

## Off-Campus Activity and Travel Policy

### Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

#### Instructions:

- Review column 1 and determine the appropriate risk level based on the category of student traveling.
- Review column 2 and determine the appropriate risk level based on the kind of activity being performed.
- Review column 3 and determine the appropriate risk level based on where the travelers are going.
- Assign a final risk level. This will be the highest risk level identified in any of the three columns.

<b>Chart 1: Risk Assessment</b>			
Risk Level	1) Who is traveling?	2) What kind of activity are they doing?	3) Where are they going?
<b>Low</b>	Graduate students engaged in research.	An activity that entails hazards or risk no greater than those encountered by participants in their everyday lives ( <i>e.g. meetings, conferences</i> ).	A location where Foreign Affairs and International Trade Canada Travel Reports indicate “exercise normal security precautions”.  Typically travel within Canada is low risk. However, possible risks such as natural disasters and public health issues should be taken into consideration in determining whether the risk level should increase.
<b>Medium</b>	Undergraduate students. Graduate students not engaged in research.	Activities that entail a higher level of risk than individuals would encounter in their daily lives, but those risks are easily mitigated ( <i>e.g. most field research activities, off-road vehicle use, sharps use</i> ).	A location where Foreign Affairs and International Trade Canada Travel, local country jurisdictional sources or specialized travel advisory services in combination or as a single source may indicate “exercise high degree of caution”.
<b>High</b>		Activities that have the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives but which can be minimized through planning, training, standard operating procedures, etc. ( <i>e.g. direct work with dangerous wildlife, travel or work in extremely isolated locations</i> ).	A location where Foreign Affairs and International Trade Canada Travel reports, local country jurisdictional sources or specialized travel advisory services in combination or as a single source may indicate “avoid non-essential travel”.
<b>Extreme</b>		An activity for which there is substantial risk to participants, which strategic planning cannot effectively minimize with any reasonable probability ( <i>e.g. activities that result in a high probability of an incident that could result in serious injury or death</i> ).	A location where Foreign Affairs and International Trade Canada Travel reports, local country jurisdictional sources or specialized travel advisory services in combination or as a single source may indicate “avoid all travel”.

#### Related Links:

- [Department of Foreign Affairs and International Trade Travel Reports and Warnings](#)
- [Public Health Agency of Canada Travel Health Notices](#)
- [Public Safety Canada](#)
- [Alberta Emergency Management Agency Emergency Alerts](#)

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**Instructions:**

- Review the row associated with the final risk level assigned from chart 1.
- Obtain approval if required as indicated in the “approval” column. You may use existing approval mechanisms within your Faculty/Department/Unit, or you may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.
- Perform the actions listed in the “actions” column.

**Chart 2: Approval and Actions**

Risk Level	Approval	Actions
<b>Low</b>	None required.	<ul style="list-style-type: none"> <li>• Should advise a supervisor or the Department/Unit as appropriate of the travel plans.</li> <li>• Should provide emergency contact information for all travelers to a supervisor or the Department/Unit as appropriate. If your program does not already have a mechanism for this you may choose to use the sample <a href="#">Emergency Contact Form</a>.</li> </ul> <p><b>If traveling outside Canada:</b></p> <ul style="list-style-type: none"> <li>• Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada.</li> <li>• All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*.</li> <li>• Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information.</li> <li>• Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.</li> </ul>

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Risk Level	Approval	Actions
<b>Medium</b>	<p>For Graduate Students engaged in research: the principal investigator or faculty supervisor.</p> <p>For registered student groups: Student Group Services</p> <p>For all other student travel: the appropriate Department Chair.</p>	<ul style="list-style-type: none"> <li>• Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i></li> <li>• Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample <a href="#">Emergency Contact Form</a>.</li> <li>• All travelers must complete the appropriate waiver form if required as outlined in the <a href="#">Waiver and Release of Liability and Informed Consent Procedure</a>.</li> <li>• For field research &amp; field courses it is recommended that a <a href="#">Field Activities Plan</a> be prepared.</li> <li>• For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i></li> </ul> <p><b>If traveling outside Canada:</b></p> <ul style="list-style-type: none"> <li>• Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada.</li> <li>• All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*.</li> <li>• The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised.</li> <li>• Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information.</li> <li>• Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.</li> </ul>

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Risk Level	Approval	Actions
<b>High</b>	<p>For Graduate Students engaged in research: the principal investigator or faculty supervisor.</p> <p>For registered student groups: Student Group Services</p> <p>For all other student travel: the appropriate Faculty Dean in consultation with Insurance &amp; Risk Assessment.</p>	<ul style="list-style-type: none"> <li>• Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i></li> <li>• Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample <a href="#">Emergency Contact Form</a>.</li> <li>• All travelers must complete the appropriate waiver form if required as outlined in the <a href="#">Waiver and Release of Liability and Informed Consent Procedure</a>.</li> <li>• For field research &amp; field courses a <a href="#">Field Activities Plan</a> must be prepared.</li> <li>• For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i></li> </ul> <p><b>If traveling outside Canada:</b></p> <ul style="list-style-type: none"> <li>• Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada.</li> <li>• There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance &amp; Risk Assessment to determine appropriate risk management strategies.</li> <li>• All travelers should consider purchasing personal travel insurance coverage*.</li> <li>• The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised.</li> <li>• Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information.</li> <li>• Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.</li> </ul>

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<b>Extreme</b>	<p>For registered student groups: Student Group Services in consultation with Insurance &amp; Risk Assessment.</p> <p>For all other student travel: the appropriate Faculty Dean in consultation with Insurance &amp; Risk Assessment.</p> <p>Final authority lies with the Provost. (only approved in exceptional circumstances)</p>	<ul style="list-style-type: none"> <li>• Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i></li> <li>• Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample <a href="#">Emergency Contact Form</a>.</li> <li>• All travelers must complete the appropriate waiver form if required as outlined in the <a href="#">Waiver and Release of Liability and Informed Consent Procedure</a>.</li> <li>• For field research &amp; field courses a <a href="#">Field Activities Plan</a> must be prepared.</li> <li>• For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i></li> <li>• The group leader must work with the Office of Insurance &amp; Risk Assessment and/or University of Alberta International to identify risks and develop appropriate risk management strategies.</li> </ul> <p><b>If traveling outside Canada:</b></p> <ul style="list-style-type: none"> <li>• Faculties are encouraged to advise University of Alberta International of their programs that involve student travel outside Canada.</li> <li>• There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance &amp; Risk Assessment to determine appropriate risk management strategies.</li> <li>• All travelers should consider purchasing personal travel insurance coverage*.</li> <li>• The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised.</li> <li>• Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information.</li> <li>• Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.</li> </ul>

\* Emergency health coverage refers to coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care; health related emergency transportation and evacuation; and trip interruption due to a medical emergency. Personal travel insurance refers to insurance that covers aspects of travel not related to health or medical emergencies such as trip cancellation, trip interruption, theft and lost luggage.

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\* Students are offered emergency health coverage through their respective benefits programs. This coverage may be subject to exclusions or limitations such as travel to locations where the Department of Foreign Affairs and International Trade has issued a travel warning, the performance of certain activities or the presence of pre-existing medical conditions.

\* It is the responsibility of individual travelers to review their emergency health coverage to determine if there are exclusions that are applicable. Should a traveler choose to undertake off-campus activities and travel where an exclusion is present, they are doing so at their own risk and the University assumes no liability or responsibility for emergency health care or related costs should they arise. Further information and resources on emergency health insurance can be found on the Department of Foreign Affairs and International Trade website.

\* Personal travel insurance is not generally provided to faculty, postdoctoral fellows, staff and students through their respective benefits program.

#### **Related Links:**

[Field Research Office](#)

[University of Alberta International - Education Abroad](#)

[Office of the Dean of Students - Student Groups](#)

[Students Union - Student Group Services](#)

[Office of Insurance & Risk Assessment](#)

[Approval of Risk Assessment for Off-Campus Travel Involving Students Form](#)

[Emergency Contact Form](#)

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