

Senate Council  
January 28, 2012

Update on *Administrative Regulation 4:9* ("International Education Travel")

The proposed new *Administrative Regulation 4:9* ("International Education Travel") was reviewed by the Senate Council on May 2, 2011. At that time, the SC requested an update after the regulation was fully implemented. Summer 2012 was the first summer after full implementation. This presentation was originally scheduled for mid-October, but the special University Senate meeting on October 22 caused this to be rescheduled.

Link to Administrative Regulations 4:9: <http://www.uky.edu/regs/files/ar/ar4-9.pdf>



UNIVERSITY OF  
**KENTUCKY**  
Regulations

**Administrative Regulation 4:9**

Responsible Office: Provost

Date Effective: New AR

Supersedes Version: N/A

## International Education Travel

### Major Topics

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Hyperlinks to major topics in document:

Entities Affected  
Categories of International Travel  
Responsibilities  
-Administration  
-Faculty and Staff  
-Students and Trainees  
Credit Transfer and Grading  
Insurance  
Risk Management  
Education Abroad Advisory Committee

### I. Introduction

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This regulation establishes the policies and procedures for international education travel approved or sponsored by the University, whether credit-bearing or non-credit-bearing.

All participants in University-approved or -sponsored international education travel experiences, as defined by this regulation, shall successfully apply or register their international education travel experience with the Office of International Affairs ([OIAUKIC](#)) and comply with all other requirements established by the regulation.

### II. Entities Affected

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All faculty, staff, and students of the University, as well as non-University individuals participating in University-sponsored or -approved group international education travel experiences or clinical international programs.

This regulation applies to the following University-approved or -sponsored international travel experiences:

1. International travel by individual students for educational purposes (e.g., education abroad programs, research, internship, international clinical programs, etc.); and
2. International travel by students led by a University employee with a purpose that is relevant to the University's academic mission. Each group travel experience shall be approved by the appropriate University official(s).

### III. Definitions

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For purposes of this regulation, international education travel experiences include:

- A. Education Abroad. 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 [OIAUKIC](#) 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.
- B. Embedded Education Abroad. 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.
- C. Independent International Study and Research. This category 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, as such travel is not considered University-sponsored.

Graduate or professional students enrolled in independent research study (e.g. 767 credit) are encouraged to register with [OIAUKIC](#) for risk management purposes, but are only required to register if their international experience is University-funded or -required.

- D. Non-credit International Programs. International group travel experiences sponsored by a University college or unit, offered outside the United States exclusively or in part, and for which participants do not earn academic credit. This category includes non-credit service-learning, UK-sponsored co-curricular international travel, and clinical international programs. This category also includes required Graduate Medical Education (GME) rotations that are pursued abroad, in accordance with GME's policy on international rotations.

### IV. Responsibilities

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- A. Administration (Provost, Associate Provosts, Deans, Director of Education Abroad)

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. Faculty and Staff

1. Faculty and staff participating in international education travel experiences shall register with the [OIAUKIC](#) for all categories of international travel defined by this regulation. Registration and review by the [OIAUKIC](#) is required before any international education travel experience may be advertised or represented as approved by or sponsored by the University.
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 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 directly supervises student groups in an international setting shall:
  - (a) observe cultural and local norms of conduct;
  - (b) prepare and distribute course-appropriate syllabi;
  - (c) maintain confidentiality of student records;
  - (d) apply appropriate financial controls and standards of academic assessment;
  - (e) attend required training sessions sponsored by the Education Abroad office;
  - (f) maintain appropriate communication with the Education Abroad office; and
  - (g) adhere to emergency management and risk management protocols.

## C. Students and Trainees

1. Students participating in international education travel experiences shall:
  - (a) register with the [EAOUKIC](#) for all categories of international education travel experiences defined in this regulation;
  - (b) attend 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 of Kentucky; and
  - (e) abide by applicable University regulations and policies, including but not limited to:
    - the Student Rights and Responsibilities <http://www.uky.edu/StudentAffairs/Code/#>
    - Code of Student Conduct <http://www.uky.edu/StudentAffairs/Code/index.html>

- University of Kentucky Alcohol Policy <http://www.uky.edu/Regs/files/ar/ar6-4.pdf>

Students from healthcare colleges are also responsible for abiding by the Healthcare Colleges Code of Conduct <http://www.uky.edu/Regs/files/HCCcode.pdf>, as well as by additional policies related to clinical professional education and adopted by individual colleges.

2. International travel by Graduate Medical Education trainees who travel abroad 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

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The University accepts collegiate-level degree credits earned abroad in accordance with the Kentucky Postsecondary Education Transfer Policy (<http://www.uky.edu/Admission/policy.htm>). 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

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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 ~~OIAUKIC~~. The ~~OIAUKIC~~ 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, or staff, ~~or non-University individuals~~ who participate in clinical international programs sponsored by the University of Kentucky-, whether credit-bearing or non-credit bearing, shall also purchase or possess malpractice insurance ~~that meets or exceeds the University coverage~~ coverage at a level deemed acceptable to the University of Kentucky.

## VII. Risk Management

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The University does not sponsor or approve international travel for educational purposes in a country for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the Education Abroad Advisory Committee. The Committee makes a recommendation to the Associate Provost for International Programs, who consults with the college dean, or designee, before making a final decision.

## VII. Education Abroad Advisory Committee

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The International Advisory Council is comprised of representatives from each college or school, appointed by the dean. The Council has several standing advisory committees, one of which is the Education Abroad Advisory Committee. The Education Abroad Advisory Committee is a standing advisory committee comprised of members of the International Advisory Council, along with other relevant University employees (e.g. Legal Counsel, Risk Management). Among other responsibilities, the Committee is charged with reviewing petitions to pursue educational activity in a country where a U.S. Department of State Travel Warning is in effect and to serve in an advisory capacity to the director of Education Abroad at UK and the associate provost for International Programs on protocols for education abroad programming.

### Revision History

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This is a new AR, there are no previous versions.

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