



## POLICY on TRAVEL by STUDENTS of the HARVARD GRADUATE SCHOOL OF DESIGN

May 22, 2017

*This policy has been adopted by each of Harvard's graduate and professional schools, including the Harvard Graduate School of Design.*

Harvard University is committed to the safety of our students, wherever their intellectual pursuits may lead them. Physical safety is a necessary premise to Harvard's core values of "free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change."<sup>1</sup> Harvard provides many resources to student travelers, some of which are described below. All of our students are expected to use those resources and others to make prudent, independent judgments about their safety and to take reasonable precautions, based on a thorough and honest assessment of the risks at their destination. When travel is Harvard-sponsored as defined below, the University has a special interest in overseeing student safety. **International Travel Safety Information**

Before traveling abroad, students should visit Global Support Services' (GSS) website, [globalsupport.harvard.edu/travel-tools](http://globalsupport.harvard.edu/travel-tools), to:

- register the trip in the Harvard Travel Registry,
- review "Before You Go" guidelines and country-specific safety information, and
- consult GSS Travel Risk Ratings.

The Travel Risk Ratings list **High-Risk**, **Elevated-Risk**, and **Watch-List** countries and regions requiring particular attention or precautions. These ratings change from time to time depending on world events.

Some Schools have additional requirements or expectations for student travel.

### **Travel to *High-Risk* Countries and Regions with Harvard "Sponsorship"**

The Harvard Graduate School of Design employs this policy (see below) and *requires* the following for their students traveling to **High-Risk** countries with Harvard "sponsorship" (i.e. the travel or related activities involve academic work that qualifies for Harvard credit, are funded in whole or in part by Harvard, or are organized or accompanied by a Harvard faculty or staff member acting in a Harvard capacity), and *recommend* the same for all travelers to **High-Risk** countries, whether or not the travel is "sponsored" by Harvard:

1. Typically one month prior to travel, the student submits a Travel Safety Questionnaire (<https://harvard-campusservices.force.com/gss/apex/TravelSafetyQuestionnaire>) to GSS's International Safety and Security team
2. Depending on the travel, GSS may request a follow-up consultation, either in-person, by telephone, or Skype.

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<sup>1</sup> University-Wide Statement of Rights and Responsibilities, adopted by the Governing Boards in 1970 and affirmed in 1977.

3. Based on GSS's recommendations, and in consultation with the student and any involved faculty, the designated School official may require additional safety measures and/or trip adjustments as a condition of receiving Harvard funding, credit, or other sponsorship. In exceptional cases where appropriate risk mitigation is found too costly or impractical, this may have the effect of deferring or canceling the trip.

Decisions regarding student travel will ordinarily consider the student's training and experience and the appropriate balance between safety concerns and the academic value of the project, consistent with the School's risk tolerance, taking into account any alternative means to reach the academic objective.

Sometimes a country or region faces a significant safety deterioration *while* the student is in country. In those cases, the GSS International Safety and Security team will assess the risks of remaining in the country and the risks of departure, consulting with the student directly if appropriate, and will make a recommendation to the designated School official. The University and the School reserve the right to require students to leave a **High-Risk** country as a condition of maintaining Harvard sponsorship.

### **Reporting Incidents Abroad**

Any Harvard traveler who experiences or witnesses a serious medical or safety incident while abroad should report the event, to help the University support the safety and security of the community.

#### **If urgent help is required:**

1. Call local police, fire or medical responders, if appropriate (local equivalent of "911"). Review the U.S. State Department's global "911" list.
2. Call Harvard Travel Assist at +1-617-998-0000 (worldwide, 24/7) for additional assistance and to report the incident. You can also email [travelassist@harvard.edu](mailto:travelassist@harvard.edu) with "Urgent" at the start of your subject line if it's an emergency. The phone line is answered immediately; an email response may take up to four hours for urgent requests and up to 24 hours for non-urgent requests.

#### **If not urgent:**

Report the incident within 72 hours via GSS's secure webform:

<https://www.globalsupport.harvard.edu/travel-tools/incident-reporting>

Reportable incidents include illnesses and injuries (needing a health care professional), accidents, crimes of all kinds, missing persons, harassment, property damage, and incidents that forced a significant itinerary change.

For more on incident reporting, see:

[http://www.globalsupport.harvard.edu/international\\_health\\_safety/incident\\_reporting.shtml](http://www.globalsupport.harvard.edu/international_health_safety/incident_reporting.shtml)

### **Student Judgment**

Harvard recognizes and respects that students' risk tolerances vary. Any student may decline to travel to a particular place, or to remain there, if the student has justifiable fears for his or her personal safety. Harvard and individual faculty and staff shall respect the decision and not pressure the student to decide otherwise. This provision may apply whether or not Harvard has classified the place as "High-Risk".

Students should notify the designated School Official or the Vice Provost for International Affairs if they believe there has been a violation of this policy.