

College of Agriculture and Bioresources

International Travel Guidelines for Students and Student Clubs

The College of Agriculture and Bioresources (AgBio) is committed to supporting enriching, educational, and safe travel experiences for its students and student-led clubs. These guidelines outline the responsibilities and expectations for AgBio students and clubs to ensure safe, responsible, and compliant international travel.

All travel undertaken outside of Canada that is affiliated with the University of Saskatchewan (USask) must comply with university-wide travel policies and safety protocols. This includes travel organized, funded, or endorsed by USask, whether for academic, research, or extracurricular purposes.

All AgBio students and AgBio student clubs must adhere to USask policies when participating in international travel affiliated with USask. Examples of USask-affiliated travel include, but are not limited to:

- **Academic Programs:** Student exchange programs, taught abroad courses, term abroad programs
- **Research Activities:** Fieldwork, collaborative research projects, or data collection
- **Professional Development:** Conferences, workshops, or training sessions
- **Extracurricular Engagement:** Club-organized trips, competitions, sports and cultural activities, or volunteer initiatives

All AgBio undergraduate students traveling outside of Canada on USask affiliated business, whether individually or as part of an AgBio undergraduate student club must inform the Director, Academic and Student Affairs prior to commencing travel.

These guidelines only apply to travel outside of Canada, please refer to the [Fieldwork and Associated Travel Safety Policy](#) for work/studies that may take place in settings not normally considered to be part of the university, both in Canada and internationally. The term “fieldwork¹” refers to activities conducted for the purpose of research, study, or teaching undertaken by employees and/or students of the university at any “off-campus” workplace where the standard operating procedures of the university would not apply.

¹*Definitions are provided in Fieldwork and Associated Travel Safety Procedures, Section 1.*

All students regardless of the type of travel undertaken (whether individually, with a student club, a study abroad term, taught abroad course, etc.) are required to follow all requirements set out in **Section I: Travel Safety Requirements for USask Students** and **Section II: International Travel Risk Management for Student Mobility**. Additional information is provided for student clubs in **Section III: AgBio Student Club Travel** and for study abroad in **Section IV: Study Abroad and Taught Abroad Courses**.

NOTE: Students and clubs that do not follow these guidelines will be ineligible for college-level travel funding. Adherence is required for consideration but does not guarantee funding.

I. TRAVEL SAFETY REQUIREMENTS FOR USASK STUDENTS

 [Travel safety requirements for USask students](#)

International Student and Study Abroad Centre (ISSAC) Pre Departure Orientation Course

The ISSAC Pre-Departure Orientation Course is a non-credit and mandatory course for all University of Saskatchewan (USask) students with plans to embark on a USask affiliated international travel, whether individually or as part of a group/club. Topics covered in the course include USask International Travel Policy, General Travel Preparations, Safety and Risk Management, Health and Wellness, Communication, and Culture. The course is also a requirement for students to complete their trip registration in the USask International Travel Registry (ITR).

Details found [HERE](#)

USask International Travel Registry (ITR)

Students traveling on a USask affiliated trip outside of Canada are required to register their trip in the USask International Travel Registry (ITR). The information in the ITR provides USask with a record of persons abroad at any point in time to facilitate a response to support in the event of emergencies or issues of safety and security.

Details found [HERE](#) and [HERE](#)

Insurance

All USask students who travel abroad must obtain supplemental health insurance prior to their travels outside of Canada. It is very important that your insurance provides coverage for the entire duration of your trip from the moment you leave until you are back in Canada. Your insurance must also be valid in all countries you are planning to visit. Also, familiarize yourself with the terms and conditions of your policy. Provincial health coverage will not be considered adequate for travels outside of Canada.

Details found [HERE](#)

II. INTERNATIONAL TRAVEL RISK MANAGEMENT FOR STUDENT MOBILITY

 [International Travel Risk Management for Student Mobility](#)

This policy applies to all programs and activities that involve student mobility internationally and are university-authorized and/or funded, in whole or in part, including programs and activities that are designed, delivered, and/or organized by faculty, staff or students and/or externally contracted organizations. These programs and activities involving travel outside Canada included, but are not limited to: courses (credit or non-credit), student exchange programs and activities; taught abroad courses; term abroad programs; clinical placements, internship placements, cooperative placements or programs; field studies; research projects, conferences, workshops; sports and cultural activities; or study tours. All student mobility programs and activities that meet these conditions must, at a minimum, incorporate the

measures laid out in the policy to protect the well-being of students and manage risks associated with international travel.

If you have questions about this policy, please contact:

- Risk Manager and Insurance Specialist
insurance@usask.ca
- International Student and Study Abroad Centre
issac@usask.ca

III. AgBio STUDENT CLUB TRAVEL

FACULTY/STAFF LIAISON FOR STUDENT CLUB TRAVEL

All AgBio student clubs engaging in international travel must arrange a Faculty/Staff Liaison—a faculty or staff member from the University of Saskatchewan who provides oversight and institutional support for the club’s travel activities.

The Faculty/Staff Liaison is **not required to travel** with the group but plays a key role in ensuring that the club’s travel plans align with university policies and safety protocols (as outlined in the Section I and II of this policy).

STUDENT PERMISSION TO TRAVEL FOR UNIVERSITY BUSINESS FORM

If students will be missing significant class time while traveling on USask affiliated business, they may request special accommodations from their instructors using the [Student Permission to Travel for University Business Form](#).

- The student completes the top portion of the form
- The Faculty/Staff Liaison signs the “Authorized Verifier” line
- A separate form should be completed for each class where accommodations are being requested
- The instructor of each class would complete the bottom portion
- Students retain the completed forms for their own records

More information about the form and why/when students can use it can be found in the [USask Academic Courses Policy](#) (Section 8.9 e)

e. Students shall be granted special accommodation due to participation in activities deemed to be official university business. Such activities are considered an important part of student development and include participation in Huskie Athletics, university fine or performing arts groups, participation at academic conferences, workshops or seminars related to the student’s academic work, or like activities. Travel time to and from such activities is also considered official university business.

If such activities create a conflict with class work students shall be granted special accommodation about attendance, availability of study materials, and assessment requirements (including mid-term and final examinations).

Students must arrange such special accommodations in consultation with their instructor. A signed Student Permission to Travel for University Business form shall be presented in support of any request for special accommodation. Denials of special accommodation may be appealed to the dean's office of the instructor's college.

ADDITIONAL INSURANCE

USSU-ratified clubs are not automatically covered for travel-related insurance. Any additional coverage must be applied for and approved by the insurer. It is the club's responsibility to request additional coverage per [CG-3, the Campus Groups Insurance Policy](#).

IV. STUDY ABROAD AND TAUGHT ABROAD COURSES

STUDY ABROAD

As outlined in the College of Agriculture and Bioresources [Academic Policies](#):

Study Abroad Opportunities

For information on study abroad opportunities at the University of Saskatchewan, please visit the [Study Abroad](#) website. Students wishing to study abroad must have a Letter of Permission on file at the College of Agriculture and Bioresources' Dean's Office prior to leaving for their exchange program in order to receive transfer credit towards their program. Changes to the approved classes while a student is abroad must also be approved in writing in order for transfer credit to be guaranteed.

Additionally, as per the [Student Exchange programs on the Students](#) page of the University of Saskatchewan it states that students must:

Meet with an academic advisor

Speak with an academic advisor in your College to see when an academic exchange is a good fit for your program and discuss possible USask course equivalencies for to earn transfer credit.

Students traveling abroad for student exchange programs or term abroad programs will work with the International Student and Study Abroad Centre (ISSAC) to ensure all USask travel policies and procedures are followed (as outlined in the Section I and II of this policy).

TAUGHT ABROAD COURSES

Students enrolled in a 'taught abroad course' will work with the instructor of that course to ensure all USask travel policies and procedures are followed (as outlined in the Section I and II of this policy).