

## TKH STUDENT TRAVEL POLICY

Policy Title	TKH Student Travel Policy
Responsible University Offices	Student Life Office
Policy Owner	Provost
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### I. SCOPE OF POLICY

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This policy aims to clarify how student leaders' travel requests are handled and to set clear guidelines for entitlements and duties. This TKH travel policy covers all enrolled students in the TKH Coventry University Branch and Nova University Branch in the two campuses: TKH-East and TKH-West. All group travel must be done according to the travel policy parameters.

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### II. DEFINITIONS

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TKH domestic or international trips organized by TKH schools, departments, offices, the student union, or student organizations must follow the rules and guidelines stated in this Student Travel Policy.

There are **seven** main sections in this policy:

1. National and International Trip Requests
2. Financial Process
3. Financial Matters
4. Students Rights and Responsibilities
5. Liabilities
6. Individual and Group Responsibilities
7. Student Code of Conduct Violations

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### III. POLICY STATEMENT

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This document serves to describe how TKH student travel trips will be arranged and the parameters which trip organizers and participants must follow. The purpose of the policy is to ensure student safety, a successful student experience, service quality, and cost-effective travel for TKH students.

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## IV. POLICY GUIDELINES

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### 1. National and International Trip Requests

#### 1.1 Trip Planning and Arrangements

National and international trips are offered by Student Life, the student union, or student organizations to facilitate community engagement and to provide TKH students with cultural experiences. Trip organizers are required to do as follows:

- a. submit a proposal for their planned trips at the beginning of the academic year for approval.
- b. prepare all trip proposals in a calendar format with specific locations, dates, and times.
- c. send all trip proposals to [studentlife@tkh.edu.eg](mailto:studentlife@tkh.edu.eg).
- d. fill out the *Trip Application Form*, which can be found in **TKH Student Life** or in the **Appendices of this Policy**.

The process for completing the request is as follows:

- a. After submitting the trip proposal and trip application, the Student Life Office will review the request and invite the trip organizers for a meeting to discuss further details.
- b. The Student Life Office will simultaneously send requests for offers from various travel agencies from a list of all travel agencies that are affiliated with TKH student life.
- c. The trip organizers must submit three offers from different travel agencies, a comparison between the three offers which must be for the same trip destination and the rationale behind choosing the specific agency.
- d. Once the offer is approved, the Student life Office will finalize all travel arrangements with the chosen travel agency.

#### 1.2 Safety and Security

The requesting student organization must send travel requests to the Student Life Office. The Knowledge Hub Universities does not approve trips to war zones, disease inflicted areas, and other areas deemed unsafe at the discretion of the Student Life Office in consultation with senior administration. In addition, some destinations will only be allowed via airplanes. Therefore, trip organizers must consult with Student Life after reviewing travel advisories posted on embassy webpages (if applicable). A trip may be cancelled in case there are serious security concerns.

#### 1.3 Participants List

The student organization submitting the *Trip Application Form* must also submit the list of participants as an attachment by the deadline. The minimum number of participants is 15 students whereas the maximum number of participants is 60 students. However, a student organization may submit a request to increase the maximum number of participants to Student Life (SL) and it will be subject to SL approval.

The participants list should include the following information about each participant:

- Student name(s)
- University ID number
- Email address
- Room allocation(s)
- Soft copy of valid passport
- Phone number
- Emergency contact(s)
- COVID-19 vaccination status
- International insurance status

If the student organization fails to provide the necessary information, the Student Life may cancel the trip.

#### **1.4 Chaperones**

- The trip organizers are obliged to select chaperones for all trips.
- Chaperones may be selected from full-time faculty or staff.
- Parents or spouses of faculty or staff cannot be included or considered as trip chaperones.
- The chosen chaperone must have experience chaperoning a domestic trip for international trips.
- The ratio of chaperones to participants is one for every 15 students.
- A minimum of two chaperones must accompany students on international trips and one for domestic trips.
- Chaperones must ensure that all participants are present at the time of trip departure as per the submitted list of participants. However, if any student name does not appear on the list, s/he will not be allowed to participate in the trip.

#### **1.5 Contracts**

The Student Life Office drafts and signs contracts with travel agencies after obtaining the necessary approvals. Therefore, student leaders or trip organizers are not allowed to sign any contracts or agreements.

#### **1.6 Compulsory Pre-Departure Induction**

The organizing department or student organization is required to conduct a pre-departure induction for all student participating in the trip at a minimum of ten days prior to the travel date. A representative from the Student Life Office and travel agency must attend this induction for international trips.

#### **1.7 International Trips**

Organizing departments or student organizations must abide with the following procedures:

- All trips must be organized through the Student Life Office.
- The organizing department or student organization must obtain at least three offers with the same travel destination from different travel agencies.
- If the organizing department or student organization receives a better offer from a travel agency, they must refer the offer to the Student Life Office.
- The organizing department must ensure that the travel agency has a valid commercial record, tax ID, and can provide electronic invoices.
- Descriptive quotations must be obtained and sent to the organizing entity and referred to the Student Life Office.
- Quotations must specify the payment deadline, cancellation policy, payment method, and VAT.
- If the responsible department or student organization wishes to negotiate the pricing of trip with any travel agency, each company that provided a quotation must have the opportunity to revise its quotation as well.
- The trip organizer is expected to choose the best quotation based on a specific criterion that includes price, agenda, technical offer, and chaperones offer.
- Organizing departments or student organizations should not share any quotations with other competing travel agencies.

- Room preferences in hotel accommodation can be single, double, or triple rooms. No other accommodations are allowed. However, the hotel star level depends on the city. The Student Life Office is responsible for identifying safe and appropriate hotels.
- Visa costs and travel insurance are calculated separately for each trip.

### **1.8 Travel Agency Selection**

The Student Life Office chooses one of the travel agencies based on quality of service, price, and history in delivering efficiency and effective services. The chosen travel agency cannot accept any travel requests from students that is not included in the official signed contract. If an unapproved offer is accepted, the travel agency maybe subject to a fine because of the misleading information conveyed to TKH staff, students, or parents.

### **1.9 Off Campus Trainings, Field Trips or Retreats**

Some departments require off-campus trainings, field trips, or retreats. In such cases, the organizing department may request from the Career Services Office or/and Student Life Office support in organizing training, field trips, or retreats. The Career Services Office coordinates the arrangements for any academic training, fieldtrips, or retreats. The Student Life Office coordinates the arrangements for students to stay overnight and any entertainment or cultural activities requested through a contractual agreement with the travel agency which must state the expected type of lodging and the cost per student. The agreements must include the agenda with details such as the payment process, penalties and transportation,... Transportation must be arranged through the TKH Fleet Department. All arrangements must be discussed with and approved by the requesting department, the Student Life Office, and/or the Career Services Office.

### **1.10 Insurance**

The organizing department must ensure that travel insurance will be issued for all trip participants. International trips require additional medical insurance. TKH students must keep the original medical insurance with them during the trip.

## **2. FINANCIAL PROCESS**

### **2.1 Budgeting**

The trip fees should be calculated per student without any profit calculation when budgeting. These fees should include the following:

- Hotel accommodations (minimum of three-star hotels internationally and four stars inside Egypt)
- Room preference (single, double, or triple)
- Visa fees
- 1 fully covered cost for trip chaperone for every 15 students including accommodation, airfare, visa, and transportation by the travel agency
- Travel and medical insurance coverage

#### **Important Notes:**

- TKH provides a cash advance issued to the chaperone to be used for emergencies and certain work-related expenses to be settled with the finance team upon return.
- All trip fees must be paid in Egyptian pounds (EGP) and TKH does not pay any trip fees in any other currency.

## 2.2 Payment Procedures

The Student Life, Legal, and Finance departments must approve the payment procedures. Travel agencies are paid based on the following:

- 40% of the total trip cost will be paid upon contract signatures along with the following documents: copy of pro-forma invoice including the cost and the offer presented. In the case of a new vendor, a photocopy of the Tax Card and Commercial Register.
- 40% of total trip cost will be paid upon receiving visas on passports or 10 days before the travel date.
- 20% remaining trip cost will be paid after arrival with the following documents: electronic invoice from the travel agency and boarding pass of all students.
- Final payment is made 2-3 weeks from receiving the electronic invoice from the travel agency.

## 2.3 Trip Account Deposit

Trip participants are allowed to pay trip fees using bank deposit. All bank details are provided through the Finance and Student Life departments.

## 3. FINANCIAL MATTERS

### 3.1 Chaperones Per Diem

Per diem is the financial allowance sufficiently deemed for daily expenses of trip chaperones while being on a business trip. Chaperones' per diem rates are identified by TKH Human resources department depending on the trip duration, destination, and title. In addition, chaperones must be compensated in the form of paid leave for the hours/days incurred while being a chaperone on a student trip.

### 3.2 Cash in Advance

The organizing department may request cash in advance that does not exceed the amount of 10,000 EGP for domestic trips and \$2,000 USD for international trips to be used only for emergency purposes. However, this cash must be settled with the finance team.

### 3.3 Refund Policy

Trip participants must sign the refund policy which is announced by the organizing department, Student Life, or Career Services as per the signed contract with the chosen travel agency. The refund policy depends on the fares of the airline tickets and hotel accommodation. Any types of refunds must be stated clearly in the contract between the travel agency and the organizing department.

## 4. STUDENTS RIGHTS AND RESPONSIBILITIES

Student organizations must fill out the *Trip Application Form* which can be found in the appendices section in the landing page at [TKHStudentLife](#)

The following **forms** are required to be completed by students, as appropriate, depending on the nature of the trips:

- Trip Organizer Form
- Trip Application and Agreement Form
- Trip Waiver Form
- Trip Parental Release (for all students under 21 years old)
- Refund Policy

All forms must be submitted as hard copy to the organizing department or the Student Life Office.

#### 4.1 Student Organizations

- Any student organization that is planning to organize a trip must submit a detailed trip proposal to the Student Life Office by email: [studentlife@tkh.edu.eg](mailto:studentlife@tkh.edu.eg).
- Upon receiving the proposal, the Student Life team will communicate with the student organization to arrange a meeting to discuss the trip proposal.
- Student organizations must obtain three different offers from travel agencies, complete the analysis matrix, and choose the best offer based on price, agenda, and the technical perspective. Student organizations must obtain the quotations from these travel agencies and submit it to the Student Life Office.
- Trip proposals must be submitted **4 weeks** before the planned date for domestic trips and **12 weeks** before the planned date for international trips.

### 5. LIABILITIES

#### 5.1 Independent Student Travel

TKH students might occasionally be invited to attend external conferences, events, or trade conventions on their own. Therefore, any unsponsored travel is completely the responsibility of TKH student, and **The Knowledge Hub Universities bears no responsibility or liability for students who travel on their own.** Consequently, there will not be any funding spent by TKH for students wanting to attend such travel events. Although the Student Life Office does not issue letters to any entity to facilitate independent student travel, the TKH Registrar may assist students to obtain enrolment certificates to request military clearance to travel abroad.

- **Independent Group Travel**

TKH students planning to travel inside or outside Egypt in groups by their own are not allowed to post any information regarding such independent trips on campus or through online platforms. Any breaches conducted will be considered as a violation of the Student Code of Conduct and the TKH students responsible will be subject to sanctions by the Student Disciplinary Committee.

- **University Sponsored Travel**

TKH takes on the responsibility for all university-sponsored travel. Therefore, trip chaperones must make sure that students abide by all TKH rules, regulations, and policies and must immediately report to the trip organizing department and / the Student Life Office any concerns that may happen during on sponsored student trip.

- **Military Clearance**

All TKH enrolled male students are responsible for obtaining a military travel permit from the military zone when needed for travel purposes. All enrolled male students can obtain an enrollment certificate from the TKH Registrar in accordance with TKH rules and regulations.

### 6. INDIVIDUAL AND GROUP RESPONSIBILITIES

#### 6.1 Organizing Department or Student Organization

The **trip organizer(s)** is considered as one of the main student organization officers arranging a trip. S/he must demonstrate robust leadership qualities, experience in organizing trips, and high record of dependability and efficiency.

The following are the **main responsibilities of trip organizers**:

#### Duties and Responsibilities

Trip organizers must:

- organize a comprehensive and interesting trip program. Trip Organizers should provide TKH students with a creative trip program that makes it a valuable student experience for participants.
- inform participants of regulations and expectations prior to departure.
- play an effective role in assisting the organizing department or the Student Life Office to complete the travel arrangements, trip requirements, and the TKH compulsory forms.
- ensure the compliance of the trip program and all relevant TKH policies and all laws of the trip destination.
- ensure the delivery of the agreed-upon services to participants at the agreed-upon price.
- ensure the safety and security of the student(s) involved in the trip
- report any difficulties, they are experiencing to the Student Life Office either during the trip planning phase or the trip execution.

#### Rules and Regulations

Student leaders planning to organize a trip must abide by the TKH and Student Life Guide policies, rules, and regulations. Organizers act as role models for all travelling students, and assure compliance to all laws of the country being visited. The signature of TKH student below indicates his/her commitment to the above-mentioned purpose and obligations below:

- Trip organizer is not allowed to collect any fees from students travelling
- Trip organizer must assure that Student Life Guide and TKH Universities rules, and regulations are followed
- Trip organizer is not allowed to give passports, documents, or money to the travel company directly since it is processed through TKH Student Life Office
- Trip organizer(s) must cooperate to ensure security, maintain safety of students traveling and preserve the image of the university.
- In case of any emergencies, organizer must act as a facilitator and help students when needed such as taking students to nearest hospital accompanied by the trip chaperone if needed
- In case of any misconduct or serious violation by trip organizer in handling responsibilities, the trip organizer will be subject to a disciplinary committee.
- In case of any inconvenient situation, trip organizer can refer to trip chaperone for advice and must handle the situation smoothly

The Trip Organizers must fill out both the **Trip Application Form** and the **Trip Organizer Form** which can be found in the appendices

### **6.2 TKH Students**

Participants must fill out and sign both the **Trip Waiver Form** and the **Parental Release Form** acknowledging the expectations for their behavior and compliance to TKH rules and regulations.

### **6.3 Chaperones**

The chaperone is the representative of the TKH Universities administration for any domestic or international trip and acts as the link between the TKH Universities as the official institution and the travelling students.

The trip chaperone must:

- meet expectations of parents of traveling students
- ensure the safety and well-being of all trip participants
- enforce all the TKH Universities and the Student Life Guide rules, regulations, and policies for all travelling students

- assure that all trip participants behave properly and maturely
- ensure that all travelling students participating in the scheduled activities behave in a way that promotes a positive image of the TKH Universities both domestically and internationally
- assist trip organizers and traveling students with any questions and suggestions whenever they seek assistance in tough situations
- intervene, make decisions, and help trip organizers and travelling students in case of any emergencies
- report any misconduct or misbehavior by traveling students or trip organizers and confiscate their TKH Student IDs to take the necessary disciplinary action
- prevent the consumption of any alcoholic beverages or usage of drugs substances by any trip organizers or travelling students
- confirm the list of all trip participants from the Student Life Office.

**The chaperone has the right to do the following to ensure the safety of all trip participants:**

- inspect any room or luggage of trip participants for safety measures and in case of emergencies
- take necessary actions in case of any violations of TKH Universities rules, regulations, and policies such as finding or suspecting any illegal substances usage by trip participants
- obtain free accommodation, transportation, and meals
- contact the Student Life Office immediately in case of repetitive or gross violations by any of trip participants which might jeopardize the safety and benefits of travelling students

Trip chaperones must fill out the *Trip Chaperone Form* which can be found in the appendices.

## **7. VIOLATION OF THE TKH STUDENT CODE OF CONDUCT**

The Student Code of Student formulates how students should behave during arranged trip. TKH expects students to behave in an appropriate manner on campus and off campus while dealing with their colleagues, faculty, staff and/or outsiders. The purpose of the Student Code of Conduct is to cultivate the culture of personal responsibility, civility, and mutual responsibility.

To ensure fairness and consistency, the Student Code of Conduct outlines how the university handles allegations of misbehavior by students and the procedures of investigating cases. Trip chaperones have the right to confiscate the student ID and take necessary actions to ensure the wellbeing and safety of trip participants. In addition, chaperones must report violations and file a written report upon return to TKH campus through [studentconduct@tkh.edu.eg](mailto:studentconduct@tkh.edu.eg).

Reported violations of misconduct includes the following:

- quarrels, fights, bullying, or sexual harassment
- consumption of any alcoholic beverages or usage of drug substances.
- any type of physical or verbal aggression
- offensive behavior damaging the image of TKH and / the Egyptian culture
- sneaking out without permission from any arranged activities
- not abiding by the rules and regulations of TKH Universities or the Student Life Guide
- conducting any activities without informing trip chaperone

The Student Code of Conduct is applicable to all students of TKH and can be found in this [link](#)

Any student can report a case of misconduct via email at [studentconduct@tkh.edu.eg](mailto:studentconduct@tkh.edu.eg) that is only accessed by the Student Life team to ensure confidentiality. All identifying information remains in classified reports.