



## Alfaisal University

### Student Travel Policy for University Organized or Sponsored Events

An educational trip for students that will contribute in enhancing their knowledge and skills to supplement their own curriculum; in addition it will provide the students with the opportunity to observe, explore and engage in diverse experiences either organized by Student Affairs Deanship or Collages.

#### Policy

- only educational trip is allowed
- any student is eligible to participate as long as she/he fulfil the below criteria:
  - CGPA 2.5+
- Alfaisal University/College will not be responsible/liable for activities (shopping, diving, skiing, riding...etc.) carried out by students outside the scheduled educational trip program.
- the dean/the professor have the right to stop any student participation in the trip if it has been justified that the student will jeopardize the safety of the other students
- No student is allowed to join any educational trip if she/he is listed to an exam time.
- If the participant needs an entry visa for the allocated country/city she/he should provide the health insurance with the visa to the responsible office offering it .
- If a student becomes ill or is injured and is in need of assistance, appropriate health officials should be notified immediately. The parents must be notified immediately about the nature of the illness or injury.
- an advisor or assigned supervisor from the college should attend the trip with the students. At least one staff member is required
- Any student possessing or using alcohol or any narcotic drugs will be sent home immediately, at parental expense. No weapons of any sort are allowed.
- Mixed gender trip is not allowed.

#### Common Sense and Courtesy

- Student must be mindful of his/her own safety and well-being throughout the trip and use his/her own good judgment at all times. Student is responsible for his/her possessions as well as for his/her behavior and will be held accountable for himself/herself.

- Students must keep their identity cards always with them and shall show them on demand
- Every student must follow the laws and principles of Islam, fulfil the obligatory duties and refrain from wrong doings. Female students must wear Hijab during the whole trip.
- **HOTEL BEHAVIOR:** Treat your hotel room with respect. Keep it neat while you use it. You will be held responsible for any and all damage you cause. Be mindful of noise at all times.
- **STAYING TOGETHER:** It is imperative that you stay together at all times. No one may go anywhere alone for any reason whatsoever. It is important that your supervisor, knows where you are at all times. Remember you are part of a group. Always be on time for scheduled activities and departures. It is unfair to keep others waiting and you don't want to miss a thing!
- **TIME LIMIT:** All students are required to be in their hotel rooms at a time to be determined by the supervisor, which is 10:00 pm.

- **Student Educational Trip Form**

<https://portal.alfaisal.edu>

- **Parental Consent Form**

<https://portal.alfaisal.edu/Pages/KnowledgeCentreList.aspx?cat=21>