

<b>University of Prince Edward Island Policy</b>	<b>Policy No.</b> govbrdrmt0002	<b>Revision No.</b> 0
<b>Policy Title</b> Risk Management - Study/Work Abroad		<b>Page 1 of 4</b>
<b>Creation Date</b> November 24, 2003	<b>Version Date</b> October 7, 2004	
<b>Authority</b> Board of Governors	<b>Review Date</b> October 2005	
<b>Responsibility</b> Academic Review & Planning Committee		<b>Access</b> W

*Only when good policies, adequate support programs, knowledge of risk management and appropriate resources are combined can educators feel that they are offering programs that significantly reduce risk to both the students and the institution. ... Institutions should not restrict their internationalization efforts through study abroad programs simply because of risk. Risk is an essential part of any experiential learning whether at home or abroad.*  
- Myles & Mitchell, 2000.

## 1 Purpose

The following procedures constitute the minimum risk management strategies to be utilized in the organization and facilitation of student study or work abroad opportunities.

## 2 Scope

This policy together with procedural guidelines shall apply to all UPEI programs or opportunities wherein UPEI students participate in a period of work or study abroad.

## 3 Policy

### 3.1 Researching the Options:

Students should be active participants in international work/study abroad experiences. Where choice exists - whether to participate or not, or as to possible international destinations - access to information describing Work or Study Abroad Opportunities shall be made available to all interested and eligible students. This may take the form of notices, pamphlets, and other promotional materials as well as through organized information sessions.

### 3.2 Application and Selection:

Students shall indicate their willingness to participate in a Work/Study Abroad opportunity by way of an application, or registration in a course or program designed for that purpose.

### 3.3 Pre-departure Preparation

#### 3.3.1 Pre-departure workshop

Participants will attend a mandatory workshop which, at a minimum, should cover the following topics: personal health and safety, emergency procedures, financial planning/banking options, power of attorney, cultural adjustment, awareness of the host culture, informed consent and emergency protocols. The recommended resource for this session, a copy

of which shall be provided for each student, is “Ready, Set Go”, a workbook produced by a consortium of Ontario universities.

3.3.2 Health/Medical coverage

All students must acquire and provide proof of full medical insurance coverage prior to departure. Advice and recommendations on inoculations and other medical precautions can be provided by the PEI Travel Immunization Clinic (629-8846).

3.3.3 Passport/Visa

Students must carry a passport, valid for at least 6 months beyond the anticipated return date. Depending on the country of destination, a visa may also be required.

3.3.4 Informed Consent

Students must be informed on acceptance into a Study/Work Abroad program that they will be required to sign a waiver. The waiver should be reviewed and discussed with the student by the Program Administrator or designate, sufficiently in advance of departure, so that the student may seek legal or other advice before signing the waiver.

A copy of the signed Waiver is to be filed with the Comptroller’s Office.

3.3.5 Emergency Contact Information

A database of students’ travel and other information shall be compiled prior to departure, retained by the appropriate UPEI program administrator, and will include the following information:

- ▶ contact details of next of kin
- ▶ details of passport, visa, and medical insurance
- ▶ details of the host institution with contact name and coordinates
- ▶ travel details - dates, airline(s), and departure/arrival times
- ▶ (optional) medical conditions or requirements

A list of student names and destinations shall be filed with the **Comptroller’s Office**.

3.4 **Out-of-Country Sojourn - Emergency Protocol:**

All students participating in an international study/work abroad term will be provided with a UPEI Emergency Contact Card which they should carry with them at all times. UPEI Campus Security, which is the emergency contact telephone number on the Card, shall be provided with a list of the students names,

their destinations, and the contact numbers of the appropriate UPEI authority as well as the International Student Advisor and any other individuals who have copies of the Emergency Contact Database. In the case of an emergency, the appropriate Dean, Director, Program Administrator (or designate) shall be responsible for determining the appropriate course of action.

### 3.5 **Returning Home: Re-Entry Support**

Whenever possible, a debriefing session will be held shortly after students return to Canada. This session is designed to allow students to share their experience, to evaluate the success of their work/study term, and to cope with any re-entry difficulties. Students are strongly encouraged to attend this session; alternatively, students will be requested to provide a written summary of their international experience.

### 3.6 **Resources**

Individual programs may utilize specific forms required for the management of that particular program; however, common to all programs, are the following forms (appended) which shall be used by all work/study abroad participants:

- ▶ UPEI Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement
- ▶ UPEI Emergency Contact Card
- ▶ Emergency Contact Information Form

Additional information and a broader discussion of elements of risk management and international work/study programs can be found in the following publications, which served as a source for much of this policy:

Ready, Set, Go! An Interactive Pre-departure Workbook For Students Going Abroad. WSAnet: 1999.

Hanson, Lynne and Wayne Myles. Risk and Responsibility in Study Abroad. (CBIE). Ottawa: 1997.

---- Worth the Risk: Four Approaches to Safety in International Learning. CBIE. Ottawa: 2000.

## 4. **Review**

This policy shall be reviewed one year from its date of implementation, and every five years thereafter.

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**Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement  
University of Prince Edward Island**

**WARNING: BY SIGNING THIS LEGAL DOCUMENT, YOU MAY GIVE UP CERTAIN LEGAL RIGHTS. PLEASE READ CAREFULLY.**

The University of Prince Edward Island, through one or more of its faculties, departments, programs, institutes, or other support services or organizations (hereinafter called "UPEI"), from time to time promotes, coordinates, conducts, permits or otherwise engages in international student exchange programs, study and/or work abroad programs, career development programs, teaching/work placement programs, internship programs, research projects, and other similar or related arrangements (hereinafter called the "Program" or "Programs").

Given the diverse nature and various locations at which such Programs are undertaken, I acknowledge that my participation in the Program may expose me to various risks of damage to property, or physical injury, sickness or death. I further acknowledge that UPEI is not able to ensure my complete safety while I am participating in any such Program and I freely accept and fully assume all liability for such risks, damages, hazards, losses, injury, expense, or inconvenience that may arise during my participation in any such Program.

In consideration of UPEI assisting me with my efforts to participate in the Program, I, on behalf of myself, my heirs, executors, administrators, successors and assigns, do hereby:

- (a) waive any and all claims or causes of action whether in contract or tort (including negligence) that I have or may have in the future against UPEI as a result of my involvement in the Program;
- (b) release UPEI from any and all liability for any loss, damage, cause of action, injury or expense that I may suffer as a result of my involvement in the Program; and
- (c) agree to save harmless and indemnify UPEI from any loss, damage, causes of action, injury or expense to any third party as a result of my involvement in the Program.

I have read and understood this Agreement prior to signing it, and am aware that by signing this Agreement I am waiving certain legal rights which I or my heirs, executors, administrators, successors and assigns may otherwise have or have had against UPEI. I do further acknowledge that it has been recommended to me that I seek independent legal advice prior to executing this Agreement and I declare that I have either received such advice or have declined to seek such advice. I further declare that I have attained the age of 18 years.

This Agreement shall be governed by the laws of the Province of Prince Edward Island.

Signed at \_\_\_\_\_, Province of \_\_\_\_\_, this \_\_\_\_ day  
of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_ (Please print name)

\_\_\_\_\_  
(Witness) (Signature)

Name of Program: \_\_\_\_\_