

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	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
			Pages of these Procedures	1 of 1

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.