

from the University. There are no formal review processes for faculty or staff other than those required by individual department or unit policies. However, once

is for individual faculty and staff members travelling with or without students. The second table is for students, divided between undergraduate and graduate. Note that the University will not support or condone any student travel to areas with an

Undergraduate students travelling as a group to another country to participate in an academic program for credit or transfer credit at SMU	Group travel risk assessment (to be completed by Activity Sponsor)	Required	Required	Advised
Undergraduate students travelling individually for internship/research purposes connected to their academic work	Travel risk assessment OR R 720 .48 - ET1.4(s)2 and			

for this assessment may come from the international travellers him/herself, from the faculty or staff members organizing the travel or from the Dean, Vice President or Director overseeing the travel.

All student travellers should also participate in one of the regularly scheduled (2-3 times per year) general pre-departure briefings for students travelling internationally. Interested faculty and staff are also welcome to join these sessions, although the IAO can also provide individual briefings for faculty and staff travelling on University business. Specific pre-departure briefings can be held for students travelling in groups. If, for some reason, students are not able to participate in these formal briefings, they should contact the IAO to make arrangements for personal, telephone, or on-line briefings.

All travellers (students, faculty and staff) planning to travel abroad for a purpose other than a University Activity do so as private citizens. Such travellers are solely responsible for making their own travel arrangements and making their own decisions regarding personal safety.

Insurance

Prior to departure, all individuals who undertake international travel must ensure that they have adequate health and travel insurance for their destination. This insurance should include medical (including repatriation), personal health, dental and accident insurance coverage, as well as adequate protection of personal possessions for the entire duration of the stay abroad.

Note that individual insurance comq BT /F3 9.96

Travel and related expenses

International travellers who will incur expenses to be paid or reimbursed by the University must follow the policies and procedures laid out on the travel policy page of the SMU website.

Travel planning and responsibilities

The University provides resources and support services aimed at facilitating safe travel experiences for all international travellers. The University maintains the