

Title: International Education Travel

Applicability: Faculty, Staff, Students, Guests

Responsible Cabinet Member: VP Student Success and Provost

Purpose

Establishes the regulations and procedures for University students, University employees and non-University individuals participating in international education travel experiences explicitly endorsed by the University, whether credit-bearing or non-credit bearing.

Scope

All participants in international education travel experiences or educational travel to U.S. territories explicitly endorsed by the University, all participants in Registered Student Organization (RSO) and Sponsored Student Organization (SSO) International Travel Experiences, and as defined by this policy, must successfully apply or register their travel with the UK International Center and comply with all other requirements established by this policy.

Definitions:

- International Education Travel Experiences: International travel by students or non-University individuals for educational purposes or for a purpose relevant to the University's academic mission and explicitly endorsed by the University. In general, international education travel experiences may fall into the following categories:
 - International programs offered for academic credit which are fully delivered abroad or may only be partly delivered abroad, programs for which credit is transferred to the University, and credit-bearing independent international study, internships and research. These programs are generally referred to as "Education Abroad" and are administered by the UK International Center.
 - Non-credit international programs, which are programs explicitly endorsed by a University college or unit and for which participants do not earn academic credit. This category may include programs which are led by University employees where the participants may be students, employees or community members.
 - Graduate Medical Education (GME) resident rotations as approved in accordance with GME's policy.
- Educational Travel to U.S. Territories: Travel to American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico or the U.S. Virgin Islands by students or non-University individuals for educational purposes or for a purpose relevant to the University's academic mission and explicitly endorsed by the University.
- Explicitly Endorsed: That the University has taken specific and deliberate action to offer the international education travel experience or educational travel to U.S. territories. This includes instances where the travel is funded, in full or in part, by the University and regardless of purpose, where the travel is actively arranged by University faculty or staff (e.g., signing off on University documents or agreements associated with the travel, arranging overseas housing, etc.), or where students are accompanied by University faculty or staff in their capacity of employment. It does not include instances where a University employee has informally discussed the travel with an interested student, or a

University employee has forwarded information that might be of interest to a student or group.

- **Student:** An individual enrolled in any credit- or non-credit-bearing course or participating in any academic program administered by the University. For the purposes of this policy, students include undergraduate, graduate, professional, GME residents, postdoctoral fellows and any others who pursue educational programs under the guidance of the University's academic structure. Postdoctoral scholars and visiting scholars are not defined as students for the purposes of this policy.
- **RSOSSO International Travel:** International travel or travel to U.S. territories which is conducted by an RSO) or SSO and which is governed by University Student Organization International Travel Procedures.
- **Employee:** Any person defined as an employee in Human Resources and Procedures 4.0, Employee Status, regardless of employment type (i.e., regular or temporary) or whether faculty or staff. For the purposes of this policy, graduate students (even if employed by the University as graduate, research or teaching assistants), volunteers and independent contractors are not considered to be employees.
- **Community Member:** Any person not defined as a "Student" or "Employee" in this policy.
- **Designated High Risk:** Any country or region where the U.S. Department of State has issued a Level 3 or Level 4 advisory, any country or region where the Centers for Disease Control and Prevention have issued a Level 3 or Level 4 Travel Notice, or any country or region that the director of global risk and strategic operations may from time to time designate with the approval of the associate vice president for global engagement.

A. High-Risk Travel

Students and residents may not engage in international education travel experiences to or in designated high risk countries or regions. Exceptions to this policy may be granted only after the completion of a mandatory review process and with the approval of the associate vice president for global engagement. The mandatory review process may include, but is not limited to, the preparation of appeal documentation and a meeting with the International Health, Safety and Security (IHSS) Committee. The committee will make a recommendation to the associate vice president for global engagement, who will make a final decision.

1. International Health, Safety and Security (IHSS) Committee

The IHSS Committee is chaired by the director of global risk and strategic operations and is composed of the following members:

- Executive director of education abroad and exchanges (or associate director, in the executive director's absence);
- One (1) representative from the Office of Legal Counsel;
- One (1) representative from the Office of Risk Management;

- At least two (2) faculty members from the University's International Advisory Council
- Additional *ad hoc* members, who are appointed by the director of global risk and strategic operations in consultation with the associate vice president for global engagement.

B. Insurance

Participants in any explicitly endorsed University international education travel experience or education travel to U.S. territories, whether credit-bearing or non-credit-bearing, are required to purchase Travel Medical Insurance and Evacuation Coverage through the UK International Center. International students (i.e., students studying in the United States on a non-immigrant visa) may be exempted from this requirement if they are participating on an international education travel experience in their home country. This exemption does not apply if they are traveling as part of a UK group travel experience.

Students, faculty, staff or non-University individuals who provide patient care in clinical international programs sponsored by the University, whether credit-bearing or non-credit-bearing, must also secure malpractice insurance coverage deemed acceptable to the UK Healthcare Medical Risk Management Group.

C. Employee Responsibilities

Employees participating in international education travel experiences or educational travel to U.S. territories with students must register with the UK International Center. Approval by the UK International Center and relevant academic college(s) or units is required before any international education travel experience or travel to U.S. territories may be advertised or represented as explicitly endorsed by the University.

Faculty employees are responsible for appropriate advising and evaluation of credit transfer equivalency for course credits earned at international sites in accordance with University or college policies.

A faculty or staff employee who leads a group or individual student on an international education travel experience or educational travel to U.S. territories is responsible for the activity and must act within the course and scope of their employment.

An employee who leads or accompanies a group or individual student on an explicitly endorsed international education travel experience or educational travel to U.S. territories must be trained as a Campus Security Authority before departure, and must follow all applicable campus policies with regard to their responsibilities under the Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics and Michael Minger Acts, as defined by the University in accordance with federal and state law.

D. Student Responsibilities

Students in RSOs and SSOs participating in international education travel experiences or educational travel to U.S. territories must:

- Register with the UK International Center;
- Complete any required orientations and pay any applicable fees;
- Comply with policies and procedures regarding risk management; and
- Abide by applicable University regulations and policies, including the Code of Student Conduct.

Students from healthcare colleges are also responsible for abiding by the Academic and Student Codes, as well as any additional policies related to clinical professional education and adopted by individual colleges. international education travel experiences or educational travel to U.S. territories by GME trainees must be approved in accordance with GME policy.