

**HQP TRAVEL INFORMATION – RESEARCH/STUDY TIME SPENT OUTSIDE OF DALHOUSIE**
**INSTRUCTIONS**

IN SEPTEMBER 2019, THE FACULTY OF ENGINEERING PASSED AN INFORMATION POLICY REGARDING HIGHLY QUALIFIED PERSONNEL (HQP) SPENDING RESEARCH AND/OR STUDY TIME OUTSIDE OF DALHOUSIE.

BASED ON THAT POLICY, THIS FORM MUST BE COMPLETED BY THE HQP SUPERVISOR AND SUBMITTED TO THE DEPARTMENT HEAD AT LEAST **ONE MONTH BEFORE** THE HQP IS SET TO TRAVEL OUTSIDE OF ANY DALHOUSIE'S CAMPUSES FOR A **PERIOD OF A MONTH OR MORE**. A TRAVEL STAY IS DEFINED AS REQUIRING THE HQP TO TRAVEL AND STAY AWAY FROM DALHOUSIE'S CAMPUSES AND REQUIRING FULL-TIME ACCOMMODATION AT THE PLACE OF TRAVEL.

NOTE THAT IF MULTIPLE VISITS ARE PLANNED TO THE SAME LOCATION, THIS FORM CAN BE COMPLETED ONCE TO COVER ALL THE TRIPS.

**HQP INFORMATION**

<b>FAMILY NAME:</b>	<b>GIVEN NAMES:</b>
<b>STUDENT NUMBER:</b>	<b>START DATE IN PROGRAM:</b>
<b>DEGREE:</b>	<b>DEPARTMENT:</b>

**PARTNER AND TRAVEL RATIONALE INFORMATION**

**PARTNER TO BE VISITED:**

**DURATION OF THE TRIP (START AND END DATE):**

<b>NATURE OF VISIT:</b>	<input type="checkbox"/> <b>COURSE(S) - SEE SECTION A AND B</b>	<input type="checkbox"/> <b>INDUSTRIAL EXPERIENCE - SEE SECTION B</b>
	<input type="checkbox"/> <b>RESEARCH COLLABORATION - SEE SECTION B</b>	<input type="checkbox"/> <b>OTHER – SEE SECTION B:</b>

**DESCRIPTION OF THE WORK TO BE DONE DURING THE TRIP:**

**REASON FOR THE VISIT IN RELATION TO THE RESEARCH / ACADEMIC PROGRAM OF THE HQP:**

**TRAVEL INFORMATION AND BUDGET**

**MODE(S) OF TRANSPORTATION TO BE USED:**

**TYPE OF ACCOMMODATION:**

**OTHER LIVING EXPENSES COVERED (MEALS, PER DIEM, ETC):**

<b>BUDGET</b>	<b>TRANSPORTATION:</b>		<b>\$</b>
	<b>ACCOMMODATION:</b>		<b>\$</b>
	<b>LIVING EXPENSES:</b>		<b>\$</b>
	<b>OTHER (COURSE REGISTRATION, VISA, ETC):</b>		<b>\$</b>
		<b>TOTAL:</b>	<b>\$</b>

<b>SOURCE OF FUNDING:</b>	<b>AMOUNT COVERED: \$</b>
---------------------------	---------------------------

## CHECKLIST

### SECTION A INFORMATION REQUIRED WHEN TRAVELLING TO TAKE A COURSE

IF TRAVELLING TO TAKE A COURSE AT ANOTHER INSTITUTION FOR CREDITS TOWARDS A DALHOUSIE DEGREE, A LETTER OF PERMISSION MUST BE APPLIED TO AND OBTAINED FROM FGS BEFORE TAKING THE COURSE

- THE REQUIRED LETTER OF PERMISSION WAS GRANTED BY FGS. IF NOT ALREADY ON FILE IN THE DEPARTMENT, ATTACHED A COPY OF THAT LETTER OF PERMISSION TO THIS INFORMATION FORM.

### SECTION B GENERAL TRAVEL ITEMS FOR DISCUSSIONS

THE SUPERVISOR HAS DISCUSSED:

- VISA OR OTHER TRAVEL DOCUMENTS REQUIREMENT

- TRAVEL SAFETY CONSIDERATIONS (INSURANCE, MEDICAL, VACCINATION, ETC.)

- WORK/ENGINEERING SAFETY CONSIDERATIONS (EQUIPMENT, PPE, ETC.)

- IF TRAVEL IS INTERNATIONAL, HQP WAS MADE AWARE OF DALHOUSIE'S TRAVEL POLICY AVAILABLE ONLINE AT:  
[https://www.dal.ca/dept/university\\_secretariat/policies/international/international-travel-policy-.html](https://www.dal.ca/dept/university_secretariat/policies/international/international-travel-policy-.html).  
A SUMMARY OF THE MOST IMPORTANT POINTS OF THE POLICY ARE PROVIDED IN THE APPENDIX BELOW.

- IF TRAVEL IS INTERNATIONAL, HQP WAS MADE AWARE OF THE GENERAL PRE-DEPARTURE COURSE FROM DALHOUSIE'S INTERNATIONAL CENTER ([https://www.dal.ca/campus\\_life/ile/travel\\_abroad.html](https://www.dal.ca/campus_life/ile/travel_abroad.html)).  
THIS PRE-DEPARTURE COURSE MUST BE TAKEN (AND PASSED) BY THE TRAVELLING HQP. TRAVEL WILL NOT BE PERMITTED IF THE PRE-DEPARTURE COURSE HAS NOT BEEN UNDERTAKEN.

### HQP

- IF TRAVEL IS INTERNATIONAL - HQP HAS COMPLETED THE PRE-DEPARTURE PLANNING THROUGH DALHOUSIE'S INTERNATIONAL CENTER

NAME

SIGNATURE

DATE

### HQP SUPERVISOR

NAME

SIGNATURE

DATE

ONCE COMPLETED AND SIGNED, THIS FORM MUST BE SUBMITTED TO THE DEPARTMENT HEAD AND ADDED TO THE HQP'S FILE.

# Appendix

This appendix provides a summary of Dalhousie's International Travel Policy (dated February 13, 2019) which is available at [https://www.dal.ca/dept/university\\_secretariat/policies/international/international-travel-policy-.html](https://www.dal.ca/dept/university_secretariat/policies/international/international-travel-policy-.html). The points touched on here pertain mainly to the pre-departure responsibilities for graduate students; however, every traveller should read the complete policy and be familiar with it.

- Travelers are required to register travel for University activities outside of Canada with Dalhousie's international travel registration system prior to departure (see [https://www.dal.ca/campus\\_life/ile/travel\\_abroad/international-travel.html](https://www.dal.ca/campus_life/ile/travel_abroad/international-travel.html)).
- Undertake the Pre-Departure planning prior to departing to an international destination. The supervisor is responsible to ensure the student is aware and is complying with this process.
- Travelers are responsible to ensure they are fit for travel (physically and mentally). Specifically, responsible with familiarizing themselves with possible health risks associated with the travel destination and taking preventive measure including recommended vaccinations and medications.
- Continuously monitor travel advisories before to the trip and during it.
- Canadian travellers are required to register their presence within the destination country using the Canadian government's online Registration of Canadian Abroad (ROCA) system (<https://travel.gc.ca/travelling/registration>). Travellers who are citizen of other countries are required to register their travel with in the foreign office of their country of citizenship whenever possible.
- Prior to travel, travelers are responsible to:
  - Have required documents (passports, visas, permits, etc.);
  - Have trip cancellation or interruption insurance: strongly recommended when travelling to destination with travel advisories;
  - Have appropriate travel health insurance (the policies provided by the Dalhousie Student Union provides appropriate coverage);
  - Have other appropriate travel insurance if required.
- In the event of an emergency during international travel, travellers are expected to:
  - Act to protect their own safety;
  - Contact Dalhousie's professional medical and safety travel service;
  - Follow instruction given by the University and Dalhousie's professional medical and security travel service.