



Do you have any resources in your particular area related to risk, that may support practitioners in Work-Integrated Learning? If so, please provide the resources no later than **Friday, December 11/20, 5:00PM**. Please email your resources to Jessica, [wil\\_project@sfu.ca](mailto:wil_project@sfu.ca).

Resources could include documents, website information, forms, checklists, agreements, MOU's, waivers, etc. and could be for any or all stakeholders (students, employers or internal university staff).

Note: As part of the Risk Management Provincial Project (#320), we will obtain authorization for each resource collected.

Here are resources we use at UVic for our Co-op and Career Services. These are consistent with institutional risk management policies and procedures.

### International Students (Inbound) Risk Management Resources

Item	Resource classification:
Co-op for international student – webpage - Work and study permit information	<ol style="list-style-type: none"> <li>1. The resource is publicly available (Please provide link/copy)</li> <li>2. The resource is not publicly available, but we will allow you to use a copy for the ACE-WIL Resource Hub only</li> <li>3. The resource is not publicly available, but we will allow you to review the document and paraphrase the resource, but not directly quote or use the document in full as part of the ACE-WIL Resource Hub</li> </ol>
Employer guide – hiring international students	<a href="https://www.uvic.ca/coopandcareer/co-op/international-students/index.php">https://www.uvic.ca/coopandcareer/co-op/international-students/index.php</a>  <a href="https://www.uvic.ca/coopandcareer/hire/international-students/index.php">https://www.uvic.ca/coopandcareer/hire/international-students/index.php</a>



<p>Living in Canada resources for international students by International Student Services</p> <ul style="list-style-type: none"> <li>- International student advising</li> <li>- Immigration documents</li> <li>- Health insurance</li> <li>- Housing &amp; finance</li> <li>- Getting started</li> <li>- Working in Canada</li> <li>- Cannabis</li> </ul>	<p><a href="https://www.uvic.ca/international/inbound-students/living-canada/index.php">https://www.uvic.ca/international/inbound-students/living-canada/index.php</a></p>
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### Outbound Students Risk Management Resources

<p>Item</p>	<p>Resource classification:</p> <ol style="list-style-type: none"> <li>1. The resource is publicly available (Please provide link/copy)</li> <li>2. The resource is not publicly available, but we will allow you to use a copy for the ACE-WIL Resource Hub only</li> <li>3. The resource is not publicly available, but we will allow you to review the document and paraphrase the resource, but not directly quote or use the document in full as part of the ACE-WIL Resource Hub</li> </ol>
<p>Do Co-op Abroad – webpage “Before and after you go”</p> <ul style="list-style-type: none"> <li>- Work Abroad Readiness Checklist</li> </ul>	<p><a href="https://www.uvic.ca/coopandcareer/co-op/coop-abroad/pre-departure/index.php">https://www.uvic.ca/coopandcareer/co-op/coop-abroad/pre-departure/index.php</a></p> <p>Resources available on website:</p> <p><a href="#">UVic Travel Checklist</a></p>



Link: [Living Abroad](#) (GoC website)

Strongly recommend:

- [Essential Information for Canadian travellers](#)
- [Passport Canada](#)
- [Large-scale Emergencies Abroad](#)

Helpful topics to review:

- [Taxation for Canadians travelling](#)
- [Travel Vaccinations](#)
- [Travelling with Medication](#)
- [Cellphones and Computers Abroad](#)
- [Her Way: A Woman's Safe Guide to Travel](#)
- [LGBTQ2 travel support](#)

UVic resources:

- [UVic Mental Health](#)
- [UVSS](#) and [GSS](#) Health Coverage

Financial Resources for your co-op abroad:

- [UVic tuition fees](#)
- [UVic-wide funding for outgoing students](#)
- [Co-op-specific funding opportunities](#)
- [Cost of living – worldwide \(Numbeo\)](#)
- [Optional budget planning sheet](#)



	<p><u>Other useful resources:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">International student card</a></li> <li>• <a href="#">International driving permit</a></li> </ul>
Student Travel Safety by UVic Global Engagement	<a href="https://www.uvic.ca/international/travel-safety/students/index.php">https://www.uvic.ca/international/travel-safety/students/index.php</a>
The university has partnered with International SOS (ISOS) to offer emergency medical, safety and security advice, referrals and emotional support when travelling.	<a href="https://www.uvic.ca/international/travel-safety/international-sos/index.php">https://www.uvic.ca/international/travel-safety/international-sos/index.php</a>
COVID-19 Special Authorization - Application forms (See Appendix B)	<a href="https://www.uvic.ca/international/travel-safety/covid19/">https://www.uvic.ca/international/travel-safety/covid19/</a>
International Co-op Work Term Pre-departure course - Internal (only available to students once they secure an approved international placement)	<p>Students must complete the following activities;</p> <ul style="list-style-type: none"> <li>- Assignment 1 – Waiver, Contact Form, Consulate Services</li> <li>- ISOS registration and My Trips</li> <li>- ROCA registration (for Canadian citizens)</li> </ul> <p>(See Appendix A)</p> <p>Links to public resources in the course include:</p> <ul style="list-style-type: none"> <li>- <a href="#">UVic Travel Checklist</a></li> <li>- <a href="#">Travel Advisories by the Government of Canada</a></li> <li>- The 3Rs of International Travel: <a href="#">Read, Register, Reach Us</a></li> <li>- <a href="#">ROCA Registration</a></li> <li>- <a href="#">UVic Travel Safety website</a></li> </ul>



**RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS  
AND INDEMNITY AGREEMENT  
UVic International Co-op Program**

**Statement of Risks**

The Program involves the risks inherent in international travel. These include, but are not limited to: risks of criminal activity, standards of medical care which may differ from Canada and treatment that may be expensive, and standards of criminal justice which may vary from Canadian standards, all of which may result in increased risks to the Participant's health, damage to or loss of the Participant's property, injury of the Participant or even death.

Participants in the Program will be using the services of independent travel agents and airlines. The Releasees do not accept responsibility for the conduct of these independent agencies. It is always possible that the Program may not be completed or individual activities may be curtailed or cancelled. Reasons for curtailment or cancellation may include, but are not limited to: weather, illness, political disturbances, civil unrest, war, transportation problems, failure to perform on the part of travel agents or airlines, problems relating to customs, natural disaster, or other circumstances beyond the control of the Releasees.

It is the responsibility of each Participant in the Program to learn as much as possible about the risks of the venture, to weigh those risks against the advantages, and to decide whether or not to participate.

The Releasees accept no responsibility and assume no liability with respect to any academic, vocational, medical, or financial advice received by a Participant concerning the Program.

\_\_\_\_\_ (initial here)

I, \_\_\_\_\_, am aware that the Program involves many possible risks, dangers and hazards including, but not limited to those referred to in the Preamble and the Statement of Risks set forth above. I have reviewed the Government of Canada's travel advisory for the country of \_\_\_\_\_ which is available at Global Affairs Canada prior to signing this Release of Liability, Waiver of Claims and Indemnity Agreement and acknowledge that I should periodically review such travel advisory since it may change from time to time. I fully understand and appreciate the nature of travel hazards and risks and voluntarily accept all the hazards and risks of participating in the Program. I am also aware that my participation in the Program is voluntary. I freely accept and fully assume all such risks, dangers and hazards, and the possibility of delay or inconvenience, Program cancellation or curtailment, the loss of, or damage to, personal property, injury to my health, bodily injury and even death.

**Release of Liability, Waiver of Claims and Indemnity Agreement**

**IN CONSIDERATION** of the Releasees allowing me to participate in the Program, and as a condition of my participation in the Program, and for other good and valuable consideration (the receipt and sufficiency of which I acknowledge):

1. I WAIVE AND RELINQUISH ANY AND ALL CLAIMS, CAUSES OF ACTION, COSTS, DAMAGES, DEMANDS AND OBLIGATIONS of any kind or nature whatsoever, known or unknown, that I have or may in the future have against the Releasees resulting from my participation in the Program and arising from any cause whatsoever, including negligence, breach of contract, or breach of any statutory duty or other duty of care on the part of the Releasees.
2. I RELEASE AND FOREVER DISCHARGE the Releasees from and against any and all liability for any loss, expense, property damage, bodily injury or death that I may suffer as a result of my participation in the Program, or in any manner connected with, related to or as a consequence of my participation in the Program, due to any cause whatsoever, including any negligence, breach of contract, or breach of any statutory or other duty of care on the part of the Releasees.
3. I AGREE TO HOLD HARMLESS AND INDEMNIFY the Releasees from any and all liability for (a) any damage to the property of, or bodily injury to, any third party, resulting from my negligent or intentional act or omission while participating in the Program; and (b) from any and all non-scheduled or emergency expenses related to first aid or medical treatment or evacuation of myself in the event of an accident, injury or illness. I acknowledge that all

**RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS  
AND INDEMNITY AGREEMENT  
UVic International Co-op Program**

expenses associated with non-scheduled or emergency evacuation, rescue or first aid will be my responsibility and not paid by the Releasees.

4. I agree to abide by all local laws and regulations while participating in the Program, and to take responsibility for my own conduct, should I become liable to any person for any loss or damage which I have caused.
5. I agree that this Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement shall be effective and binding upon my successors, assigns, heirs, next of kin, executors, administrators and personal representatives.
6. I agree that this Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. Any action or dispute arising out of my participation in the Program shall be instituted or brought in the Courts of the Province of British Columbia, and by signing and delivering this Agreement, I irrevocably accept and submit to the exclusive jurisdiction of such courts, and to all proceedings in such courts.
7. I represent, warrant and agree that, in executing and delivering this Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement, I am not relying, and have not relied, upon any representation, promise or statement made by the Releasees which is not recited or embodied in this Agreement.
8. **I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, PERSONAL REPRESENTATIVES AND ASSIGNS MAY HAVE AGAINST THE RELEASEES. IT HAS BEEN EXPLAINED TO ME THAT THE RELEASEES WILL NOT PERMIT MY PARTICIPATION IN THE PROGRAM UNLESS I SIGN AND AGREE TO THIS RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT.**
9. **I HAVE BEEN GIVEN THE OPPORTUNITY AND HAVE BEEN ENCOURAGED TO SEEK INDEPENDENT LEGAL ADVICE PRIOR TO SIGNING THIS AGREEMENT.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name of Participant (printed)

\_\_\_\_\_  
Printed Name of Witness (aged 19 or older)

## Student Emergency Information

### Personal Information

1. Student Name:		2. Student No.:	
3. Student E-mail:			
4. Employer:			
5. Work Term Start Date:		6. Work Term End Date:	
<b>Emergency Contacts – Who should be informed if you are ill or injured?</b>			
7. Name:		8. Relationship:	
9. Street Address (not mailing address):			
10. City:	11. Province:	12. Postal Code:	
13. Home Phone:	14. Work Phone:		
15. Cell Phone	16. E-mail Address:		
<b>Medical &amp; Travel Insurance</b>			
<p><b>I am solely responsible for my own health and travel insurance and must ensure that I have obtained appropriate coverage for the duration of the work term.</b></p> <p><input type="checkbox"/> Confirmed</p>			
<b>Permission to Share Contact Information</b>			
<p>The Co-operative Education and Career Services Program at UVic is not permitted to give your e-mail address or phone number to anyone else without your permission.</p> <p>However, we would like to share your email address with other UVic students who may be interested in doing a work term abroad in the same country and can contact you.</p> <p>You are not required to give your permission, but if you do, please sign below.</p>			
<p><b>I, _____ (print your name), give my permission to the staff of the Co-operative Education and Career Services Program to share my e-mail address with other UVic students. I understand that the information will be used only to enhance the work term abroad experience.</b></p>			
Student's Signature:		Date Signed:	

I \_\_\_\_\_ consent to the disclosure of personal information to a representative of the University of Victoria by an Official of a Canadian Consulate or the Canadian Government, the Consulate of a foreign country which I plan to travel to in cases in which my health or safety may be at risk, arising from any cause whatsoever, including, without limiting the generality of the foregoing, medical illness, natural disaster or political action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Consulate Services

Use the following search engine on the Government of Canada website to locate the nearest consulate service in your host country: <https://travel.gc.ca/assistance/embassies-consulates>

Country: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone and Email: \_\_\_\_\_

### International SOS Contact Number

Find the ISOS Assistance centre's phone number in your destination country/region. Click here: \_\_\_\_\_

### International SOS Country Guideline:

Visit the ISOS Members Portal and identify the levels of medical risk and travel risk of your destination

(<https://www.internationalsos.com/MasterPortal/default.aspx?membnum=27ACAS764460>)

Your Destination: \_\_\_\_\_

Medical Risk:

- High
- Medium
- Low

Travel Risk:

- High
- Medium
- Low

Please save your file as 'Term Name\_Your Name\_Module 1 Worksheet' and upload to [the online Co-op and Career Portal](#).



# UVic COVID-19 Special Authorization to Travel

**Safety Planning Record for student participation in academic programs in all international locations.**

## Overview

Although UVic remains firmly committed to international education, we are also facing significant travel restrictions for inbound and outbound travel in Canada (GAC level 3 Global Travel Advisory) and in many countries around the world. Taking direction from federal, provincial and local health authorities, UVic has made the decision to place a hold on university sanctioned, outbound global student mobility programs until such time that the Canadian government lifts the global travel advisory (GAC Level 3) (including exchange, co-operative education, practica, and internships).

Individual students who have special circumstances or are participating in graduate programs where international travel is necessary can request permission to continue in a UVic sanctioned program or activity abroad. This temporary process to review and approve requests has been established to facilitate special authorization to travel.

Academic units are best positioned to determine the importance of international mobility for their students/programs. As such, in order to continue in a UVic sanctioned program or activity abroad, a Special Authorization for Travel Form needs to be signed by the student, their supervisor/program lead and their dean.

## Instructions

This Safety Planning Record enables you to document the potential risks that you may encounter in your international location, and to create a plan for mitigating those risks. You may undertake your academic program abroad only when you have gained authorization from all approval authorities listed here.

**Please note: UVic will not be able to assist in your return to Canada under this current travel suspension.**

**International travel will be at your own risk.**

Useful resources for researching the risks associated with this travel include:

- Country report for the location(s) from Global Affairs Canada: [travel.gc.ca/travelling/advisories](https://travel.gc.ca/travelling/advisories)
- **International SOS**: Requires UVic Netlink login

*If you have questions about the form or process, please contact your program (example: Co-op, GSB Exchange) or OGE: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)*

### After completing the form:

- If you are in a designated program (example: Co-op, GSB Exchange): submit to your program lead. They will obtain approval signatures and submit to OGE on your behalf.
- If you are not in a designated program: obtain appropriate approval signatures and submit the signed form to the Office of Global Engagement: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)

**Form must be received in the OGE no later than 6 weeks prior to the student's travel.**

## Traveler Information

First Name:	Last Name:
Address:	
City:	Province:
Postal Code / ZIP Code:	Country:
Phone Number:	Email:
V Number:	Faculty:
Date of Departure:	Date of Return:

## Faculty/Staff Member Supporting this Travel

Faculty/Staff First Name:	Faculty/Staff Last Name:
Phone Number:	Email:
Department/Program:	Faculty:

Names and departments/units of other faculty members or staff participating in planning for this project:

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## Travel Details

Country:
Region:
City (or nearest city):

Describe any previous experience or background that you have in this region:

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Describe the range of activities that you will be engaged in during the international activity:

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Summarize your complete travel itinerary, including all locations and dates:

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Are others traveling with you? If yes, please list their names and affiliations (i.e., UVic student, UVic faculty member, student at another Canadian university, etc.):

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## Academic Necessity of Travel

Is this travel part of a credit-based activity at UVic? If yes, indicate the course/program name and number? :

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What significant negative consequences to your academic program will occur if you don't complete this international activity now? :

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## Support and Guidance in the Region

Name of Local Organization with which you are working:

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Contact first name:

Contact last name:

Phone Number:

Email:

Describe the local organization's current policies in place and response to the COVID-19 situation and what they will do to ensure your safety:

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If you plan to travel alone, indicate your communication plans with your program lead:

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## Risk Assessment and Emergency Planning

List identified hazards associated with travelling internationally during the COVID-19 global outbreak and risk management measures planned or taken for eliminating or reducing risks to acceptable levels. Some hazards have been identified for you. Include other potential hazards following those already identified.

### Resources that will assist you in completing the risk assessment and planning:

**International SOS:** Please call ISOS for a security and medical briefing for your destination country and region. They can help you further determine risk hazards and how to plan ahead to mitigate those risks and where necessary, react with an emergency plan.

**Government of Canada Travel website:** Review information, advisories and advice for your destination country. Include any additional hazards and corresponding risk analysis and management plans that you identify after utilizing these resources.

**Hazard:** Identify the potential hazard (some relevant hazards have been identified for you)

**Risk Analysis:** After researching your destination and host institution’s policies and current response plans, identify the likeliness of the hazard occurring during your travel and how the occurrence of this hazard will impact you. (some risk analysis examples have been identified for you)

**Risk Management Plan:** Consult with ISOS (via phone briefing) and Global Affairs Canada website for assistance in preparing your individual response plan should the hazard occur (some examples of applicable responses have been identified for you)

*Please remove any example responses that are not applicable to you and add any others that you identify as being relevant to your situation.*

Hazard	Risk Analysis	Risk Management Plan
(Contraction of COVID-19) (In the event you fall ill with the COVID-19 virus abroad, be prepared that you will most likely be required to stay in country to recover.)	(ex: Contracting COVID-19 could result in quarantine and recovery time in XYZ country. I may not be able to return to UVic in time to complete my current term.)	(ex: I will follow all directives from officials and ensure to keep a high level of hygiene, avoid large gatherings and closely monitor my own health. I will report any symptoms to health officials and seek appropriate medical care immediately. I will inform UVic and ISOS if I contract COVID-19.)
(Confirmed case of COVID-19 nearby)	(ex: Being exposed to a high number of people will increase the risk of being exposed to COVID-19.)	(ex: I will avoid large gatherings, limit my time in public and use situational awareness of those around me.)

Hazard	Risk Analysis	Risk Management Plan
(Involuntary quarantine required)	(ex: Being present in an area where a high number of cases of COVID-19 have been reported and/or travelling internationally at this time increases the risk for being required to quarantine, either in country or upon returning to Canada. Required quarantine will impact my ability to return to campus to complete my current term.)	(ex: I will prepare for a potential quarantine at my place of residence (either in Canada or while abroad) and ensure I have the necessities on hand (adequate current prescriptions and medicines, food and water, etc.)
(Travel bans)	(ex: If a travel ban restricts travel out of the country, I will be forced to stay in country until the ban is lifted.)	(ex: I will closely monitor government websites and ensure I am able to leave with little notice should a potential travel ban be probable. If I am unable to leave, I will ensure I have made arrangements in advance to complete my program remotely and/or have immigration paperwork up to date.)
(Insurance coverage becomes restricted)	(ex: insurance coverage may change if high number of COVID-19 cases are identified in the country.)	(ex: I will purchase additional coverage as required and appropriate to ensure I have fully covered. If all coverage becomes obsolete, I will take action to return to Canada where feasible.)
(Host institution or business closes)	(ex: If my host institution were to close, I would not be able to complete my program and would need to return to Canada.)	(ex: I will speak with my professors at my host institution to plan for a potential closure and how I will be able to continue my studies remotely.)
(Costs associated with cancelling your trip should the situation escalate and require you to do so:	(ex: For various reasons, I may need to abruptly cancel the remainder of my trip and return to Canada. There may be costs incurred as a result.)	(ex: I will ensure to have funds available to cover costs should emergency travel is required. I realize the university will not be able to assist me in covering these costs and it is my own responsibility to have prepared for this.)
Other		
Other		
Other		

If the safety of your situation changes how will you leave the area? What emergency plans are in place (as a reminder, UVic will not be able to assist in your return to Canada under this current travel suspension. International travel will be at your own risk):

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How will you prepare to ensure you can manage the impact of this transition including your well-being and capacity to fully engage in this experience? What do you know about yourself that may make this challenging?:

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### Signatures and Authorizations

Traveler's Name:	
Signature of Traveler:	Date:
Comments:	

The UVic Faculty/Staff Member who supports this travel  Yes  No

UVic Sponsor Name:	
Signature of UVic Sponsor:	Date:
Comments:	

The Dean or Director who approves this travel  Yes  No

Head of Unit Name:	
Signature of Dean or Director:	Date:
Comments:	

#### After completing the form:

- If you are in a designated program (example: Co-op, GSB Exchange): submit to your program lead. They will obtain approval signatures and submit to OGE on your behalf.
- If you are not in a designated program: obtain appropriate approval signatures and submit the signed form to the Office of Global Engagement: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)

*Completed forms must be received in the OGE no later than 6 weeks prior to travel.*

If the OGE has any concerns, they will contact the relevant dean and program lead within one week.

The OGE will connect with the student who will be traveling to facilitate the required travel preparation process including registration of trip details in International SOS.

**Students should also be aware of the current limitations on the university's ability to support them while abroad and the current restrictions applying to international travel.**

# UVic COVID-19 Special Authorization to Participate in an Academic Program Outside of Canada

Safety Planning Record for student participation in academic programs in all international locations.

## Overview

Although UVic remains firmly committed to international education, we are also facing significant travel restrictions for inbound and outbound travel in Canada (GAC level 3 Global Travel Advisory) and in many countries around the world. Taking direction from federal, provincial and local health authorities, UVic has made the decision to place a hold on university sanctioned, outbound global student mobility programs until such time that the Canadian government lifts the global travel advisory (GAC Level 3) (including exchange, co-operative education, practica, and internships).

Individual students who have special circumstances or are in their home country can request permission to continue in a UVic sanctioned program or activity abroad. This temporary process to review and approve requests has been established to facilitate special authorization to participate in an academic program abroad amidst the current global pandemic.

Academic units are best positioned to determine the importance of international mobility for their students/programs. As such, in order to continue in a UVic sanctioned program or activity abroad, a Special Authorization to Participate in an Academic Program Outside of Canada form needs to be signed by the student, their supervisor/program lead and their dean.

## Instructions

This Safety Planning Record enables you to document the potential risks that you may encounter in your international location, and to create a plan for mitigating those risks. You may undertake your academic program abroad only when you have gained authorization from all approval authorities listed here.

**Please note: UVic will not be able to assist in your return to Canada under this current travel suspension. Staying abroad will be at your own risk.**

Useful resources for researching the risks associated with this travel include:

- Country report for the location(s) from Global Affairs Canada: [travel.gc.ca/travelling/advisories](https://travel.gc.ca/travelling/advisories)
- **International SOS**: Requires UVic Netlink login

*If you have questions about the form or process, please contact your program (example: Co-op, GSB Exchange) or OGE: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)*

### After completing the form:

- If you are in a designated program (example: Co-op, GSB Exchange): submit to your program lead. They will obtain approval signatures and submit to OGE on your behalf.
- If you are not in a designated program: obtain appropriate approval signatures and submit the signed form to the Office of Global Engagement: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)

**Form must be received in the OGE no later than 6 weeks prior to the start of the academic program.**

## Student Information

First Name:	Last Name:
Address:	
City:	Province:
Postal Code / ZIP Code:	Country:
Phone Number:	Email:
V Number:	Faculty:
Program Start Date:	Program End Date:

## Faculty/Staff Member Supporting this Activity Abroad

Faculty/Staff First Name:	Faculty/Staff Last Name:
Phone Number:	Email:
Department/Program:	Faculty:

Names and departments/units of other faculty members or staff participating in planning for this project:

## Location Details

Country:
Region:
City (or nearest city):

Describe any previous experience or background that you have in this region:
Describe the range of activities that you will be engaged in during the international activity:

## Academic Necessity of International Program Participation

Is this program part of a credit-based activity at UVic? If yes, indicate the course/program name and number? :

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What significant negative consequences to your academic program will occur if you don't complete this international activity now? :

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## Support and Guidance in the Region

Name of Local Organization with which you are working:

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Contact first name:

Contact last name:

Phone Number:

Email:

Describe the local organization's current policies in place and response to the COVID-19 situation and what they will do to ensure your safety:

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## Risk Assessment and Emergency Planning

List identified hazards associated with being abroad during the COVID-19 global outbreak and risk management measures planned or taken for eliminating or reducing risks to acceptable levels. Some hazards have been identified for you. Include other potential hazards following those already identified.

### Resources that will assist you in completing the risk assessment and planning:

**International SOS:** Please call ISOS for a security and medical briefing for your destination country and region. They can help you further determine risk hazards and how to plan ahead to mitigate those risks and where necessary, react with an emergency plan.

**Government of Canada Travel website:** Review information, advisories and advice for your destination country. Include any additional hazards and corresponding risk analysis and management plans that you identify after utilizing these resources.

**Hazard:** Identify the potential hazard (some relevant hazards have been identified for you)

**Risk Analysis:** After researching your destination and host institution's policies and current response plans, identify the likeliness of the hazard occurring during your travel and how the occurrence of this hazard will impact you. (some risk analysis examples have been identified for you)

**Risk Management Plan:** Consult with ISOS (via phone briefing) and Global Affairs Canada website for assistance in preparing your individual response plan should the hazard occur (some examples of applicable responses have been identified for you)

*Please remove any example responses that are not applicable to you and add any others that you identify as being relevant to your situation.*

Hazard	Risk Analysis	Risk Management Plan
(Contraction of COVID-19) (In the event you fall ill with the COVID-19 virus abroad, be prepared that you will most likely be required to stay in country to recover.)	(ex: Contracting COVID-19 could result in quarantine and recovery time in XYZ country. I may not be able to return to UVic in time to complete my current term.)	(ex: I will follow all directives from officials and ensure to keep a high level of hygiene, avoid large gatherings and closely monitor my own health. I will report any symptoms to health officials and seek appropriate medical care immediately. I will inform UVic and ISOS if I contract COVID-19.)
(Confirmed case of COVID-19 nearby)	(ex: Being exposed to a high number of people will increase the risk of being exposed to COVID-19.)	(ex: I will avoid large gatherings, limit my time in public and use situational awareness of those around me.)

<b>Hazard</b>	<b>Risk Analysis</b>	<b>Risk Management Plan</b>
(Involuntary quarantine required)	(ex: Being present in an area where a high number of cases of COVID-19 have been reported and/or travelling internationally at this time increases the risk for being required to quarantine, either in country or upon returning to Canada. Required quarantine will impact my ability to return to campus to complete my current term.)	(ex: I will prepare for a potential quarantine at my place of residence (either in Canada or while abroad) and ensure I have the necessities on hand (adequate current prescriptions and medicines, food and water, etc.)
(Travel bans)	(ex: If a travel ban restricts travel out of the country, I will be forced to stay in country until the ban is lifted.)	(ex: I will closely monitor government websites and ensure I am able to leave with little notice should a potential travel ban be probable. If I am unable to leave, I will ensure I have made arrangements in advance to complete my program remotely and/or have immigration paperwork up to date.)
(Insurance coverage becomes restricted)	(ex: insurance coverage may change if high number of COVID-19 cases are identified in the country.)	(ex: I will purchase additional coverage as required and appropriate to ensure I have fully covered. If all coverage becomes obsolete, I will take action to return to Canada where feasible.)
(Host institution or business closes)	(ex: If my host institution were to close, I would not be able to complete my program and would need to return to Canada.)	(ex: I will speak with my professors at my host institution to plan for a potential closure and how I will be able to continue my studies remotely.)
(Costs associated with cancelling your trip should the situation escalate and require you to do so:	(ex: For various reasons, I may need to abruptly cancel the remainder of my trip and return to Canada. There may be costs incurred as a result.)	(ex: I will ensure to have funds available to cover costs should emergency travel is required. I realize the university will not be able to assist me in covering these costs and it is my own responsibility to have prepared for this.)
Other		
Other		
Other		

If the safety of your situation changes how will you leave the area? What emergency plans are in place (as a reminder, UVic will not be able to assist in your return to Canada under this current travel suspension).
How will you prepare to ensure you can manage the impact of this transition including your well-being and capacity to fully engage in this experience? What do you know about yourself that may make this challenging?:

**Signatures and Authorizations**

Student's Name:	
Signature of Student:	Date:
Comments:	

**The UVic Faculty/Staff Member who supports this activity**       Yes       No

UVic Sponsor Name:	
Signature of UVic Sponsor:	Date:
Comments:	

**The Dean or Director who approves this activity**       Yes       No

Head of Unit Name:	
Signature of Dean or Director:	Date:
Comments:	

**After completing the form:**

- If you are in a designated program (example: Co-op, GSB Exchange): submit to your program lead. They will obtain approval signatures and submit to OGE on your behalf.
- If you are not in a designated program: obtain appropriate approval signatures and submit the signed form to the Office of Global Engagement: [ioglobal@uvic.ca](mailto:ioglobal@uvic.ca)

*Completed forms must be received in the OGE no later than 6 weeks prior to program start date.*

If the OGE has any concerns, they will contact the relevant dean and program lead within one week.

The OGE will connect with the student to confirm registration of trip details in International SOS.

**Students should also be aware of the current limitations on the university's ability to support them while abroad and the current restrictions applying to international travel.**