



Administrative Regulation 4:9 International Education Travel

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I. Introduction

This regulation establishes the policies and procedures for University students, University employees, and non-University individuals participating in international education travel experiences or clinical international programs explicitly endorsed by the University, whether credit-bearing or non-credit-bearing.

All participants in international education travel experiences explicitly endorsed by the University, and as defined by this regulation, shall successfully apply or register their international education travel experience with the University of Kentucky International Center (UKIC) and comply with all other requirements established by the regulation.

II. Entities Affected

This *Administrative Regulation* applies to:

- A. All University students and employees participating in international education travel experiences or clinical international programs explicitly endorsed by the University, whether for-credit or not; and

- B. Non-university individuals participating in, or accompanying, international education travel experiences explicitly endorsed by the University and led by University employee(s), whether for-credit or not, as determined by the UKIC.

III. Definitions

- A. “International education travel experiences” means international travel by students for educational purposes or for a purpose relevant to the University’s academic mission, and explicitly endorsed by the University. International education travel experiences may include any of the following:

1. International programs offered for academic credit exclusively outside the United States. This includes all full year, fall, spring, winter intersession or summer semester programs. All programs are administered by the UKIC in collaboration with other University academic units and partner institutions located within the United States and abroad. Faculty-led and reciprocal exchange programs are included in this category. These programs are generally referred to as “Education Abroad”.
2. International programs offered for academic credit that include a brief experience abroad as a minor component of a course (one credit or less) for which most of the content is provided within the United States. This category generally includes short-term, usually faculty-led, group travel programs for which an international excursion is supplemental or embedded within an academic course.
3. Independent international study and research generally includes all other credit-bearing international education travel, such as credit-bearing independent study, research, internship, or clinical rotations. This category does not include independent, non-credit-bearing international travel if the University is not providing any funding, explicit endorsement, or oversight, as such travel is not considered University-sponsored.

Graduate or professional students enrolled at UK in independent research study, and GME residents, in accordance with GME’s policy on international rotations, are required to register with UKIC.

4. Non-credit international programs means international travel experiences explicitly endorsed by a University college or unit, offered outside the United States exclusively or in part, and for which participants do not earn academic credit.
- B. “Explicitly endorsed” means the University has taken specific and deliberate action to support or offer the travel. This includes instances where the travel is funded, in full or in part, by the University and regardless of purpose (e.g., conference, research, field studies, performance, competition, service learning, etc.), 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 UK faculty or staff in the capacity of their employment. “Explicitly endorsed” 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.
- C. “Student” means an individual enrolled in any credit- or noncredit-bearing course or participating in any academic program administered by the University. Students include undergraduate, graduate, professional, Graduate Medical Education, postdoctoral students, and any others who pursue educational programs under the guidance of the University’s academic structure.
- D. “Employee” means any person defined as an employee in Human Resources Policy and Procedure 4.0, Employee Status, regardless of employee type (i.e., regular or temporary), faculty or staff, and including student employees. For purposes of this regulation, volunteers and independent contractors are not considered to be “employees”.

IV. Responsibilities

A. Administration (Provost, Associate Provosts, Deans, Executive Director of Education Abroad & Exchanges, and Director of International Health, Safety and Security)

The University administration is responsible for maintaining policies and procedures regarding international education travel experiences that:

1. Are consistent with national norms and best practices;
2. Are transparent to the all faculty, staff, and students;
3. Uphold the academic standards and expectations of professional conduct of the University and its employees; and
4. Support the Education Abroad Business Plan approved by the Provost Budget Office.

These responsibilities include attention to student safety and the management of institutional risk, insofar as is consistent with national norms and feasible in the context of a public research university.

B. Employees

1. Employees participating in international education travel experiences with students shall register with the UKIC for all categories of international education travel defined by this regulation. Approval by the UKIC and relevant academic college(s) is required before any international education travel experience may be advertised or represented as explicitly endorsed by the University. All participants must register through the International Center for credit-bearing and non-credit-bearing programs.
2. 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.
3. A faculty or staff employee who leads a group or individual student(s) on an international education travel experience is responsible for the activity and shall act within the course and scope of his or her employment.
4. A faculty or staff employee who leads a group or individual student(s) on an international education travel experience shall:
 - (a) Observe cultural and local norms of conduct;
 - (b) Prepare and distribute course-appropriate syllabi, or itinerary;
 - (c) Maintain confidentiality of student records;
 - (d) Apply appropriate financial controls and standards of academic assessment;
 - (e) Complete required training sessions;
 - (f) Maintain appropriate communication with the UKIC; and
 - (g) Adhere to emergency management and risk management protocols.

5. An employee who leads or accompanies a group or individual student(s) on an explicitly endorsed international education travel experience shall be trained as a Campus Security Authority (CSA) prior to departure, and shall follow all applicable campus policies with regard to his or her responsibilities under the Jeanne Clery 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. (See *Administrative Regulation 6:7, Policy on Disclosure of Campus Security and Crime Statistics*)

C. Students and Trainees

1. Students participating in international education travel experiences shall:
 - (a) Register with the UKIC for all categories of international education travel experiences defined in this regulation;
 - (b) Complete any required orientations, and pay applicable tuition, administrative and program fees;
 - (c) Comply with policies and procedures regarding academic advising and risk management;
 - (d) Obtain, as appropriate, academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credit by the University; and
 - (e) Abide by applicable University regulations and policies, including but not limited to:
 - [Student Rights and Responsibilities](#)
 - [Code of Student Conduct](#)
 - [University of Kentucky Alcohol Policy](#)
2. Students from healthcare colleges are also responsible for abiding by the [Healthcare Colleges Code of Conduct](#), as well as by additional policies related to clinical professional education and adopted by individual colleges.
3. International travel by GME trainees for an education experience relative to their residency or fellowship training program shall be approved in accordance with GME policy. Required paperwork (as outlined in GME policies and procedures) shall be submitted prior to the commencement of the international travel.

V. Credit Transfer and Grading

The University accepts college-level degree credits earned abroad in accordance with the [Kentucky Postsecondary Education Transfer Policy](#). Transfer work from institutions outside the United States is evaluated on an individual basis from official transcripts, processed through the Office of the Registrar. The Office of Undergraduate Admissions and University Registrar generally determine the transferability of completed course work. Then, the designated faculty member of the appropriate department or college determines how the transferred coursework applies toward degree requirements. Grade point averages (GPA's) from other institutions do not transfer to the University.

VI. Insurance

Participants in any University-approved or –sponsored international education travel experience, whether credit-bearing or non-credit-bearing, are required to purchase Travel Medical Insurance through the UKIC. The UKIC may grant exceptions in cases when participants have existing coverage that meets the minimum standards of the University or are participating in external programs that offer uniform coverage that meets

the minimum standards of the University. No exceptions are granted to participants of international group travel experiences.

Students, faculty, staff, or non-University individuals, who provide patient care in clinical international programs sponsored by the University of Kentucky, whether credit-bearing or non-credit bearing, shall also provide evidence of malpractice insurance coverage deemed acceptable to the UK HealthCare Risk Management Committee.

VII. Risk Management - International Health, Safety and Security (IHSS) Committee

The IHSS Committee is chaired by the Director of International Health, Safety and Security and is comprised of faculty members of the International Advisory Council and other appropriate University employees (e.g., Office of Legal Counsel, Risk Management, etc.).

Students may only engage in educational travel in countries under a U.S. Department of State Travel warning, or where a Centers for Disease Control and Prevention (CDC) Level 3 is in effect, after completion of a mandatory review process, and with the approval of the Associate Provost for Internationalization in consultation with the college dean or designee. The mandatory review process may include, but is not limited to, preparation of appeal documentation and a meeting with the IHSS Committee.

The Committee will make a recommendation to the Associate Provost for Internationalization, who will consult with the college dean or designee before making a final decision. The committee may also serve in an advisory capacity on other international health, safety and security issues as needed.

VIII. Education Abroad Advisory Committee

The Education Abroad Advisory Committee is a standing committee comprised of members of the International Advisory Council, along with other relevant University employees.

The Committee serves in an advisory capacity to the Executive Director of Education Abroad and Exchanges and the Associate Provost for Internationalization on protocols for education abroad programming.

References and Related Materials

AR 6:4 University of Kentucky Alcohol Policy

Administrative Regulation 6:7, Policy on Disclosure of Campus Security and Crime Statistics

AR 4:10 Code of Student Conduct

Healthcare Colleges Code of Conduct

Kentucky Postsecondary Education Transfer Policy

Revision History

6/6/2011, 10/8/2013, 6/8/2017

For questions, contact: [Office of Legal Counsel](#)