

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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Revised:	

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to encourage the use of student off-campus learning activities, such as field trips, study Canada and study abroad activities, to provide students with relevant skill-oriented learning and to support students in their personal and professional development and growth, while at the same time ensuring that risks associated with off-campus activities are effectively mitigated.

## PROCEDURE

### PHILOSOPHY

SAIT recognizes that study Canada experiences help students develop relevant skill-oriented learning, support students in their personal and professional development, and help students become work-ready within Canada.

### DEFINITIONS

<b>Field school</b>	A program where participants travel to a particular destination to learn about a topic or a range of topics.
<b>Group study Canada activity</b>	A study Canada activity involving more than one participant.
<b>Participants</b>	For the purpose of this procedure, participants include students, alumni and industry members whose participation has been pre-approved by the program running the activity.
<b>Program leader</b>	A SAIT employee responsible for the overall organization and management of a study Canada activity in the employee's school/department. The program leader may not necessarily accompany the participants on a study Canada activity.

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<b>Program-specific study tour</b>	A program trip to another post-secondary institution where participants attend classes related to their program at the host institution.
<b>Semester exchange</b>	A program where a student completes part of a SAIT program by attending a comparable program of studies at a post-secondary institution outside of Alberta but within Canada.
<b>Service learning</b>	A program dedicated to a volunteer service project and often carried out in conjunction with a non-profit organization.
<b>Study Canada activity</b>	A SAIT-approved activity for an individual or group and which occurs outside Alberta but within Canada. This includes but is not limited to field schools, program-specific study tours, subject-specific study tours, service learning programs, conferences, student competitions, semester exchanges, organized sports competitions, other extracurricular activities and student research projects.
<b>Study Canada coordinator</b>	The SAIT employee responsible for coordinating study Canada activities and for addressing/mitigating risk issues associated with study Canada initiatives, on SAIT's behalf.
<b>Subject-specific study tour</b>	A program where participants from several post-secondary institutions come together in one location to study a specific subject.
<b>Trip leader</b>	A SAIT employee accompanying participants on a group study Canada activity and who the program leader has designated as being the trip leader. The role of the trip leader is defined by the school/program responsible for the study Canada activity and is set out in Schedule A Study Canada Program Guide, an Associated Document to this procedure.

## **GOVERNING PRINCIPLES**

1. This procedure does not apply to activities over which SAIT exercises no control and for which it can therefore take no responsibility. Examples of activities not covered by this procedure include but are not limited to:
  - a) Activities undertaken by employees or students that are not part of the individual's employment, duties and responsibilities, or studies.
  - b) Activities organized exclusively by students or student groups without SAIT's expressed written approval, sanction or funding.

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- c) Activities organized by the SAIT Students' Association (Saitsa), including clubs and bodies ratified by Saitsa.
  - d) Travel or activities of any person who is not a student, faculty, staff member or a pre-approved participant.
2. The safety of all participants and accompanying SAIT employees in study Canada activities is of paramount importance to SAIT. Study Canada activities shall be planned in a manner that assesses and manages risks for the participants, for accompanying SAIT employees, and for SAIT as an institution. The extent of planning, preparation and approvals depends on the level of risk associated with a study Canada activity. Risk assessment requires the exercise of good judgment, based on expertise and experience. It is a process that involves identifying hazards associated with each study Canada activity, analyzing the risks related to each hazard and determining how best to manage and mitigate those risks.
3. SAIT and individual schools/programs share the responsibilities for study Canada activities. SAIT's study Canada coordinator is responsible on SAIT's behalf for coordinating study Canada activities and ensuring that risk and liability issues associated with those activities are identified and managed. Schools, programs, program leaders and trip leaders are responsible for managing the logistics, activities, and student conduct for their study Canada programs.
4. SAIT, its employees and study Canada participants share the responsibilities to:
  - a) Conduct themselves in a manner that attends to overall safety and well-being and is in accordance with approved safety policies and standards;
  - b) Identify and address risks inherent in study Canada opportunities;
  - c) Prepare for study Canada opportunities to ensure the safety and well-being of all who participate; and
  - d) Respond to and intervene as necessary to ensure the safety of all participants and accompanying SAIT employees.
5. Participants in a study Canada activity must be over the age of 18 at the time of their departure date of the activity.
6. Participation on a study Canada activity is limited to students, alumni and industry members whose participation has been pre-approved by the program running the activity, and to accompanying SAIT employees. Family members and friends are not able to participate.
7. A student participant must not be suspended or withdrawn from SAIT and must not be undergoing or subject to disciplinary measures for non-academic misconduct proceedings under procedure [AC.3.4.4 Student Non-Academic Conduct as](#) of the departure date of a study Canada activity.

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8. Participants and accompanying SAIT employees on a study Canada activity are bound by SAIT's codes of conduct and SAIT's policies and procedures, and by the laws and regulations of the provinces/territories in which they are travelling. Student participants are also governed by procedures [AC.3.4.3 Student Academic Conduct](#) and [AC.3.4.4 Student Non-Academic Conduct](#).
9. Participants and accompanying SAIT employees must do all that is reasonably practicable when traveling to ensure that their acts or omissions do not create or increase a risk to the health and safety of themselves or others with whom they are travelling. They are also responsible for regularly checking travel advisories relating to destinations in which they are travelling or intending to travel and for taking reasonable measures to mitigate risks to themselves or others with whom they are travelling.
10. Participants and accompanying SAIT employees are solely responsible for their decision to travel and to participate in a study Canada activity. SAIT cannot guarantee that study Canada activities will be problem-free, and cannot account for all the potential health and safety risks that participants and accompanying SAIT employees might experience while outside of Alberta.

## PROCEDURE

### A. Approval

#### 1. Group Study Canada Activity

- a) The program leader who is proposing a study Canada activity must complete a Study Canada Decision Support Package (DSP), available on SAITNow. Contact the study Canada coordinator for more information.
- b) The Study Canada Advisory Committee, which is chaired by the study Canada coordinator, will review each Study Canada DSP. The Committee will make a recommendation to the director, student services, as to whether the proposed study Canada activity should or should not be approved.
- c) The director, student services, will review the recommendations of the Study Canada Advisory Committee and will decide whether or not to approve the proposed study Canada activity.
- d) All approvals must be obtained before students can be recruited for the study Canada activity.
- e) Travel arrangements made before the Study Canada Advisory Committee has reviewed and recommended a proposed study Canada activity for approval and before the director, student services, has approved that activity shall be regarded as unauthorized travel arrangements that are personal and are not related to SAIT business.

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## 2. Semester Exchange

- a) A modified procedure will be used for approval of individual semester exchanges. Contact the study Canada coordinator for more information.

## B. Logistics

### 1. Group Study Canada Activity

- a) The program leader is responsible for making logistical arrangements for an approved group study Canada activity, as per the travel authorization procedures set out in procedure [HR.1.4.1 Travel Planning and Approval](#). For details, please see Schedule A, Group Study Canada Program Guide, an Associated Document to this procedure.
- b) The program leader must consider the needs of participants with disabilities and medical conditions as part of the planning process and study Canada activity itinerary, and must ensure that the pre-departure orientation session addresses the specific needs of those participants. Please note that the need to reasonably accommodate disabilities can arise because of unforeseen circumstances during a study Canada activity, and the duty to reasonably accommodate remains, regardless of whether or not the participant disclosed the disability prior to departure.
- c) If only one SAIT employee accompanies the participants, the program leader must, subject to exceptions as approved by the study Canada coordinator, ensure that another SAIT employee is ready, willing and able to join the activity and accompany the participants in the event of an emergency whereby the original SAIT employee is no longer able to accompany the participants and must be replaced. If such a situation occurs, the program leader will work with the study Canada coordinator to address the situation.
- d) All participants and accompanying SAIT employees must depart as a group. Participants may choose to stay on at the end of the study Canada program and make their own way back to Alberta, but will be required to sign a waiver and to make their own arrangements, at their own cost, for any such extended travel. The trip leader must accompany the participants returning to Alberta.

### 2. Semester Exchange

- a) Students are responsible for making their own travel and other logistical arrangements.

## C. Risk Management

1. All participants in a study Canada activity must be registered in a course that is related to the activity and that has a Course Registration Number (CRN), regardless of whether or not the participants are receiving credit for the study Canada activity. The program

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leader will work with the study Canada coordinator to ensure this requirement has been met.

2. The study Canada coordinator will provide the program leader with a Trip Information document. The program leader must complete and return this document to the study Canada coordinator at least two business days before the participants are scheduled to depart from Alberta.
3. The program leader is responsible for ensuring that the trip leader is:
  - a) Aware of the emergency communication protocol as set out in Schedule B, an Associated Document to this procedure.
  - b) Provided with and takes all necessary information that may be required if an emergency occurs during the study Canada activity. This information includes but is not limited to emergency contact and medical emergency information for each participant and emergency contact information for SAIT.
4. The study Canada coordinator will present a pre-departure orientation session for all participants and accompanying SAIT employees taking part in any study Canada activity. This session is mandatory; if a participant does not attend, this will usually result in cancellation from participation in the activity. The program leader is responsible for contacting the study Canada coordinator to arrange this orientation session.
5. The study Canada coordinator acts as the liaison and the primary point of contact between participants and accompanying SAIT employees and their emergency contacts.
6. The study Canada coordinator will work with the program leader to ensure that participants and accompanying SAIT employees complete all necessary documentation, including but not limited to the Field Trip Participation form, Exchange Program Waiver form and the Photo Release form, prior to their departure from Alberta. Participants are required to sign a Participant Agreement, attached as Schedule C, an Associated Document to this procedure
7. Participants and accompanying SAIT employees are not permitted to rent or drive motorized vehicles during a study Canada activity, unless this has been approved in advance by the study Canada coordinator.
8. Participants and accompanying SAIT employees are responsible for:
  - a) Providing feedback about the trip and study Canada activity as requested, upon their return to Alberta.
  - b) Bringing their concerns to the attention of the trip leader and/or the study Canada coordinator.

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- c) Conducting themselves in a safe manner while travelling, with pre-departure orientation sessions being an important source of information for participants on what constitutes safe conduct for a particular destination.
  - d) Disclosing to the program leader and trip leader any health concerns, disabilities or medical conditions they may have that might affect their ability to safely and fully participate in the study Canada activity and/or that might require reasonable accommodation.
  - e) Ensuring they are physically and mentally prepared for travel.
  - f) Ensuring they have appropriate and adequate medical and other insurance for the travel.
  - g) Ensuring they have obtained appropriate travel documentation and are traveling with that documentation.
  - h) Making up any missed school work, in the case of student participants, and meeting all work-related responsibilities, in the case of accompanying SAIT employees.
  - i) Obtaining all immunizations that may be required for travel within/between Canadian provinces.
  - j) Preparing themselves in advance of travel to meet the requirements of a particular study Canada activity, as identified by the program leader.
  - k) Providing any necessary safety equipment and taking any first aid or other similar training required for a particular study Canada activity.
  - l) Researching and being aware of the risks involved in their planned trip.
9. A trip leader is responsible for immediately informing the project leader and the study Canada coordinator if a participant decides to leave the study Canada activity before it has officially ended or if a participant cannot be located.
10. In the case of an emergency, the trip leader shall follow the emergency communication protocol set out in Schedule B, an Associated Document to this procedure.
11. During the study Canada trip, the trip leader must not, at any time during their participation in the study Canada trip, be under the influence of alcohol or drugs (including any prescribed medication from a medical practitioner) where their performance is affected or they are a health and safety risk to themselves/others. This is considered to be a serious act of employee misconduct: it renders the employee unfit to carry out their duties and responsibilities and it causes imminent risk to other participants on the study Canada trip.
- a) Participants on the study Canada trip who believe that a trip leader is under the influence of alcohol or drugs and that this is affecting the trip leader's performance  
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or causing a health and safety risk to the trip leader/others must immediately report this situation to study Canada.

- b) Study Canada will immediately investigate and take actions to maintain a safe environment for all participants on the study Canada trip. Actions may include, for instance, immediately repatriating the trip leader to Calgary, arranging for an alternate trip leader to join the study tour, etc.
- c) Study Canada will immediately advise Employee Services of the situation. Employee Services will investigate and address the situation with the employee upon the employee's return to Calgary. Note that this may result in SAIT ending its employment relationship with the employee.

#### **D. Cancellation**

1. A study Canada activity may be cancelled at any time, whether prior to departure or partway through the activity, for reasons including but not limited to the following:
  - a) SAIT deems the study Canada activity to carry an unacceptable or unwarranted risk that cannot be reasonably managed for participants and accompanying SAIT employees;
  - b) SAIT determines that it is not feasible to offer or support a study Canada activity;
  - c) The airline cancels flights to/from the destination; or
  - d) Extraordinary situations or circumstances that are beyond SAIT's control.
2. SAIT will cancel a participant's involvement in a study Canada activity, whether prior to departure or at any time during the study Canada activity, if the participant:
  - a) Is undergoing or subject to disciplinary measures for non-academic misconduct;
  - b) Is unable to obtain or does not have appropriate travel documentation;
  - c) Has not obtained immunizations where those immunizations are mandatory for participation in that study Canada activity;
  - d) Is suspended or withdrawn from SAIT;
  - e) Has not obtained medical insurance;
  - f) Has not complied with SAIT's policies, procedures or codes of conduct;
  - g) Has not complied with the destination's laws or regulations;

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- h) Has acted in such a manner that the trip leader, in consultation with the study Canada coordinator, determines that the participant can no longer participate in the study Canada activity; or
  - i) Has not disclosed information as per section C.8.d), is unable to safely and fully participate in the study Canada activity, and cannot be reasonably accommodated.
3. A participant whose participation in a study Canada activity is cancelled may or may not be entitled to receive a refund of fees, either partial or in full, for that activity, depending on the reason for cancellation. A participant whose participation in a study Canada activity is cancelled due to academic withdrawal from the institute will receive no refund of fees. Please contact the program leader for further information.
4. Should a participant choose to leave the study Canada activity in progress for personal reasons, SAIT is not responsible for arranging return travel or for any of the participant's associated costs.
5. SAIT has no control over external events and will not be responsible to refund any costs or losses associated with the cancellation of a study Canada activity, in situations including but not limited to:
- a) SAIT has cancelled a study Canada activity or an individual's participation in a study Canada activity pursuant to this procedure;
  - b) A participant chooses not to travel for personal safety or other issues; or
  - c) A participant's inability to travel due to issues arising from the participant's travel documentation.

## ASSOCIATED DOCUMENTS

Schedule A	Schedule A Group Study Canada Program Guide
Schedule B	Emergency Communication Protocol
Schedule C	Participant Agreement

## POLICY/PROCEDURE REFERENCE

AC.2.13	Field Trips policy
AC.2.13.1	Field Trips procedure
AC.2.13.2	Study Abroad procedure

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