

INSTRUCTIONS FOR ACADEMIC TRAVEL /FIELD TRIPS ABROAD

As part of the emergency plan at BAS *(last revised 15. March 2017)*

The General BAS Emergency plan can be found on the BAS website at <http://www.bas.org/en/For-students/Emergency-Plan>

We distinguish between different types of students that go abroad:

Individual Students:

- A. Students who do fieldwork on their own in connection with the study.
- B. Outbound exchange students that go to a partner university
- C. Free-mover with advance approval of the stay from BAS

Groups of students:

Study trips as part of the training at BAS.

A. BAS has study tours that are practical and academic organized by the school, where teachers take part in the trip.

B. At the same time, students do some traveling abroad that they organize themselves, but that is part of the academic program at the school.

Both categories are included in the emergency plan.

If a student is travelling abroad on private initiative, and something happens, the emergency leadership at BAS will consider in each individual case whether BAS should take action or not.

The duties of BAS:

- To closely consider the safety and security of the destinations and places where we have an exchange agreement. Prepared academic programs will not be implemented in areas where Norwegian citizens are warned against traveling by Ministry of foreign Affairs
- Contact students who are staying in areas where dangerous situations have occurred.
- Assist students and their relatives when a crisis situation is defined.
- Ensure that we have updated and easily accessible information about student(s) who are staying abroad.
- Have an Emergency plan if anything serious should happen to BAS students and staff abroad.

The duties of the student:

- Ensure that BAS has updated contact information about your next of kin/ relatives. At the same time informing your relatives about the stay abroad, and inform that BAS has their contact information in case something should occur.

- In most places outside Europe, it is a wish that Norwegian citizens register with the embassy, and the student is therefore obliged to contact the Norwegian Embassy in the country where he/she will be staying /studying.
- Keep BAS informed about your contact information while you are abroad. At the same time, know that you can contact BAS if there are any problems.
- Ensure to have valid travel insurance to participate in study trips. See information below about The Ministry of Foreign Affairs' advice for travel insurance. Students must be aware that if one chooses not to have a private insurance, then one will have to cover all extra costs related to illness, accidents, evacuation and transport back home, and other extraordinary events.
- BAS has signed collective accident insurance for students (in a company called Gjensidige). Students are insured against accident damage which affects them while they ... participate in instructions, excursions, travels and so on. And on the direct road to and from school. Coverage by death ½ G and by disability until NOK 500.000, -.
- You must take necessary vaccinations if required.
- You must apply for a visa if required, and all must ensure to have a valid passport. It is recommended that you make a copy of the passport and save it online so that one can have access to it from abroad.
- You should continuously monitor the situation in the areas where you are staying, and follow advice from local authorities and the host institution.
- Act responsibly to reduce the risk of running into potentially dangerous situations.
- You have a duty to obey the laws and regulations in the country you are staying, plus at the host institution where you possibly will be studying.
- In case of groups travels without a teacher under the auspices of the school, a contact person among the students must be designated that will be a link to the school.
- Students must be aware that there will always be a certain risk associated with travels abroad, and acknowledge that BAS cannot be held responsible for any events that would occur while one is abroad.
- <https://www.reiseregistrering.no/> We recommend everyone to register with the Ministry of Foreign Affairs.

INFORMATION FORM FOR GROUP TRAVEL

Teacher or designate contact person from the student group has a special duty for group travels abroad. The administration has a separate disclosure form that must be completed before departure. Responsibility: Teacher or Contact person

- Before departure, a list of all participants must be sent to the administration. It should be made very clear who is in charge of the travel, plus include phone numbers /addresses that makes it possible to reach the participants. A detailed itinerary must be attached.
- All students and staff must read the instruction for academic travel abroad,
- When groups are travelling without a teacher, it must be very clear who is the contact person and how this person can be reached.
- The teacher /contact person must ensure that the mobile phone is accessible and functions in the given area.
- The participating teacher /contact person shall have an overview of emergency phone numbers for local police, fire and ambulance, plus the emergency number to the nearest Norwegian embassy/ Norwegian foreignService station. We recommend the APP of Sjømannskirken, called NØDNUMMER. Very useful, will give you the contact info to all emergency numbers wherever in the world your are.

When abroad and in the need of assistance:

- Contact the local police, fire department and/or ambulance if needed. If you are not able to communicate in the local language, find someone that can act as an interpreter for you.
- Advice and instructions from local authorities should be followed.
- Establish contact with the nearest Norwegian foreign service station for advice on further handling of the situation. Notify the administration at BAS on phone. +47 5536 3880
- In case of emergency, and you are not able to reach the administration at BAS, contact Rector Cecilie Andersson at +47 9883 6892
- The situation will be handled at BAS. If necessary, an emergency group will be summoned.
- The teacher /contact person for the group will act as liaison between the participants in the group, BAS and any other institutions.
- Contact with relatives and media shall be handled by BAS.

SUPPORT SERVICES ABROAD

The Ministry of Foreign Affairs og the Norwegian Church Abroad both have professional Emergency Response and Crisis Management if a crisis situation should occur abroad. The Sjømannskirken (Norwegian Church Abroad) APP mentioned above should be installed.

We advise all Norwegian citizens to register with the Ministry of Foreign Affairs before your travel abroad: . <https://www.reiseregistrering.no/>

Ministry of Foreign Affairs (UD)

24 hours emergency phone **+47 22 24 36 00**

Regular phone: +47 2395 0000

Fax: +47 2395 0099

The Norwegian Church Abroad

24 hours emergency phone **+47 95 11 91 81**

Overview of the Norwegian embassies and foreign service stations:

<http://www.regjeringen.no/nb/dep/ud/dep/org/utenriksstasjoner.html?id=524467>

Altogether there are approx. 100 embassies and consular posts, in addition to approx. 400 honorary consulates that provide assistance to Norwegian travellers abroad. Embassies and consular posts are occupied by staff sent from Norway. An Honorary Consulate is normally occupied by private persons from that country, who, without any salary remuneration takes care of the Norwegian interests on the site.

Norwegian citizens cannot expect the same assistance from an honorary consulate as from an embassy with Norwegian personnel posted. The opening hours may vary from place to place. It may be helpful to call in advance. Norwegian embassies often have their own web page with contact information and other practical information. See the link above, or at www.norway.info for an overview. Note that there may be a time difference between Norway and other countries.

What kind of assistance can the foreign stations provide?

- Issue an emergency passport or other travel document for your return travel.
- Establish contact with family and friends to ask them to assist you with money and tickets
- Advise on the transfer of funds from Norway
- Provide advice and guidance on medical services, hospitals, etc.
- Assist in providing legal aid
- In special cases, give emergency loan for return travel
- Assist the next of kin in case of death abroad
- Visit the detained or imprisoned
- In special cases be present at litigations.

What kind of assistance can the foreign stations NOT provide?

- Direct involvement in litigations
- Pay for privately engaged defender
- Provide housing, employment or work permits.
- Pay bills for hotel, medical care, legal aid or other expenses.
- Money transfer/payment, including social benefits.
- Translate certificates etc.
- Assist in civil cases.
- Take care of children.
- Accompany sick, children or others back to Norway. ,

Sjømannskirken «The Norwegian Church Abroad»
24-hour Emergency Phone (+47 951 19 181)

Overview of where you can find the Norwegian Churches abroad:
<http://www.sjomannskirken.no/aktuelt/her-er-vi>

The Norwegian Church has 5 student pastors in the whole world: Here you will find contact information, overview of the countries and a link to the webpages of the student pastors.

Australia and New Zealand:

Kristoffer Lønning Tørresen

Mobil: +61 421 356 501

E-post: klt@sjomannskirken.no

Europe East (Latvia, Poland, Romania, Czech Republic, Slovakia, Hungary and Croatia)

Hilde Sirnes

Mobil: +47 97 60 25 31

E-post: hsi@sjomannskirken.no

Europa West (Denmark, Sweden, Germany, Belgium, Netherlands, Luxemburg, Spain, France, Switzerland and Italy)

Bjørn Olav Bøe

Mobil: +47 950 50 684

E-post: bob@sjomannskirken.no

Great Britain and Ireland.

Ingrid Ims

Mobil: +44 7951945280

E-post: iim@sjomannskirken.no

USA, Canada and Mexico

Elisa Stokka

Mobil: +1 646 291 9739

E-post: est@sjomannskirken.no

ALARMLIST

Bergen Arkitektthøgskole (BAS)	+47 5536 3880
Rector Cecilie Andersson	+47 9883 6892
The Norwegian Church Abroad» 24-hour Emergency phone	+47 9511 9181 +47 2395 000 (regular phone.)
Ministry of Foreign Affairs 24-hour Emergency Phone.	+47 222436 00
Europeiske travel insurance, 24 hour Emergency phone:	+47 214 95 000 eller +45 701 52 500
Gjensidige travel insurance, 24 hour emergency phone	03100 From abroad begin with +47 915
Tryg travel insurance, 24 hour emergency phone:	04040. from abroad +47 5517 1000
ANSA – association of Norwegian students abroad	0 45 44 From abroad + 47 22 47 76 00
Barring of credit cards, report lost card/bank ID: A service for all banks in Norway.	800 30 250 <i>From abroad (+47) 22 21 40 55</i>

Make sure you have the emergency numbers ready for your travel insurance companies (from your home country) and your bank connections in case you lose your credit card.

Make sure you check out which rights you have for health services while staying in Norway, and what you need to be covered when travelling abroad.

It is mandatory to have valid **travel insurance** while studying in Norway, that also will give you necessary coverage when participating on study trips in other countries. See the paragraph below on travel insurance.

It is important that you are fully aware of your status as a foreign citizen in Norway before you go abroad as a BAS student.

Some advice about travel insurance:

Illness, accidents and deaths abroad.

To go abroad without travel insurance can have serious consequences for you or your family. Should you require hospital treatment and repatriation by air ambulance from abroad the costs will be very high. It can actually cost you a million!

You should therefore make sure to have a good travel insurance - or check that it is adequate for your next trip. A good travel insurance should cover expenses associated with injuries, accidents, illness, repatriation and death.

Always read the insurance terms carefully in advance (even the fine print), and please have the following in mind:

- Does the insurance cover the country you are traveling to?
- If the insurance is valid for the whole period that you are travelling?
- Most travel insurance policies have exemption which applies for already existing disease / chronic illnesses. If you have a disease / chronic illness, you should contact your insurance company before travel takes place to find out what your insurance covers - and does not cover.
- If you will do special activities during the stay abroad, such as extreme sports, you should examine whether it is necessary to sign up for additional insurance