



University Operating Procedure

International Travel Involving Students - Interim

Overview

These procedures are designed to establish expectations for students engaged in University-related research, study, and other experiential learning outside the United States, and for faculty and staff leading students abroad.

These Procedures are applicable to the planning of and participation in all student international travel as defined in and covered by the University Policy on International Travel Involving Students.

Procedures

Generally Applicable Procedures

The following apply to all UVM-Sponsored and UVM-Facilitated International Travel involving Students:

- All generally applicable provisions of the **University of Vermont Travel Policy** (<http://www.uvm.edu/policies/travel/travel.pdf>) apply to all international travel.
- The University has no responsibility for, nor to, family members or other non-University affiliated individuals who are not authorized to travel on UVM-Facilitated International Travel or UVM-Sponsored International Travel involving students. The primary responsibility of a faculty member accompanying students abroad is to the health and safety of the students.
- Valid health insurance which provides coverage in countries outside the United States is required of all UVM employees and student participants.
- Purchase of 'cancel for any reason' trip cancellation insurance is allowable under the University Travel Policy (<http://www.uvm.edu/policies/travel/travel.pdf>).

Faculty and Staff Leading Students Abroad

Prior to leading groups of students abroad, faculty and staff must receive approval from the sponsoring department/unit head, sponsoring Dean or Vice President, and the International

Travel Advisory Group. Approvals by the International Travel Advisory Group and required procedures are coordinated through the Office of International Education (<http://www.uvm.edu/oie/>).

The following requirements apply to all UVM faculty and staff taking students abroad:

- Notify the Division of Continuing and Distance Education (CDE) as early in the planning stage as possible for all travel where CDE will provide support with coordination of budget, vendor contracts and related University administrative requirements.
- Register with the Department of State Smart Traveler Enrollment Program (STEP) (<https://step.state.gov/step/>), coordinated by OIE.
- Review with students U.S. Department of State (<http://www.state.gov/travel/>) information for destination country
- Review with students International SOS (<https://www.internationalsos.com/en/>) information on destination country, benefits, resources and procedures.
- Review with students U.S. Centers for Disease Control (<http://wwwnc.cdc.gov/travel/destinations/list/>) immunization recommendations for destination (when applicable) is required

Students

Students planning to participate in UVM-Sponsored or UVM-Facilitated International Travel must follow the procedures of the sponsoring university department or unit, as well as the Office of International Education (OIE). OIE procedures include registering, receiving all required approvals and completing all required steps through the electronic UVM iAbroad system according to the deadlines set by the Office of International Education.

Definitions

All definitions in the University Policy on International Travel Involving Students are applicable to these Procedures (<http://www.uvm.edu/policies/travel/InternationalTravel.pdf>)

Contacts/Responsible Official

Questions related to the daily operational interpretation of this procedure should be directed to:

The Department of Risk Management and Safety
Director or Assistant Director (802) 656-3242
http://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=guidelines/riskreduxguidelines_submenu.html

Office of International Education
Director (802) 656-4296
<http://www.uvm.edu/oie>

The Provost and Senior Vice President is the official responsible for the interpretation and administration of this procedure.

Forms

Proposal for Faculty Led Programs Abroad: Contact Director, Office of International Education

Faculty Led Programs Abroad: Faculty/TA Risk Management Checklist

http://learn.uvm.edu/wordpress_3_4b/wp-content/uploads/FLPARM.pdf

iAbroad for Student Travel

<https://iabroad.uvm.edu>

Risk Management Incident Report Form

http://www.uvm.edu/~riskmgmt/incident_report.pdf

Related Documents/Policies

International Travel Involving Students Policy – Interim

<http://www.uvm.edu/policies/travel/InternationalTravel.pdf>

Travel Policy

<http://www.uvm.edu/policies/travel/travel.pdf>

Effective Date

Approved by Provost and Senior Vice President August 19, 2015