



OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES



POLICY

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Policy V. 2.29.1

Responsible Official: Provost and
Senior Vice President

Effective Date: August 17, 2015

International Travel Involving Students – Interim

Policy Statement

The University of Vermont recognizes that empathy, knowledge and respect for other peoples and cultures are enhanced when university affiliates engage directly with people and cultures outside of the U.S. The University mission to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct is enhanced through international study and collaboration. The University believes that there is an increased need for a citizenry capable of understanding and working with people from diverse cultures and backgrounds. The University therefore encourages students to engage in international research, study and collaboration.

Reason for the Policy

This policy is designed to enhance the safety and security of students traveling abroad. The University wishes to provide clear expectations to members of the University community about the opportunities available and procedures for students to engage in University-sanctioned research, study and other experiential learning outside of the United States.

Applicability of the Policy

This policy applies to all University students, and any University faculty or staff member accompanying or directing students, on University study, research or other experiential education outside of the United States.

Policy Elaboration

See Procedures

Definitions

Benefits and Services: The benefits and services provided by the University to support UVM-Facilitated International Travel and UVM-Sponsored International Travel involving students, including:

- Coverage of students and accompanying faculty and staff by applicable University liability insurance, including defense and indemnification by UVM per University policy;
- Emergency service and support by the University's international emergency providers available up to 48 hours before and after the authorized business or program abroad, or up to the time required to travel home, whichever is longer;
- Assistance by UVM personnel on campus in the event of unforeseen incidents in the country of travel;
- Pre-planning assistance from the University's international emergency service and support provider when requested to minimize the risk and/or impact of unforeseen circumstances; and
- Eligibility for reimbursement of travel-related expenses under University travel policy if the international travel is for UVM business.

International Travel Advisory Group: The International Travel Advisory Group serves four primary functions: 1) to advise UVM central administration on recommended policies and procedures regarding international travel involving students; 2) to approve proposed UVM-Facilitated and UVM-Sponsored International Travel group travel involving students; 3) to consider requests for exceptions to this policy; and 4) to coordinate with UVM's international emergency services provider and the UVM Emergency Operations Group as appropriate in response to situations which may jeopardize UVM student, faculty or staff while abroad on UVM-Sponsored or UVM-Facilitated International Travel involving students. The following are members:

- Director and assistant director of Risk Management
- University Counsel
- Director and assistant director of the Office of International Education
- A representative from the Division of Continuing and Distance Education

The group will involve other UVM officials as needed.

Non-UVM International Travel: International travel involving students that is not related to UVM business or programs and for which UVM assumes no control or responsibility. UVM students and any accompanying faculty and staff who engage in Non-UVM International Travel are not entitled to any travel-related benefits and services. UVM is not responsible for reimbursement of any travel-related expenses for individuals engaged in Non-UVM International Travel and is not responsible for any bodily injury or property damage which may arise out of such travel. Additionally, UVM employees and students participating in Non-UVM International Travel are not covered by University liability insurance, including defense and indemnification. By way of example, Non-UVM International Travel includes:

- Unapproved independent student organization or group travel;
- Personal travel (e.g., spring break or vacation travel);

- Travel conducted by an individual in conjunction with UVM-Sponsored or UVM-Facilitated International Travel but for which an individual has not completed University-required approvals and procedures;
- Non-affiliated individuals, including but not limited to family members, non-enrolled participants, and unapproved volunteers, in conjunction with UVM-Facilitated or UVM-Sponsored International Travel;
- Travel that is organized by a UVM affiliated or unaffiliated organization which is unrelated to an academic course and/or has not received approval through University procedures.

UVM-Facilitated International Travel: Student travel that is not supervised or controlled by UVM, but is registered through the Office of International Education. This also includes travel that is funded by UVM, such as through travel grants and scholarships. By way of example:

- Study abroad through another university (direct enroll or exchange) or through an outside organization that has been approved through the Office of International Education;
- Independent research, co-ops or internships approved by a UVM faculty member through the Office of International Education. (Accompanied student research travel is addressed under “UVM-Sponsored International Travel”);
- Student Government Association-approved UVM student organization travel that is not supervised or controlled by UVM faculty or staff, but is registered through the Office of International Education.

UVM-Sponsored International Travel: Mission-related travel that is sponsored, supported and/or supervised by UVM and for which UVM exercises control; or, travel that is required to fulfill degree requirements. By way of example:

- UVM course activities that are fully supported, supervised, and controlled by UVM (e.g., UVM Faculty-Led Programs Abroad, such as UVM Semester Programs and short-term faculty-led programs, including Osher Lifelong Learning Institute Programs);
- UVM student organization travel that is sponsored, controlled and supervised by University faculty and/or staff (e.g. Lawrence Debate Union);
- Travel that is required in order to fulfill degree requirements as directed by the academic units, including, but not limited to, master’s or doctoral level research;
- Travel for UVM athletics that is controlled and supervised by University staff;
- Accompanied student research travel: It is the responsibility of faculty and staff who are taking graduate or undergraduate students on research projects or other University business to ensure that students’ activities are registered with the Office of International Education.

Procedures

Procedures and related forms for UVM-Sponsored and UVM-Facilitated International Travel are found in the University Operating Procedure for International Travel Involving Students.

Cancellation of UVM-Sponsored International Travel and UVM-Facilitated International Travel

The University retains the right to cancel any UVM-Sponsored International and UVM-Facilitated International Travel prior to departure if, in the sole discretion of the University, the conditions in the foreign country are not safe for travel, the program is under-enrolled or other unforeseen circumstances occur which make the program infeasible or unsafe. The University reserves the right to cancel UVM-Sponsored and UVM-Facilitated International Travel after departure when, in the sole discretion of the University, conditions in the foreign country make it unreasonably unsafe for participants to remain. Participants in programs to study and travel abroad are strongly encouraged to purchase trip cancellation/travel insurance when booking travel.

Compliance with University Policies and Applicable Laws

Any individual participating in UVM-Sponsored International Travel and UVM-Facilitated International Travel is responsible for complying with all University policies and with all applicable laws of the foreign country.

Forms

University Operating Procedure for International Travel Involving Students

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/InternationalTravelUOP.pdf>

Contacts

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

The Office of International Education
Living/Learning B-162, (802) 656-4296

Department of Risk Management and Safety
284 East Avenue, (802) 656-3242

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

Related Documents/Policies

FAQs for Faculty and Staff Engaging in University Related International Travel
(without students)

<https://www.uvm.edu/finance/travel-faqs>

International Travel Involving Students Operating Procedure

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/InternationalTravelUOP.pdf>

Travel Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/travel.pdf>

Effective Date

Approved by the President August 21, 2015