



# **Travel Exemption Request Criteria - Guidelines for Department Heads and Deans**

**International Student and Study Abroad Centre (ISSAC)**

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## Travel Exemption Request Criteria - Guidelines for Department Head and Deans

Department Heads and Deans should give a thorough consideration to the below criteria when reviewing requests for exemption from the International Travel Risk Management policy requirements to be forwarded to the Provost. The decision to support a request to engage in travel to high-risk locations should be based on assessment of both risks and benefits.

The criteria to assess a site selection exemption request include:

- A clear explanation of the proposed program, including:
  - Specific locations for the program
  - Duration and itinerary of the program, including modes of transportation
  - Activities being undertaken as part of the program
  - Number of people travelling and their status, e.g. faculty, staff, student
- Demonstrated knowledge of all the risks of the proposed site and activities, including:
  - All risks to the safety and security of the participants, as outlined in the [Global Affairs Canada travel advice and advisories](#).
  - Any other risks identified through previous review of the proposed program/activity
  - Clear understanding of the severity and probability of hazards, risks and potential impacts in relation to the proposed site and related program activities
- Strong rationale as to why this program must take place in the proposed site and could not be performed at another safer location with similar or slightly altered outcomes. Questions to answer include:
  - What are the potential benefits and criticality of the proposed activity? Do the risks outweigh the potential benefits?
  - Could the proposed activity be conducted in a safer location or at another time?
  - Why are such alternatives not viable?
- A clear description of the mitigation measures that will be taken to address each of the risks identified above. Questions to answer include:
  - What specific measures will be implemented to mitigate each identified risk?
  - Are the proposed risk mitigation measures sufficient to address the specific safety and security risks associated with international travel to this destination?
  - Where appropriate, does the proposed program involve an established relationship with a trustworthy, knowledgeable in-country partner agency?
    - Are there protocols and additional resources available through this partner agency for in-country emergency response?

- Do the participant(s) have background and experience with international travel in sites that are or have been deemed high-risk areas? For example:
  - Have the participant(s) lived, studied or worked in this location previously?
- Have the participant(s) lived, studied or worked in locations that have similar conditions listed in the [Global Affairs Canada travel advice and advisories](#)?

The exemption request must

- demonstrate an understanding of site and activity-specific risks (including, but not necessarily limited to [Global Affairs Canada travel advice and advisories](#)).
- provide a detailed itinerary that outlines logistical arrangements, local contacts and transportation service providers used in the destination country
- explain what precautions and preparations the participant will be taking to avoid risks related to proposed activities and locations
- **include an emergency/evacuation plan**
- explain why the activity should take place in the proposed location
- explain the criticality of the activity to the participant's studies or research

If the Dean and/or Department Head support(s) the request, the Dean and/or Department Head forward(s) the exemption request with his/her recommendations to the Provost and Vice-President (Academic). Travel will not be allowed and there is no appeal if the Dean and/or the Department Head do(es) not support the request for an exemption.

For questions about the travel exemption request, contact ISSAC at [itr.admin@usask.ca](mailto:itr.admin@usask.ca).