

University Policy AC-26.01-06/14

Policy Title: Study Abroad/International Travel Policy

Originator: Rachel Errington

Responsible Office: Office of International Education and Programs

Reason for Policy/Purpose:

To describe University policy requirements for UWF students and employees traveling internationally on a University-sponsored trip.

Definition of Terms:

A University-sponsored trip is defined as 1) any trip sponsored by any UWF college, school, department, program, group, faculty member, or staff member for academic, research or community service purposes, 2) led by UWF faculty, staff, or an individual approved by any entities listed in section 1) and hereafter known as "Organizer," and 3) that includes UWF students traveling outside the United States.

Approval for any University-sponsored trip to countries on the U.S. Department of State Travel Warnings List will not be granted. Please see: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Policy Statement:

All University-sponsored trips must be registered with the Study Abroad Office by completing one of the forms listed below at least two months in advance of the proposed trip/experience.

A. A Faculty Organizer must have approval in writing for the trip from his/her Department Chair and Dean. If approved, the request will be forwarded to the Provost for approval. The Study Abroad Office will work with the Organizer to ensure that all documentation related to the trip is completed. All forms and supporting documents must be submitted at least two months prior to the proposed trip.

Faculty-Led Study Abroad Proposal Form: (<http://uwf.edu/media/university-of-west-florida/offices/international-education-and-programs/Faculty-Led-Program-Proposal-Program-Form-2014.docx>)

B. A Non-Academic Organizer must have approval in writing for the trip from his/her Department Chair/Director and the Vice-President of that Division. If approved, the request will be forwarded to the Provost for approval. The Study Abroad Office will work with the Organizer to ensure that all documentation related to the trip is completed. All forms and supporting documents must be submitted two months prior to the proposed trip.

UWF Non-Academic Sponsored Study Abroad Program Form: <http://uwf.edu/media/university-of-west-florida/offices/international-education-and-programs/study-abroad/UWF-Sponsored-Activity-Abroad-Proposal-Form-2014.docx>

C. Organizers are also required to provide The Study Abroad Office the following information at least two months in advance of the proposed travel dates:

1. The proposed dates, location, and overall cost of the trip.
2. Proposed course/experience - for credit or non-credit (outline of the course/experience must be included).
3. Potential accommodation(s), any partnership agreements with other entities, and costs of collaboration (classroom facilities, meals, miscellaneous expenses, if applicable).
4. Proposed daytrips and excursions (including location and methods of transportation) and the costs associated with each trip/excursion.

D. Organizer's Responsibility:

1. The Organizer will be required to assume chaperone-type responsibilities, such as taking a student to the hospital, advising students regarding individual choices, and chaperoning the group/or individuals during the University-sponsored trip. An overview of such responsibilities and training on requirements will be coordinated with the Organizer by the Office of Diversity and International Education and Programs.
2. In case of an emergency abroad, the Organizer should contact a Study Abroad Office staff member on the emergency phone number provided or the UWF Police Department.
3. Non-compliance: University employees and other individuals serving as University-sponsored trip Organizers are required to comply with all University policies and with this policy at all times while organizing and leading University-sponsored trips.

E. All students traveling on University-sponsored trips are required to comply with the insurance requirements set forth in the UWF-Sponsored International Travel Insurance Requirement Policy. In addition, all students approved to study abroad are required to sign the International Student Exchange/Study Abroad Program Agreement, Waiver, and Release form, which require students to comply with host institution and UWF student codes of Conduct.

APPROVED: _____
Dr. Judith A. Bense, President

Date: _____

History: Adopted June 2014.