
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Policies Manual	Policy Number	SA-11
		Effective Date	02-Mar-2014
	<u>Subject</u> Student Travel	Most Recent Review Date	01-Dec-2013
	<i>Responsible Office:</i> DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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11. Student Travel

Overview

Explains conditions and mechanisms for student travel and participation in trips organized by the University or one of its affiliates.

Scope


Applies to all the University students travelling for a university-organized event or as official representatives of the University.

Objective

The University takes the safety of its students and the culture and traditions of UAE society into consideration in all the activities that it organizes. This Policy ensures that the integrity and values of society are respected in case of student travel.

Policy

1. Students may travel for curricular related or extra-curricular purposes.
2. Activities may take place within the city of Al Ain, within the UAE, or abroad and may vary in length of time.
3. All trips are subject to the prior approval of the USAL Department.
4. All trips and travel participants are subject to University Policies.
5. All trips organized by the University should have a faculty or staff member in attendance to maintain the integrity and purpose of the trip, and the safety of the students.
6. Any student who violates University Policies may be prohibited from participating in any future trips and may be subject to a disciplinary action.

 UAEU	Student Affairs Deanship Procedures Manual	Related Policy	SA-11
		Effective Date	01-Sep-2014
	Subject Student Travel	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (11) - Student Travel

1. Student travel must be organized and managed consistent with the University Mission and Policies and follow guidelines governed by the Deanship of Student Affairs.
2. Trip participants must understand that off-campus activities occur in circumstances that may differ from campus norms.
3. Travel must be planned so as not to cause an unreasonable interruption in the student's academic responsibilities.
4. The travel documentation must be submitted two weeks prior to local/regional trips and two months prior to international trips.
5. All students travelling must complete and submit Off-Campus Assumption of Risk Form.
6. A Consent Form will be given to the student by the student's College and the Office of Student Life and Residences. This form should be completed and returned to the administration.
7. Female students are required to provide written consent from their guardian(s) to their participation in University-related trips. Failure to provide this consent will prevent the student from participating in trips organized by the University.
8. Female students are required to provide separately the written consent of their guardians for any trips requiring overnight stay outside of the University student housing or for any trips outside UAE.
9. Students are bound by the University Student Code of Conduct for the entire extent of the trip.
10. Violations of the University Code of Conduct or any related rules or requirements while on the trip may subject participants and the sponsoring student organization, if any, to disciplinary action.