

Administrative Regulation 4:9

International Education Travel

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I. Introduction

This *Administrative 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. This regulation also delineates the responsibilities of all those engaged in or overseeing international education travel experiences.

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 credit-bearing or non-credit-bearing; 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 credit-bearing or non-credit-bearing, as determined by the UK International Center (UKIC).

III. Definitions

A. International Education Travel Experiences

“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 to 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 University-endorsed.

Graduate or professional students enrolled at the University in independent research study and Graduate Medical Education (GME) residents, in accordance with GME’s policy on international rotations, are required to register with UKIC. A legitimate business purpose for GME travel must be submitted in accordance with College guidelines. If attendance is for Continuing Education purposes, the request must follow the College guidelines for minimum Continuing Education credits.

4. Non-credit international programs, which are international travel experiences explicitly endorsed by a University college or unit offered outside the United States exclusively or in part, for which participants do not earn academic credit.

B. Explicitly endorsed

“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 University 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

“Student” means an individual enrolled in any credit- or noncredit-bearing course or participating in any academic program administered by the University. For the purposes of this regulation, students include undergraduate, graduate, professional, Graduate Medical Education, postdoctoral fellows, and any others who pursue educational programs under the guidance of the University’s academic structure. Postdoctoral students and visiting scholars are not defined as students for the purposes of this regulation.

D. Employee

“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) or whether faculty or staff. For purposes of this regulation, graduate students, (even if employed by the University as research or teaching assistants), volunteers, and independent contractors are not considered to be “employees”.

E. Risk Designation

“Risk designation” means the designations issued by the U.S. Department of State to enable U.S. visitors abroad to effectively assess the risk of travel to countries and regions. These designations are on a 1 to 4 scale (with 1 being little risk and 4 being a warning not to travel) for countries and a risk assessment range from “exercise normal precautions” to “do not travel” for regions.

IV. Policy

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

Students may only engage in educational travel in countries or regions where the U.S. Department of State has issued a Level 3 (Reconsider Travel) Advisory or where the Centers for Disease Control and Prevention (CDC) have issued a Warning Level 3 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 International Health, Safety and Security (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 (Section VII).

If a program has been approved but the travel has not yet commenced and the Risk Designation for a country or region is then upgraded to Level 3 (Reconsider Travel) or Level 4 (Do Not Travel), the program may then be required to undergo the review process before the participants commence their international education travel experience.

Graduate and professional students and GME residents may only engage in educational travel in countries or regions where the U.S. Department of State has issued a Level 4 (Do Not Travel) Advisory after completion of the review process outlined above. Undergraduate students may not pursue educational travel in countries or regions under Level 4 (Do Not Travel) Advisories.

V. Responsibilities

A. Administration

Administrators include the 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;
4. Utilize the Risk Designations issued by the U.S. Department of State to prohibit or limit student travel to countries designated at category 3 or 4 risk levels; and
5. 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 must 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 UKIC 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 must 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 must:
 - (a) Observe cultural and local norms of conduct;
 - (b) Prepare and distribute course-appropriate syllabi or itineraries;
 - (c) Maintain confidentiality of student records;

- (d) Apply appropriate financial controls;
 - (e) Apply appropriate standards of academic assessment;
 - (f) Complete required training sessions;
 - (g) Maintain appropriate communication with the UKIC; and
 - (h) 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 must be trained as a Campus Security Authority (CSA) prior to departure, and must 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 must:
 - (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 must be approved in accordance with GME policy. Required paperwork (as outlined in GME policies and procedures) must be submitted prior to the commencement of the international travel.

VI. 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. The designated faculty member of the appropriate department or college then

determines how the transferred coursework applies toward degree requirements. Grade point averages (GPA's) from other institutions do not transfer to the University.

VII. 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 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, must also provide evidence of malpractice insurance coverage deemed acceptable to the UK HealthCare Risk Management Committee.

VIII. 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 the following members:

1. Associate Provost for Internationalization;
2. Executive Director of Education Abroad (or Assistant Director, in the Director's absence);
3. One representative from the Office of Legal Counsel;
4. One representative from Risk Management;
5. At least two faculty members from the University's International Advisory Council; and
6. Up to three *ad hoc* members, who are appointed by the Director of IHSS in consultation with the Associate Provost.

Based upon the U.S. Department of State Risk Designations, and in accordance with Section IV of this policy, the Committee will make recommendations about travel to Level 3 and 4 countries and regions 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 (IAC), along with other relevant University employees. The IAC is comprised of representatives appointed by the Dean from each college or school, plus ex-officio members appointed by the Education Abroad Executive Director.

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

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

Revision History

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

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