

## TOURS/TRIPS

---

**Effective Date:** September 1, 2013

**Responsibility:** VP Student Services

**Amends Policy dated:** January 2010

**Policy Number:** HRA 285

---

**Scope:** Students, Faculty, Staff

### **I. Introduction:**

Burman University recognizes that an academic program may be significantly enhanced by providing opportunities for students to participate in, and in most cases earn academic credit for, field trips, study tours, fieldwork study, research, and organization performance tours. The university also recognizes that extracurricular trips such as promotional tours and mission service trips can be of significant benefit to students.

As part of its sponsorship of off-campus trips, Burman University expects that any individual participating in any type of trip to be a representative of the Christian community that makes this institution unique. The guidelines for Student Conduct outlined in the Academic Calendar/Student Handbook are the basis on which all individuals should make decisions regarding their conduct while participating in off-campus trips sponsored by the university. Tour organizers and/or Burman University may take disciplinary action against those not upholding the expected standards.

### **II. Tours/Trips:**

Initial co-ordination for all tours begins with a submission to the Campus Life Committee for approval. (Forms are available at Student Services office). This includes:

- Academic field trips (required and supplemental)
- Study tours, fieldwork study and research trips
- Organization performance tours
- Promotional and mission service trips

### **III. Commonalities for all Tours/trips:**

- The Academic Committee must approve off-campus trips involving students and which impact the regular academic day, unless otherwise noted below. The regular academic day includes any time between 7:45 a.m., Monday and 1:05 p.m., Friday. Academic and other organizations may not schedule off-campus extracurricular activities, extra practices/obligations or field trips for students during: (1) the week prior to the final examination period; or (2) the final examination period.
- Any trips outside Canada need approval from Campus Life Committee and Cabinet.
- All out of conference tours need application one month in advance with two exceptions: four months in advance to the General Conference Department of Education for international trips (see attached NAD Working Policy), and by December 1 of the preceding year for summer study/research/fieldwork trips.
- Assumption of Risk Forms must be completed by each person touring. These may be obtained from the Student Services Office and must be completed and returned one month before commencement of tour and prior to individual approval to go on tour.
- Any off-campus trip taken that does not receive approval through the Student Services Office and, if needed, the Academic Committee and has not met the insurance requirements of the Finance Office potentially jeopardizes the class attendance record of the students involved and the operation of the university.

- Adequate sponsorship for each group is needed: gender, age of students, nature of the trip, and sponsor/student ratios all need to be considered. At least 1:25 sponsor/student ratio (and 1:20 for academy students) is recommended.
- Traveling to areas where there are political, social or environmental concerns, necessary precautions must be followed as outlined by the jurisdictions of the country, Canadian government publications, or as specified by Burman University. Government of Canada, Department of Foreign Affairs and International Trade has a foreign travel information line---1-800-267-6788. Online information can be found at [www.voyage.gc.ca/index-eng.asp](http://www.voyage.gc.ca/index-eng.asp). Trips to areas where the Canadian government advisories have been issued at the levels of “Avoid non-essential travel” and “Avoid all Travel” will not be approved.
- International trips, including trips to the United States, require proper identification including passports and in some cases visitor visas.
- Adequate additional health-care coverage and travel insurance is required before any person can travel with a school affiliated group or activity.
- Any personal property loss due to theft or property damage while on a school sponsored trip will not be covered by any BU insurance but it is the sole responsibility of the student to obtain personal insurance. Dorm students may have limited coverage if loss occurs within Canada as defined in the student insurance document found online under Current Students/Student Services/Policies.
- Tour sponsors need to complete a checklist from Student Services for their particular type of trip.

#### **IV. The Sponsor is responsible for:**

- Obtaining approval through Student Services, by Academic Committee if applicable, and Cabinet if applicable.
- Meeting with touring group to begin the education/bonding process.
- Setting time for regular pre-trip meetings.
- Establishing budget requirements.
- Beginning the fundraising. Seek information from the secretary in the Student Services office regarding tax-deductible donations, where to send the donations, and how to make out donation cheques.
- Completing the *Tours/Trips Checklist*. Please note that the Assumption of Risk Forms must be signed by each participant including all sponsors. Please deliver original copies to Student Services.
- Overseeing the completion of a *BU/PAA Travel Information Form* for each participant, including the sponsors.
- Being responsible for the safety and well-being of the students at all times on the trip including providing proper rest, and adequate nutrition.
- Ensuring that the group maintains the policies and standards as upheld by Burman University while traveling/performing/studying. Tour organizers, therefore, would not permit visits to venues that encourage lifestyle choices contrary to Seventh-day Adventist principles. Organizers should maintain a Sabbath program for the tour members; this could include worshipping with a local church/school, and regular tour activities should not be resumed until after Sabbath hours.
- Obtaining and carrying a letter of verification showing that all the out-of-country study tour participants are registered as students at BU. Each student should carry a letter of the same with their travel documents. Registrar Services issues these and all names can be on one letter.
- Planning for emergencies:
  - seek immediate medical attention for the affected person
  - send the medical information form along with the affected person to the hospital or doctor’s office
  - make contact with parents/guardians to notify of the emergency; note the date and time contact was attempted
  - cooperate with emergency medical, fire department or law enforcement personnel

- keep participants in a safe area to prevent harm to other individuals
- Ensuring that students and sponsors:
  - carry a passport, valid for minimum of six months beyond date of expected return, for all visits outside Canada, including the US
  - carry a visa, if applicable, for re-entry into Canada
  - carry money, passports, and tickets separately
  - keep a photocopy of your passport's identification page with you and separate from your passport
  - carry only enough money for anticipated expenses
  - leave a copy of your itinerary, proof of citizenship, and a copy of your passport's ID page with family or friends
  - carry legally certified documentation signed by both parents permitting a child under 18 to travel alone or with an adult (i.e. teacher, sponsor)
  - carry prescription medications in the original pharmacy-dispensed container
- Ensuring that students and sponsors:
  - carry no firearms
  - carry no mace
  - carry no knives, scissors, etc, in airline carry-on luggage

## V. Specific Groups:

1. **Required Academic Field Trips** – are field trips which must be completed for the student to receive full academic credit for the course and includes more than one academic day off-campus.
  - A. Field trips that are regularly scheduled or part of a course must be listed in the *Calendar of Events*, which is published annually by the Office of Student Services. Application for a required academic field trip must be submitted by March 15 of the preceding academic year to the Office of Student Services.
  - B. Required field trips that emerge during the term are required to follow the procedures for Supplemental Academic Field Trips. (See #2 below).
  - C. One week prior to the required field trip, the instructor is responsible for notifying all other instructors, Registrar Services, the Offices for Academic Administration and Student Services of the following:
    - i) The course number, title and instructor
    - ii) Destination, date, and times of the trip
    - iii) Mode of transportation
    - iv) Alphabetized list of students by last name
    - v) Verification of a signed Assumption of Risk Form, health care coverage, and travel insurance for outside of North America, if applicable, for each traveler.
2. **Supplemental Academic Field Trips** – are field trips that are supplemental to the regular classroom experience and students are highly encouraged to participate in these off-campus learning experiences. This type of trip is either a full academic day or major portion thereof and usually includes the regularly scheduled class period for the course.
  - A. One month prior to the off-campus trip, the instructor must submit a completed Off Campus Field Trip & Activity Form to the Student Services Office (Copies available on the BU website under Faculty Forms.) The completed request form must include the information requested in 1. C. i), ii), iii), iv), and v) listed above.
  - B. The Office of Student Services will review requests and will forward all approved requests to the Academic Committee for review.

- C. Upon review and approval by the Academic Committee, the Office for Academic Administration will make all appropriate notifications to administration, faculty, and staff.
- 3. Supplemental or Required Academic Field Trips** that are arranged outside of the regular academic time must meet the following requirements:
- A. Instructor must complete 2.A. listed above.
  - B. The Office of Student Services will review the request form and will notify the secretary of the Academic Committee if approved. No other approval or notification is required.
- 4. Study Tours, Fieldwork Study and Research Trips** – are planned by the academic departments of the university to provide students the opportunity to complete study tours, field work and research for academic credit while traveling in an organized group either domestically or overseas.
- A. Requests for study tours, fieldwork study and research trips, as voted by the department and approved by the division or school chair, must be submitted to the Office for Academic Administration and Campus Life Committee by December 1. The submission must include the following:
    - 1. Name and qualifications of instructor(s)
    - 2. Statement of purpose for the study tour, fieldwork study or research trip. If specific course credit is being requested, the instructor must provide a balanced course outline of actual class work, written assignments, library and/or museum visits, lectures, concerts and formal study comparable to similar courses. The tour should be designed to meet clear teaching objectives and all itinerary and assignments should be oriented toward specific educational goals.
    - 3. Itineraries, Assumption of Risk and health forms, travel and financial arrangements, including tuition charges must be fully documented.
    - 4. A different course numbering than the regular course taught on campus, with the course number chosen in consultation with the registrar.
  - B. Requests for study tours, fieldwork study and research trips will be reviewed by the Academic Committee. If approved, the request will be forwarded to Cabinet for final approval.
  - C. To receive academic credit, students must apply provisionally for the tour by January 15 and receive initial financial clearance for the tour.
  - D. Individuals wishing to participate in a study tour, fieldwork study and research trip on a non-credit basis must apply to the tour instructor by January 15. Acceptance of non-credit participants is at the discretion of the instructor with the primary concern being that the tour be mutually beneficial and equitable for both credit students and non-credit participants. *Non-credit participants are advised that the university expects each individual to be cognizant and respectful of its expectations for individual conduct as outlined in the current Academic Calendar.*
  - E. Payment Schedule
    - 1. Tour Costs
      - a. Pre-clearance with Student Financial Services (SFS) and a non-refundable (unless tour is cancelled) deposit of \$250 will be required by January 15.
      - b. 50% of the tour cost is due on February 1.
      - c. The final payment for the tour cost is due on March 1.
    - 2. Tuition Costs

- a. Satisfactory arrangements for full payment of the tuition cost of the tour, as well as satisfactory arrangements for the settlement of the student's account with the university, must be made by April 1. By that time the student must also be fully registered for the course.
3. Late applicants may be accepted at the instructor's discretion and be subject to:
  - a. pre-clearance from SFS due to exceptional circumstances.
  - a. Sponsor is to build in a minimum contingency of 5% above costs into tour charges. Disposition of any surplus funds will be handled by the instructor in consultation with the Vice President for Academic Administration (VPAA).
  - b. Only cash that has been received and deposited at the Finance Office can be advanced. Invoices are required for proof when requesting funds.
  - c. Included costs must be clearly communicated to the students. These may include travel, food, accommodations, entrance and other fees.
  - d. Additional costs to the students not covered by the tour fees are also to be specified. These may include extra meals, passports, visas, extra travel/health insurance, vaccinations, entrance and other fees.
2. Registration  
It is the responsibility of the instructor to ensure all students are registered for the study tour before the commencement of the tour.
3. Pre-tour requirements  
The instructor is to meet regularly with the touring group to discuss the following and any other relevant issues. These meetings for discussion are to be completed at least one week prior to departure. Times for these meetings are to be listed in the course outline/syllabus. Any late applicants should be informed of material already covered in previous information sessions. Topics to be covered:
  - a. review of tour procedures
  - b. review of deadlines
  - c. review of required documentation such as (but not limited to):
    - passport
    - birth certificate
    - health insurance
    - emergency contacts
    - immunizations
  - d. academic requirements and pre-tour assignments and pre-reading
  - e. discussion of culture and language
  - f. safety issues e.g. students should be in groups of a minimum of three at all times along with other safety considerations
  - g. gender issues (i.e. appropriate customs in host country)
  - h. expectations of conduct on tours
  - i. discussion of students' personal finances
    - managing money on tour
    - student loan procedures
    - financial clearance
    - extra funds while on tour e.g. cash for meals not covered, entrance fees, souvenirs
  - j. development of list with contact numbers and emergency information which will go to following offices before tour commences
    - Student Services
    - Registrar Services
    - VPAA

- k. inclusions/exclusions of food, accommodations, entrance fees and other fees
- l. other tour-related issues
- 4. Sponsorship  
 Preferably there will be two adults on the study tour. The choice of sponsors should reflect the gender mix of the group. At least 1:25 sponsor/student ratio is recommended.

**Study Tours/ Fieldwork Study/Research Trips Deadlines:**

<i>Type of Trip</i>	<b>Deadline for Instructors</b>	<b>Deadlines for Students</b>
<b>PRE-TOUR DEADLINES</b>		
<i>Sponsor to submit Tours Abroad Request Form. - Includes proposed tour itinerary and costs</i>	December 1	
<i>Promotional Start-up Date</i>	Same date as instructor receives notification of approval	
<i>To receive academic credit, students must provisionally apply and receive initial financial clearance for the tour. Also includes individuals wishing to participate on a non-credit basis.</i>		January 15
<i>Pre- Tour Meetings to discuss topics relevant to tour</i>	Completed at least one week before tour departure.	Completed at least one week before tour departure.
<i>Payment Schedule:</i> a) <i>Tour Costs</i> i) <i>Deposit – \$250 (non-refundable)</i> ii) <i>2<sup>nd</sup> Payment – 50% of cost</i> iii) <i>Final payment – remaining cost</i>  b) <i>Tuition</i>		i) January 15 ii) February 1 iii) March 1  b) April 1
<i>Registration for course</i>		April 1
<b>POST-TOUR DEADLINES</b>		
<i>Academic requirements for student work</i>		Teacher will set but it must be at least one week before end of last summer session.
<i>Final grades to be turned into Registrar Services</i>	Last day of last summer session	
<i>Evaluation by tour sponsor – includes a debriefing and self-assessment of tour to VPAA</i>	Last day of last summer session	
<i>Financial Reconciliation</i>	Last day of last summer session	

**Study Tour Procedures:**

*For Teachers/Sponsors:*

- 1) Review the following documents thoroughly:
  - a. *Tours and Trips Policy* [includes the North American Division’s *General Educational Administration Outline and Policies (Tours Abroad)* – revised October, 2005] – (Ask for copy from office of VPSS or VPAA)

- i. Pay special attention to the section *Study Tours, Fieldwork Study and Research Trips Policy* – Revised (November, 2005) which is available from Office of the VPAA
      - ii. complete the *Out of Division Trips – NAD Educational Institutions* form which becomes a part of the application package, also available from the Office of the VPSS or VPAA or online at <http://www.nadeducation.org/dynamic/files/874.doc>
    - b. *Tours/Trips Sponsor Expectations* – (*Faculty Handbook: Appendix B-7*)
    - c. *Study Tours: Financial Information and Procedures* (Available at Finance Office)
- 2) Obtain a checklist from Student Services for this particular type of trip.
- 3) Make application to Campus Life Committee for initial coordination for all trips/tours.
- 4) Make application to Academic Committee. (Academic Committee will forward application to Cabinet for any trips outside Canada). Application must include:
  - a. Name & qualifications of instructor(s)
  - b. Statement of purpose for the study tour/fieldwork study or research trip
  - c. A course outline, if credit is offered, reflecting a balance of the following
    - i. actual class work
    - ii. written assignments
    - iii. library/museum visits
    - iv. lectures
    - v. concerts
    - vi. formal study comparable to similar courses
  - d. Evidence that the tour is designed to meet clear teaching objectives. All itinerary, dates, assignments and accommodations, etc. should be oriented around specific educational goals
  - e. Documentation of itineraries, *Assumption of Risk* forms, travel and financial arrangements, including tuition charges
- 5) Assign two adults to act as sponsors, if possible. Preferably one adult of each gender will sponsor the tour to reflect the gender mix of the students. At least 1:25 sponsor/student ratio is recommended.
- 6) Confirm documentation of the following:
  - a. Adequate health-care coverage outside of Canada.
  - b. Trips taken outside Canada require travel insurance which includes personal effects, repatriation, and medical coverage for all participants
  - c. Completion of *Assumption of Risk* forms by each person touring.

*For Students:*

- 1) Receive financial clearance for cost of tuition from SFS prior tour approval.
- 2) Complete *Assumption of Risk* form
- 3) Trips taken outside Canada require travel insurance which includes personal effects, repatriation, and medical coverage for all participants.
- 4) Follow instructions from instructor for preparation of and participation in tour.
- 5) Meet all financial and academic deadlines.



5. **Organization Performance Tours** – are the annual tours organized by the university choir, band, orchestra, and acrobatics team. While the university administration specifies the geographical portion for a group’s itinerary, it is expected that the organizations present performances in eastern, central, and western Canada before considering travel outside of Canada for their destination. The organizers will make application through the Office of Student Services and the office of Academic Administration. Refer to Supplemental Trips, number 3 above for requirements. All forms should be on hand in the Student Services office 30 days prior to the trip. The total financial obligation for a student to participate in a performance tour should be fair and reasonable to allow each student, regardless of financial means, the opportunity to participate in the performance tour.
  
6. **Promotional Tours**– are extracurricular tours and trips that may occur throughout the academic year. The promotional tours provide an opportunity for students to actively promote the benefits of a Seventh-day Adventist post-secondary education experience to the external constituencies of the university, such as academies, churches, youth events, pastors’ meetings, teachers’ conventions and to the general public. All expenses will be paid by the department arranging the trip and in the event of students missing classes: the department will make arrangements in advance with the instructors.
  
7. **Mission Service Trips:** Annual mission service trips are organized to provide students the opportunity to actively demonstrate their commitment to the core values, mission and vision of the university. Their trips are often undertaken in conjunction with the Adventist Development and Relief Agency (ADRA) and provide the opportunity for travel domestically and overseas. Application and approval through the Office of Student Services and the office of Academic Administration is required.
  - A. Minimum academic standards
    - i) Be currently enrolled as a student with a minimum academic load of nine (9) semester credits and have regular admission standing
    - ii) Have a current term grade point average of 2.000 on the 4-point scale with no individual course grade of less than “C-”.
    - iii) Have a cumulative grade point average of 2.333 (C+) unless a higher specific cumulative grade point average is required for their selected program of study.
    - iv) Maintain a reasonable record of attendance for all classes and required laboratory courses.
  - B. Full payment for the trip, as well as settlement of the student’s account with the university, must be made by April 1 or earlier in accordance with the deadline set by the sponsoring department. The sponsor will submit to the Student Services office documentation as required in 1.C.ii), iii), iv), and v) above as listed by April 1.



### **North American Division Working Policy**

F90 05 Coordination of Sponsored Tours – Interdivisional tours sponsored by the Seventh-day Adventist educational institutions shall be coordinated through the General Conference Department of Education.

F90 10 Types of Tours Which Need to be Coordinated – Tours which need to be coordinated include the following:

1. Tours which are organized by denominational universities, colleges, and secondary schools.
2. Tours of organizations (music, gymnastic, etc.) of universities, colleges, and secondary schools which have received an official invitation from a denominational, cultural, or governmental organization outside the division of origin.

F90 15 Tours request – Notification of tours shall be submitted to the General Conference Department of Education four months in advance of the day for the tour.

F90 3 Tour information Requirement – The following tour information is required:

1. Name of sponsoring organization
2. Name and date of approval of governing board or committee that has approved the tour.
3. Full travel itinerary including name of tour, schedule of dates, and cities and countries to be visited.
4. List of Seventh-day Adventist churches, institutions, etc. to be visited, if any.
5. Name of tour director or directors.
6. Evidence of adequate insurance coverage, and
7. Number of individuals participating to the tour.

F90 25 General Conference Department of Education Responsibility – Upon receipt of the above information, the General Conference Department of Education shall supply complete information to the officers of the divisions to be visited regarding tours in their respective territories.

F90 30 Detailed Arrangements – All detailed arrangements, including the application for travel documents are to be made by the sponsoring organization with those who will be involved in the area being visited.

F90 35 Church Standards – The touring group should be careful to uphold church standards at all times in conduct, Sabbath observance, dress, etc.

F90 40 Political Sensitivity – The political sensitivity to the area visited should be considered at all times and great caution should be exercised in writing about the tour.

F90 45 Tour Participant Insurance – Tour directors are advised to ensure that individual participants have adequate insurance for personal liability, injury, accident, or sickness.

F90 50 Personal Responsibility for Expenses – Groups and individuals should be advised of their personal responsibility for expense incurred while visiting denominational organizations and personnel. No groups or individuals should expect denominational organizations to provide room and board free of charge.

F90 55 Prior approval and Insurance Coverage – All tours must have prior approval by the respective institutional/organizational boards/committees and must have made complete insurance coverage arrangements to protect the denomination with liability insurance. (See S70 07)

F90 60 Risk Managements Services – Risk Management Services recommends use of Assumption of Risk and the Travel Agent's Indemnity Agreements. Forms are available upon request from Risk Management Services offices.