



Travel Guidelines at McGill University

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June 28, 2010

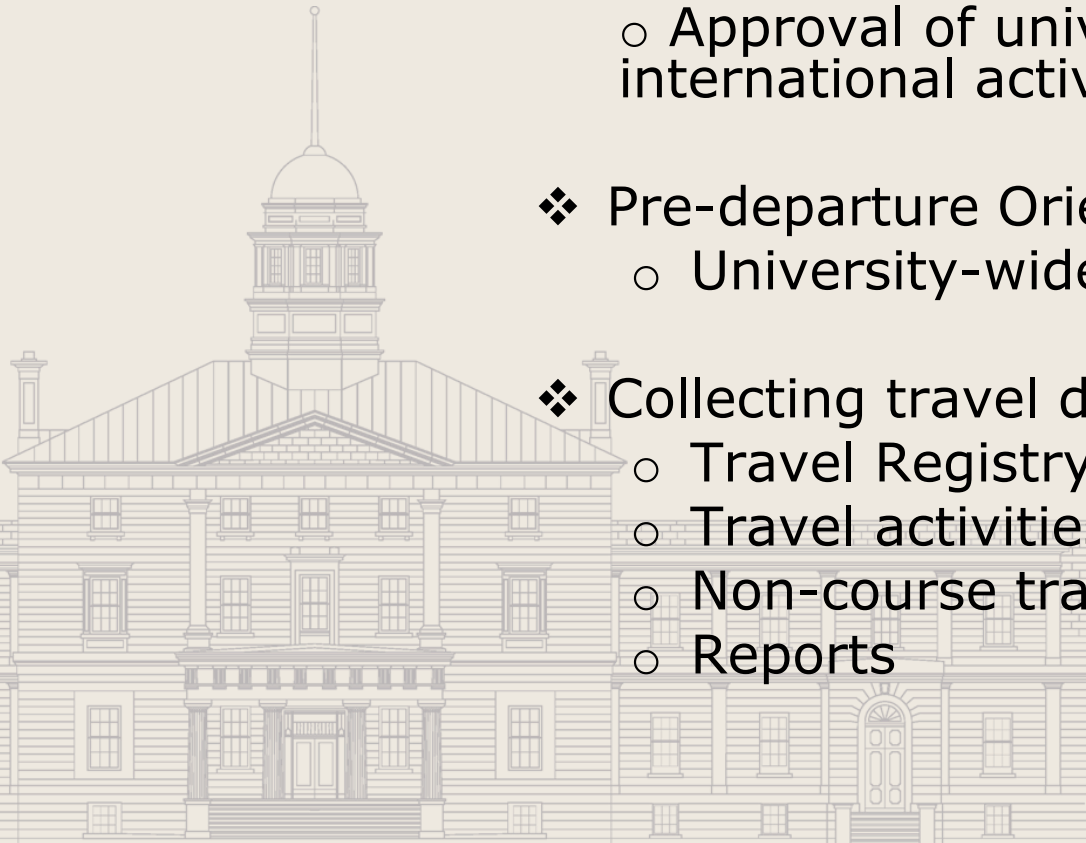


Directives de l'Université McGill liées aux voyages

Heidi Emami
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Gestion de l'effectif étudiant
June 28, 2010



Today's Agenda

- 
- ❖ Guidelines for university-related travel
 - Identifying the need
 - Developing the guidelines
 - Approval of university-related international activities
 - ❖ Pre-departure Orientation
 - University-wide sessions
 - ❖ Collecting travel details from students
 - Travel Registry module
 - Travel activities linked to McGill courses
 - Non-course travel activities
 - Reports





Today's Agenda - Continued

- ❖ Communication Plan
 - Website
 - Road show
 - Targeted emails

- ❖ Where are we now? What's ahead?
 - Statistics
 - Future plans

- ❖ Questions





Ordre du jour

- ❖ Directives liées aux voyages relatifs aux activités universitaires
 - Détermination des besoins
 - Élaboration des directives
 - Approbation des activités universitaires internationales
- ❖ Orientation prédépart
 - Séances offertes à l'ensemble des étudiants de l'Université
- ❖ Collecte auprès des étudiants des renseignements relatifs aux voyages
 - Module relatif au registre des voyages
 - Voyages liés aux cours de McGill
 - Voyages non liés aux cours
 - Rapports

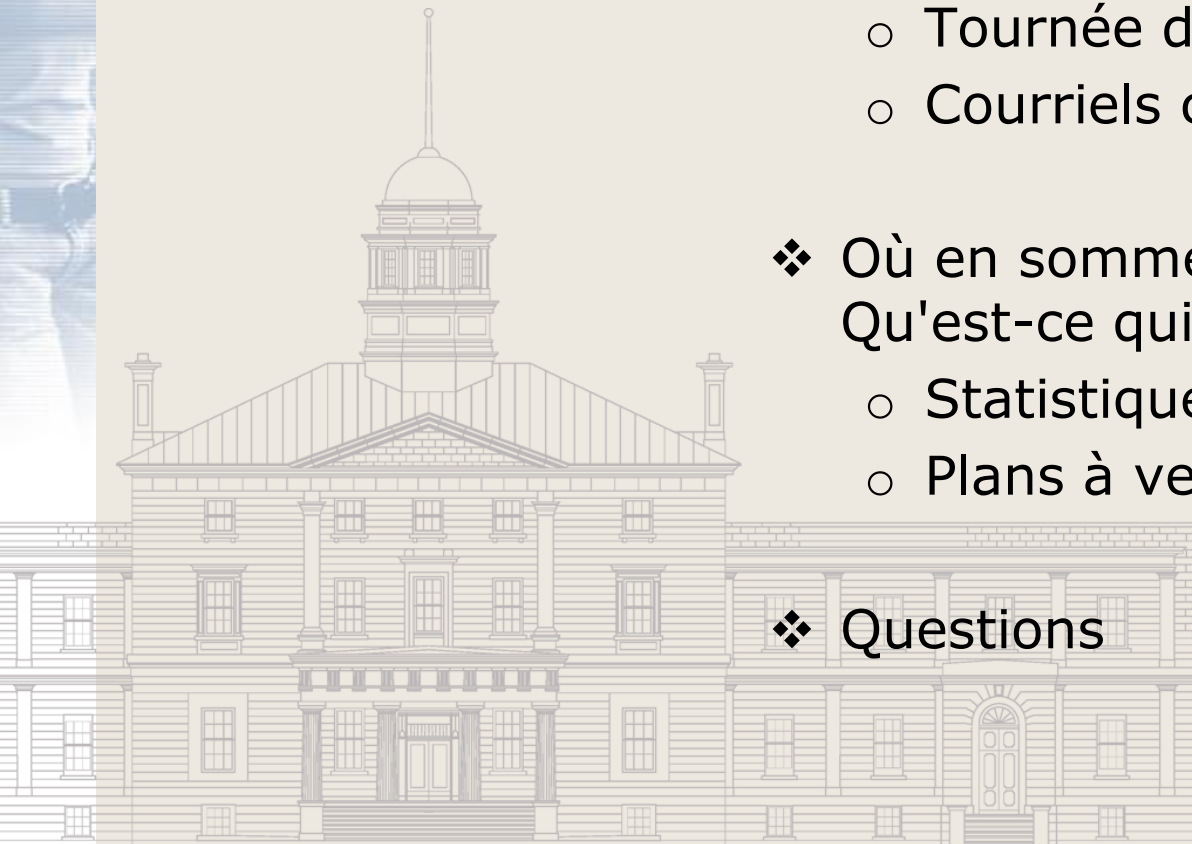


Ordre du Jour – cont.

- ❖ Plan de communication
 - Site Web
 - Tournée de présentation
 - Courriels ciblés

- ❖ Où en sommes-nous maintenant?
Qu'est-ce qui nous attend?
 - Statistiques
 - Plans à venir

- ❖ Questions





Guidelines for university-related travel

Directives liées aux
voyages dans le cadre
d'activités universitaires



Identifying the need

- ❖ Increase in university-related international activities
- ❖ Exchanges, research, field studies, conferences, etc.
- ❖ Need to ensure pre-departure preparation of students
- ❖ Need to know where students are in case of emergency
 - Examples: Mumbai and Mexico



Détermination des besoins

- ❖ Augmentation du nombre d'activités universitaires internationales
- ❖ Échanges, recherche, études sur le terrain, conférences, etc.
- ❖ Besoin d'assurer la préparation prédépart des étudiants
- ❖ Besoin de savoir où sont les étudiants en cas d'urgence
 - Exemples : Mumbai et Mexique



Developing the guidelines

- ❖ Deputy Provost, Student Life and Learning
- ❖ Researched existing models, in particular Duke University in NC
- ❖ Draft versions were presented to Deans at Senate in Fall 2008
- ❖ Guidelines came into effect September 2009
- ❖ Two main objectives:
 - Pre-departure Orientation
 - Registering a student's travel



Élaboration des directives

- ❖ Vice-principal exécutif adjoint, Vie étudiante et apprentissage
- ❖ Recherche des modèles existants, en particulier de la Duke University en Caroline du Nord
- ❖ Ébauches présentées aux doyens au Sénat à l'automne 2008
- ❖ Directives mises en œuvre en septembre 2009
- ❖ Deux principaux objectifs :
 - Orientation prédépart
 - Enregistrement du voyage de l'étudiant



Approval of university-related international activities

- ❖ Dean or delegate of a faculty - activities in their faculty/department
- ❖ International Education Office – Exchange agreements
- ❖ Department of Foreign Affairs and International Trade (DFAIT) security levels
 - Levels 1 and 2
 - Levels 3 and 4



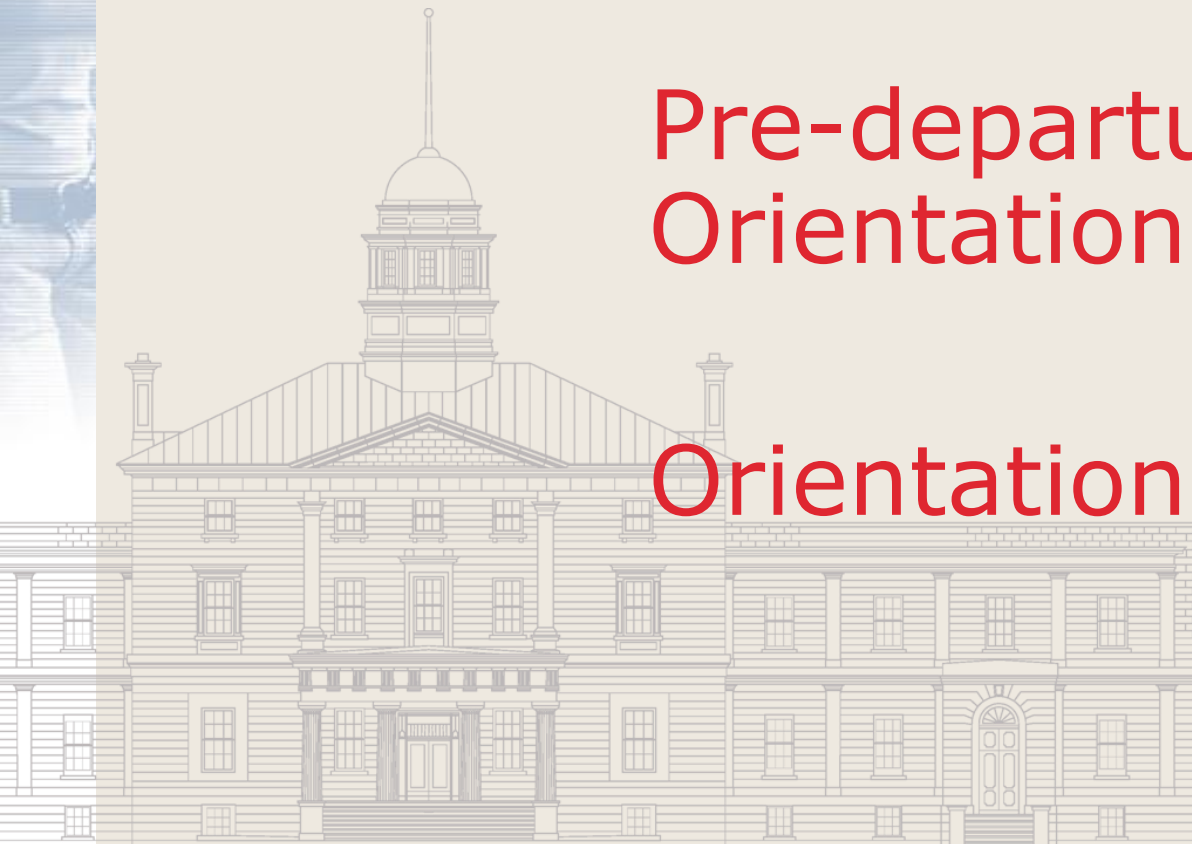
Approbation des activités universitaires internationales

- ❖ Doyen ou délégué de faculté – activités dans sa faculté ou son département
- ❖ Bureau de l'éducation internationale – ententes d'échanges d'étudiants
- ❖ Niveaux de sécurité du ministère des Affaires étrangères et du Commerce international (MAECI)
 - Niveaux 1 et 2
 - Niveaux 3 et 4



Pre-departure Orientation

Orientation prédépart





University-wide Sessions

- ❖ Once every term
- ❖ Ad hoc sessions for group travel
- ❖ Topics include:
 - Consular information, travel safety and insurance
 - Health and medical tips
 - Travel Registry
 - Responsibilities of a student going abroad
- ❖ Information package – students and staff accompanying students



Séances offertes à l'ensemble des étudiants de l'Université

- ❖ Une par trimestre
- ❖ Séances spéciales pour les voyages en groupe
- ❖ Thèmes abordés :
 - Renseignements sur le consulat, assurance et sécurité durant les voyages
 - Santé et conseils médicaux
 - Registre des voyages
 - Responsabilités d'un étudiant qui va étudier à l'étranger
- ❖ Trousse d'information – étudiants et personnel les accompagnant



Collecting travel
details from students

Collecte auprès des
étudiants des
renseignements
relatifs aux voyages





Travel Registry Module

- ❖ Web form integrated with our Student Information System
- ❖ Travel activity must be approved
- ❖ Information required from student:
 - Destination address and coordinates
 - Travel insurance details
 - Vaccinations and immunizations, if necessary
 - Itinerary
- ❖ Staff can create and complete form on behalf of student
- ❖ Student must accept terms of travel guidelines
- ❖ Email notification and reminders



Module relatif au registre des voyages


- ❖ Formulaire électronique intégré à notre système d'information des étudiants
- ❖ Les voyages doivent être approuvés
- ❖ Renseignements devant être fournis par l'étudiant :
 - Adresse et coordonnées de destination
 - Précisions relatives à l'assurance de voyage
 - Vaccinations ou immunisations, s'il y a lieu
 - Itinéraire
- ❖ Le personnel peut créer et remplir un formulaire au nom de l'étudiant
- ❖ L'étudiant doit accepter de se conformer aux directives de voyage
- ❖ Avis et rappels par courriel


Travel Form Formulaire 1/4

Travel Registry


| | |
|----------------------|--|
| Activity Type | Individual International Activity - Research |
| Term | Summer 2010 |
| Registry User | Flintheart Glomgold |
| Form Status | None Cancel Form |







General Information

 As an administrative user you may edit this section on behalf of the user.

| | |
|---------------------------|---|
| Name | Glomgold, Flintheart |
| McGill ID | 260192123 |
| Home Address | No mailing or home address found |
| Home Telephone | |
| Mobile Telephone |  Choose an existing mobile number to copy or select Other: <input type="text" value="Select..."/>  |
| Emergency Contact* |  Choose an existing contact to copy or select Other: <input type="text" value="Select..."/>  |

Travel Document

 As an administrative user you may edit this section on behalf of the user.

| | |
|------------------------------|---|
| Passport Number* |  <input type="text" value="123456789"/> |
| Country* |  <input type="text" value="Canada"/>  |
| Passport Expiry Date* |  <input type="text" value="08/30/2013"/>  |
| Visa (if required) |  <input type="text" value="Add Visa"/> |

Travel Form

Formulaire 2/4

Travel Activity

- Use this page to enter details about the travel activity, including the Program Administrator, Academic Supervisor, and the Host Organization.
- Program Administrator for *Undergraduate* students participating in an individual activity (e.g. Exchange, Conference, etc.): search for and select your **Faculty Ad**
- Program Administrator for *Graduate* students participating in an individual activity (e.g. Conference, Research, etc.): search for and select your **Graduate Superv**

| | | | | |
|--|--|---|------------------------------------|---------------------------------|
| Start Date of Academic Activity* | <input type="text" value="05/10/2010"/> | | | |
| End Date of Academic Activity* | <input type="text" value="08/31/2010"/> | | | |
| Program Administrator* | <input type="text" value="Ms Heidi Emami"/> | Search Clear | | |
| Academic Supervisor (if applicable) | <input type="text"/> | Search | | |
| Host Organization* | Country <input type="text" value="France"/> | | | |
| | Org <input type="text" value="Inst Etud Pol Paris Sci Po"/> | | | |
| Host Address* | Host Name* | <input type="text" value="Inst Etud Pol Paris Sci Po"/> | | |
| | Address Line 1 | <input type="text" value="27, rue Saint Guillaume"/> | | |
| | Address Line 2 | <input type="text"/> | | |
| | Address Line 3 | <input type="text"/> | | |
| | City | <input type="text" value="Paris"/> | | |
| | State or Province | <input type="text" value="Select..."/> | | |
| | ZIP or Postal Code | <input type="text"/> | | |
| Host Phone Number* | Country Code <input type="text"/> | Area Code <input type="text"/> | Number <input type="text"/> | Ext <input type="text"/> |
| Host Contact Name* | <input type="text"/> | | | |
| Host Email* | <input type="text"/> | | | |

Travel Form

Formulaire 3/4

Personal Itinerary



- Use this section to enter your **personal** itinerary, including details of all flights, connections and other forms of transportation.
- If you do not see a **Group Itinerary** section above, it means that none has been defined for your activity. In this case, you will destination; and one for your departure back to Canada.

Add Destination

| Destination City/Country*? | Dates* | Transportation Details*? | Address in Destination City*? |
|----------------------------|--|--------------------------|--|
| Paris France | Departure 05/10/2010 Arrival 05/11/2010 | AC 087 | Staying at this destination? Y Please enter the address: Line 1* 123 rue Pasteur Line 2 Apt 8 Line 3 Paris |
| Montreal Canada | Departure 08/31/2010 Arrival 08/31/2010 | AC 089 | Staying at this destination? Y Please enter the address: Line 1* Home Line 2 Line 3 |



Travel Form Formulaire 4/4

Travel Registry

| | |
|---------------|--|
| Activity Type | Individual International Activity - Research |
| Term | Summer 2010 |
| Registry User | Flintheart Glomgold |
| Form Status | None |

 All students participating in university-related international travel activities must accept the terms of the following agreement. Please click the **I Accept** button to confirm that you have read, unde

La version française suit.

I have chosen to participate in the following UNIVERSITY-RELATED INTERNATIONAL TRAVEL ACTIVITY:
Individual International Activity - Research
taking place in France from May 10 2010 to August 31 2010.

A complete itinerary (including multiple destinations) is attached.

1. I confirm that I have attended the Student Preparedness and Orientation Session or that I will attend an international conference or formally organized workshop held in a country listed by the Department of Foreign Affairs and International Trade Canada as Level-1 or Level-2.
2. I understand that the International Activity may involve physically and mentally strenuous activities in an area removed from primary medical care or hospitals.
3. I will behave in such a way as to minimize risk to myself and other participants at all times. I have familiarized myself with and will observe the local laws and customs, and will at all times behave responsibly and within the laws of my destination country and will do nothing to bring discredit to McGill University.

I Accept

I Do Not Accept



McGill



Travel activities linked to McGill courses

- ❖ Courses that have a travel component can be flagged in the system
- ❖ Travel forms are automatically generated for all students registered in the course
- ❖ Travel activity can be group (e.g. field course) or individual (e.g. Exchange)



Voyages liés aux cours de McGill

- ❖ Les cours qui comportent un voyage peuvent être annotés dans le système
- ❖ Les formulaires pour le registre des voyages sont créés automatiquement pour tous les étudiants inscrits au cours
- ❖ Les voyages peuvent être groupés (par ex. : cours sur le terrain) ou individuels (par ex. : échange)



Non-course Travel Activities

- ❖ For individual activities such as:
 - Conferences
 - Research
 - Seminars

- ❖ Administrator creates form for individual students

- ❖ 3 clicks to create form



Voyages non liés aux cours

- ❖ Pour des activités individuelles telles que :
 - Conférences
 - Recherche
 - Séminaires
- ❖ L'administrateur crée un formulaire pour les étudiants qui voyagent seuls
- ❖ Création du formulaire en trois clics



Reports

- ❖ Query form to generate reports by users
- ❖ Mechanism to monitor status of student forms
- ❖ List of students in a particular country
- ❖ Download to Excel



Rapports

- ❖ Fonctionnalité permettant la création des rapports par les utilisateurs
- ❖ Système permettant de vérifier l'état des formulaires des étudiants
- ❖ Liste des étudiants dans un pays donné
- ❖ Téléchargement en format Excel





Communication Plan

Plan de communication



Website - Site Web

www.mcgill.ca/students/international

Sign in | Monday, June 21, 2010

McGill website myMcGill

HOME FUTURE STUDENTS STUDENT INFORMATION ALUMNI & FRIENDS FACULTY & STAFF IN THE COMMUNITY RESEARCH & INNOVATION TEACHING & LEARNING ADMIN & GOVERNANCE LIBRARY & COLLECTIONS FACULTIES & SCHOOLS

First-Year Office | Legal documents | Registration, student records and exams | Student Accounts | Scholarships and Student Aid | Student Services



McGill

STUDENT INFORMATION



Find

Larger | Français

Home > Student information > International education

Help

International education

- ▶ Student exchanges
- Field studies
- Internships
- ▶ Other International Opportunities
- Visas, permits and consular info
- ▶ Financial Support
- Pre-Departure Orientation
- ▶ Travel registry
- Other things you need to know
- Returning to McGill
- Parents
- FAQs
- Contact

EVENTS

Oct. 6, 2010 - 11:00 AM to 3:00 PM
[Study Abroad Fair 2010](#)

Oct. 13, 2010 - 10:00 AM
[Student Exchange Information Session](#)

Oct. 19, 2010 - 10:00 AM
[Student Exchange Information Session](#)

International education



All over the map: the [Faculty of Arts Internship Awards](#) are given to students pursuing internships in Canada, the United States, and around the world.

"Experience, travel, these are as education in themselves"
— Euripides



There's no teacher like travel, and though it's not for everyone, students who spend a term or two abroad tend to return with a renewed sense of their citizenship in a shrinking world, and of the common ground shared across borders and oceans.

Whatever your field, international study can help you develop the adaptability and other life skills you'll need in a changing global environment. McGill students can study on exchange while paying McGill tuition and earning credits towards their McGill degree. It's easier than you think!

This website contains all the information you'll need to get McGill credit for studies conducted abroad. It's also your link to the Student Exchange and Study Abroad (SESA) office, a rich repository of information and resources for exchange programs and other international opportunities around the globe. Feel free to [contact us](#) with any questions or concerns you may have, and bon voyage!

New to Canada?

If you're a McGill student and have just moved to Canada, be sure to visit [International Student Services](#) for info on study permits, health insurance, working in Canada and much more.



McGill

Road show

- ❖ Since September 2009 and continuing
- ❖ Presentations to Faculties and Departments
- ❖ Addressing concerns and issues
 - Additional workload



Tournée de présentation

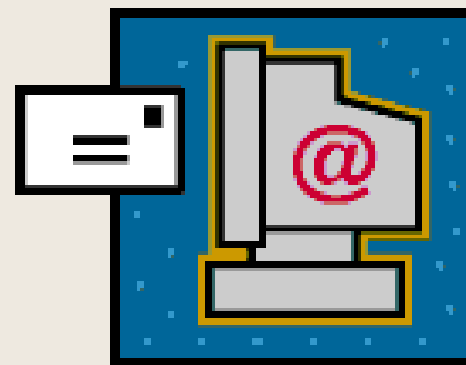
- ❖ En cours depuis septembre 2009
- ❖ Présentations aux facultés et aux départements
- ❖ Règlement des préoccupations et des problèmes
 - Charge de travail supplémentaire



Targeted Emails

❖ Notifying students:

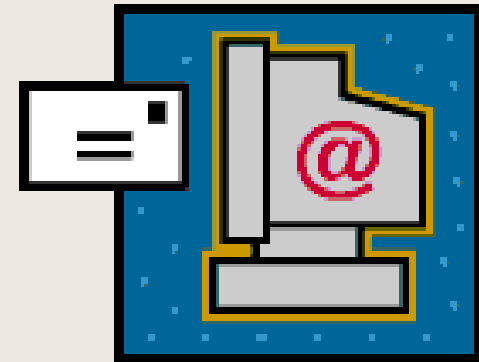
- When a form is created
- When a form is incomplete
- Invitation to pre-departure sessions



Courriels ciblés

❖ Avis aux étudiants :

- quand un formulaire est créé
- quand un formulaire est incomplet
- pour les invitations aux séances d'orientation prédépart





Where are we now?
What's ahead?

Où en sommes-nous
maintenant?

Qu'est-ce qui nous
attend?



Statistics

❖ Winter 2010

Total forms: 759

Percentage of forms completed: 46%

❖ Summer 2010

Total forms: 983

Percentage of forms completed (to date): 34%



Statistiques

❖ Hiver 2010

Nombre total de formulaires : 759

Pourcentage de formulaires remplis : 46 %

❖ Été 2010

Nombre total de formulaires : 983

Pourcentage de formulaires remplis (à ce jour) : 34 %



Future Plans

- ❖ Travel Advisory Protocol
 - DFAIT Warnings – Process to contact students and staff
- ❖ Enhancements to Travel form
 - Program Administrator
 - Travel Insurance



Plans à venir

- ❖ Protocole d'avis relatifs aux voyages
 - Avertissements du MAECI – Processus de communication avec les étudiants et le personnel
- ❖ Amélioration du formulaire pour le registre des voyages
 - Administrateur de programme
 - Assurance de voyage





Questions





**Thanks and enjoy the
conference!**

**Merci et bonne
conférence!**

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