canada's Travel Advice and Advisories, including Regional Advisories (if applicable), in your description.

--

#### Description of transportation

Describe the routes and modes of transportation that you will use to arrive to the activity location, depart upon completion, and use throughout the activity, if applicable. Please include your flight itineraries, if available.

--

#### Host organization

Does the host organisation provide participants with health services including access to mental health resources?

--

#### Validity of Insurance

<input type="checkbox"/>	Participants' Travel, Medical and Evacuation insurance will remain valid when participating in all activities, in all activity locations, throughout the duration of the trip.
--------------------------	--

#### Risk Management

Describe the contingency plan in case the activity must be cancelled or travel is interrupted preventing you from initiating the activity.

--



Describe the contingency plan in case the activity must be cancelled or travel is interrupted preventing you from returning home.

How will potential risks be mitigated?

What security measures are in place to alleviate any potential risks or barriers to student safety and wellness? It is important to take into consideration that everyone shares a different experience and preparing students ahead of time is essential. For example, certain historical landmarks or activities may be triggering to students and therefore a preamble is strongly suggested.

Students may feel a wide range of unexpected emotions while abroad. Please describe how McGill Faculty and accompanying staff will support students in the event of a mental health crisis or concern.

<input type="checkbox"/>	<b>Personal Supplies:</b> Participants have prepared enough essential supplies (i.e. medication, nutritional supplements, hygiene products), to last beyond the expected end date of the field activity.
<input type="checkbox"/>	<b>Travel Documents:</b> Participants have confirmed that their passports, visas, and other important documents will remain valid beyond the expected end date of the field activity.
<input type="checkbox"/>	<b>Insurance Extension:</b> Participants' Travel, Medical and Evacuation Insurance can be extended, while abroad, if required.
<input type="checkbox"/>	<b>Finances:</b> Participants have sufficient financial resources to last beyond the expected end date of the Field Activity.

**Pre-Departure Registration of Travel**

<input type="checkbox"/>	Participants have registered with the Canadian Department of Foreign Affairs and International Trade (DFAIT) <a href="#">Registration of Canadians Abroad</a> or their home country's equivalent, if available.
<input type="checkbox"/>	Student participants have created an entry for this trip in the <a href="#">McGill Student Travel Registry at least 10 days prior to their scheduled departure.</a>
<input type="checkbox"/>	Faculty and staff participants have completed the <a href="#">University Travel Registration Form.</a>

<input type="checkbox"/>	Student participants, who are travelling internationally, have completed the <a href="#">Pre-Departure Orientation</a> MyCourse.
<input type="checkbox"/>	Participants have completed a field activity specific pre-departure orientation provided by the department.
<input type="checkbox"/>	Participants are clearly aware of risks associated to the field activity and have received either a virtual or in-person training session in preparation for their field course abroad

The following participants are certified to perform First Aid:

1.	Name:	
	Role:	
	Contact:	
2.	Name:	
	Role:	
	Contact:	
3.	Name:	
	Role:	
	Contact:	

In the event of an emergency, the following people in the group will take charge of checking member numbers, contacting emergency services, and informing relevant parties. If the designated person is unavailable or incapacitated, the following person will take charge.

1.	Name:	
	Role:	
	Contact:	
2.	Name:	
	Role:	
	Contact:	
3.	Name:	
	Role:	
	Contact:	

### Local Emergency Services

Local Emergency Services (911 or equivalent)	
Phone number:	
Local Police Station	
Address:	
Phone number:	
Local Canadian Consular Services (or equivalent)	
Address:	
Phone number:	

Emergency Assistance for Canadians Abroad	
Email:	<a href="mailto:sos@international.gc.ca">sos@international.gc.ca</a>
Phone number:	+1 613 996 8885 (call collect where available)
Website:	<a href="https://travel.gc.ca/assistance/emergency-assistance">https://travel.gc.ca/assistance/emergency-assistance</a>
SMS:	+1-613-686-3658
WhatsApp:	+1-613-909-8881

Nearest Medical Services	
Address:	
Phone number:	

Nearest Local Hospital	
Address:	
Phone number:	

Two Emergency Contacts	
Address:	
Phone number:	
Address:	
Phone number:	

### McGill Services

McGill Emergency Services	
24/7 Campus Security is available 365 days a year. Telephone calls will be routed and triaged accordingly	<p><b>+1-514-398-3000</b></p> <p><a href="https://www.mcgill.ca/campussafety/security-services">https://www.mcgill.ca/campussafety/security-services</a></p>
Office of the Dean of Students	<p><b>+1- 514-398-4990</b></p> <p><a href="https://www.mcgill.ca/deanofstudents/">https://www.mcgill.ca/deanofstudents/</a></p>
24/7 365 days a year online Mental Health Counselling available in over 60 different languages	<p><a href="#">keep.meSAFE</a></p> <p>web APP that can be downloaded on a mobile device</p>
Safety Abroad Officer Monday through Friday: 8h30am to 16:30pm EST.	<p>+ 1- 514-398-5995</p> <p><a href="mailto:safetyabroad@mcgill.ca">safetyabroad@mcgill.ca</a></p>

*Please note that working hours may be subject to change.	
---	--

Online Resources for consultation purposes

McGill Abroad Emergency webpage	<a href="https://www.mcgill.ca/mcgillabroad/safety/emergencies">https://www.mcgill.ca/mcgillabroad/safety/emergencies</a>
------------------------------------	---

Please indicate the lead contact/staff member for this field course
Name:
Title:
Signature:
Course title and code:
Date:

Appendix C: McGill Risk Rating System

GAC Risk Level	Risk Description	University equivalent travel advisory risk rating
Take normal security precautions	Take similar precautions to those students would take in Canada.	Level 1
Exercise high degree of caution	There are certain safety and security concerns in the country, territory, or region, or the situation could change quickly. Students must be very cautious at all times, monitor local media and follow the instructions of local authorities.	Level 2
Avoid non-essential travel	Student safety and security could be at risk. The University reviews in collaboration with the Student and the Dean of their faculty, Head of Unit and Activity Sponsor the need to travel to this country, territory or region based on academic requirements, knowledge of or familiarity with the region, and other factors. If Student is already there, the University will determine whether the Student participation in the University sanctioned international activity is essential and whether they should be advised to leave for safety and security reasons.	Level 3
Avoid all travel	Students should not travel to this country, territory or region. Personal safety and security are at great risk. If Student is already there, they will be advised to leave if it is safe to do so.	Level 4

Source: <https://travel.gc.ca/travelling/advisories>

## Appendix D: Travel Exemption Procedure

### Application Prior to Travel

Students who deem travel to a country or region with an “Avoid non-essential travel” advisory as essential to their studies must apply for a Travel Exemption via the Travel Exemption webpage on McGill Abroad website, at least 4 weeks before making any travel arrangement or 2 months prior to travel. Exemptions for travel or stay in a country with an “Avoid all travel” advisory will not be granted. In communications, the student must be reminded that application for a travel exemption does not guarantee approval.

### Application While Abroad

Students who are away participating in a university-related activity when an “Avoid non-essential travel” advisory is issued for their destination will be contacted by McGill Safety Abroad and given instructions. Should the Student consider their international activity essential, they will apply for an exemption. Due to the urgency of these requests, its processing will be fast-tracked. In communications, the student must be reminded that application for a travel exemption does not guarantee approval.