

Procedures for staff travel and excursions with students

These guidelines apply to travel off campus led by an academic staff member. Below is a list of the necessary preparations to be completed prior to the trip.

Travel restrictions

Travel to countries or areas subject to a travel advisory issued by the Ministry of Foreign Affairs is not permitted; see [Countries with travel advisories -regjeringen.no](https://www.regjeringen.no). Questions regarding areas subject to travel warnings can be directed to sikkerhet@kristiania.no.

Person responsible for the trip

A responsible academic staff member must be appointed for the trip.

The person responsible reviews the travel programme with the Study Programme Director, who assesses the academic content and the budget.

Security assessments and documentation

Kristiania has both a legal and an ethical responsibility to safeguard the security of students and staff while travelling. Risk assessments must always be carried out and necessary security and preparedness measures implemented.

- a. The person responsible for the trip assesses the security risks associated with the journey and the destination.
 - i. See Sikresiden for guidance on assessments: [Preventive: Before you travel | sikresiden.no](https://www.sikresiden.no)
 - ii. If required, contact sikkerhet@kristiania.no for assistance in assessing security risks and measures to reduce risk and consequences.
- b. The academic staff member responsible for the trip must submit the following documentation to their Study Programme Director:
 - i. Travel itinerary and academic programme.
 - ii. Risk assessment and measures to reduce risk and consequences.
 - iii. Address of hotel/accommodation.
 - iv. List of participants and next-of-kin contact details.
 - v. A notification plan in case any unforeseen incidents occur involving the participants.
 - a. The notification plan assumes that the department's staff will handle any minor incidents.
 - b. In the event of major incidents affecting life and health, Kristiania's management must be notified and consideration given to activating the Crisis Management Team ("Krisestab"). See further information (in Norwegian) [on the intranet](#), «Beredskapsplan», Tiltaksplan 14, «Studenter og ansatte i utlandet».
 - c. Kristiania's Security Department is staffed during office hours only. Enquiries outside office hours will be answered only in exceptional circumstances.

Individual preparations

- a. All students must have their own travel insurance that is valid for the area to be visited and for the entire duration of the trip. Before departure, the person responsible for the trip must verify that everyone has travel insurance.
 - o Kristiania employees have travel insurance for business travel through Kristiania's insurance provider. More information about the travel insurance can be found in the Staff Handbook.
- b. The responsible academic staff member for the trip holds an information meeting for participants and shares practical information as well as security assessments and information.
- c. Pay particular attention [to information on data security on Sikresiden](#) as well as Kristiania's internal data security guidelines.
- d. All travellers must register on the Ministry of Foreign Affairs' travel registration service at [reiseregistrering.no](#) or via the Reiseklar app from the MFA. Travellers who are not Norwegian citizens must register in accordance with their own country's travel registration regime.
- e. Everyone is also recommended to download the Seamen's Church app Nødnummer. Kristiania has an agreement with the Seamen's Church for a 24-hour emergency hotline, tel. +47 951 19 181.

Booking Travel

It is recommended that travel be organised as group travel through the travel agency with which Kristiania has an agreement. For groups of more than nine people, bookings cannot be made via the online portal. In such cases, direct contact with the travel agency by telephone or email is required. See the guidelines on the intranet: [Høgskolen Kristiania :: Staff Handbook :: Travel Guidelines \(in Norwegian\)](#).