

I. INTRODUCTION

The purpose of this regulation is to articulate guidelines that apply to international education travel sponsored by the University, whether credit-bearing or non-credit-bearing.

II. POLICY

All participants in University-approved or -sponsored international education travel programs (defined in section III), irrespective of enrollment status, must successfully apply/register their international education experience online with the Education Abroad office, comply with guidelines regarding academic advising and risk management, attend any required orientations, and pay all applicable tuition, administrative and program fees.

This policy applies to 1.) arrangements for individual students to travel abroad for educational purposes (i.e., education abroad, research, internship, etc.) and 2.) international group travel of two or more students accompanied by a University employee with a purpose that is relevant to the University's academic mission. Each group travel experience abroad must be approved at the appropriate University level, and a University employee is required to accompany the group. The employee is in charge of the activity and must be acting within the scope of his or her employment.

III. INTERNATIONAL EDUCATION TRAVEL PROGRAM CATEGORIES

Review by the Education Abroad office is required before any international education travel program may be advertised or represented as approved by or sponsored by the University. Registration with the Education Abroad office is required for participants in the following types of international programs:

- 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 Education Abroad in collaboration with other UK academic units and partner institutions located within the United States and abroad. Also included are faculty-led and reciprocal exchange programs.
- 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.*** All other credit-bearing, international education travel. This category generally includes credit-bearing independent study, research, internship, or clinical rotations.
This does not include independent, non-credit-bearing experiences abroad, as such travel is not considered University-sponsored. Graduate/professional students enrolled in independent research study (e.g. 767 credit) are invited to register with EA for risk management purposes, but are only required to register if their international experience is UK-funded.
- d. ***Non-credit International Programs.*** International group travel programs 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 may include non-credit service-learning or clinical international programs.

IV. RESPONSIBILITIES

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

The University administration is responsible for maintaining policies and processes regarding international education travel programs that are consistent with national norms and best practices; that are transparent to the University Senate and all faculty, staff, and students; that uphold the academic standards and expectations of

professional conduct of the University; and that 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/Staff Supervising EA Programs*

UK faculty members are responsible for appropriate advising and evaluation of credit-transfer equivalency, for course credits earned at international sites. UK faculty and staff who directly supervise student groups in international settings are responsible for observing all norms of conduct including preparation and distribution of course-appropriate syllabi, confidentiality of student records, appropriate financial controls, and standards of academic assessment. Faculty and staff who directly supervise student groups abroad are also responsible for attending training sessions sponsored by the Education Abroad office, maintaining appropriate communication with the Education Abroad office, and adhering to emergency management protocols.

c. *Students*

All students participating in University-approved or -sponsored international education travel programs are responsible for abiding by the Student Rights & Responsibilities document, which includes the Code of Student Conduct as well as the University of Kentucky Alcohol Policy. 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 housed within the colleges. As appropriate, students are responsible for obtaining academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credit by the University of Kentucky.

V. CREDIT TRANSFER & GRADING

The University accepts collegiate-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

Program participants of any UK-approved international education travel program, whether credit-bearing or non-credit-bearing, are required to purchase Travel Medical Insurance through the Education Abroad office. The Education Abroad office may grant exceptions in cases when students have existing coverage that meets the minimum standards of the University or are participating on external programs that offer uniform coverage that meets the minimum standards of the University. No exceptions are granted to participants of University of Kentucky faculty-led group travel programs. Students, faculty, staff members, or external participants who participate in clinical international programs sponsored by the University of Kentucky-, whether credit-bearing or non-credit bearing, must also purchase or possess malpractice insurance that meets the minimum standards of the University.

VII. RISK MANAGEMENT

The University operates under the presumption that students should not pursue academic activity 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 or faculty member proposing the travel, and are reviewed by a standing advisory committee composed of members of the International Advisory Council, along with relevant University staff members (Legal Counsel, Risk Management). The review committee will make a recommendation to the Associate Provost for International Programs, who will consult with the College dean, or designee, and then make the final decision.

The International Advisory Council is comprised of 1-2 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. This Committee is charged with reviewing petitions to pursue academic 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.