

COO RESOLUTION 2002-03A
RESOLUTION FOR ADMINISTRATIVE RESPONSIBILITIES
FOR EDUCATION ABROAD PROGRAMMING

Approved by the Commission on Outreach:	December 12, 2002
First Reading, University Council:	February 3, 2003
Approved by University Council:	
Approved by President:	
Effective Date:	March 1, 2003

WHEREAS, Virginia Tech sponsors annually a number of education abroad programs for tuition-paying and degree-seeking students; and

WHEREAS, the political and social stability of countries and regions of the world is volatile from month to month; and

WHEREAS, reporting, insurance, and other administrative responsibilities require that a distinction be made among those programs that are officially sponsored by the University and those that are not; and

WHEREAS, it is incumbent upon the University to define minimal expectations of employees who lead officially sponsored education abroad programs, and

WHEREAS, for the purposes of leading education abroad programs, University employees include administrative faculty, teaching and research faculty, graduate assistants, and staff;

THEREFORE, be it resolved that the following policy regarding education abroad be adopted:

Prior to departure from Blacksburg (or other university related locations), University-sponsored education abroad programs* shall solicit

A. Academic approval: prior written approval from the department and college

B. Disclosure of (but not necessarily limited to) the following information:

- (1) identification of the Program
- (2) identification of the sponsoring unit (e.g., college, department) along with evidence of the approval of the program by sponsoring unit;
- (3) the name of the program leader holding the authority for decisions about the program;
- (4) a refund/cancellation procedure**;
- (5) a University-approved liability waiver**;
- (6) planned day-by-day locations and contact information;
- (7) evidence of compliance with University requirements** for medical insurance, evacuation insurance, immunizations, etc.; and
- (8) certification of compliance with University policy** regarding U.S. Department of State travel announcements and warnings.

These approvals and program information shall be provided to the Office of International Research, Education, and Development (OIRE) or its designee prior to the scheduled departure of the program.

*Education abroad programs are typically designed for tuition-paying, degree-seeking participants who usually earn VT academic credit for their participation. These programs are administered at any given time throughout the year, including between semesters, and are normally accompanied by a University employee as leader.

** See Faculty Resource Guide for Planning Short-Term Study Abroad

CHECKLIST TO MEET ADMINISTRATIVE RESPONSIBILITIES FOR EDUCATION ABROAD PROGRAMS

ALL THE FOLLOWING REQUIRED ACADEMIC APPROVALS AND INFORMATION MUST BE RECEIVED BY THE OFFICE OF INTERNATIONAL RESEARCH, EDUCATION, AND DEVELOPMENT AT LEAST TWO WORKING DAYS PRIOR TO THE DEPARTURE OF THE PROGRAM.

Identification Information

Program name: _____ Sponsoring unit: _____

Lead faculty member (with decision authority): _____
Campus address: _____ Campus phone: _____
Home phone: _____ Email: _____

Designation of the individual authorized to cancel the program before departure:

Phone and email contact information for this person: _____

Program departure date: _____ Program return date: _____

Program Requirements Checklist

◆ Academic Approval:

_____ Department Head/Chair ☒ signature indicating program approval

_____ Dean/Vice President/Vice Provost ☒ signature indicating program approval

◆ Information Disclosure (check that each item is provided by Faculty Member/Program Leader):

- ___ Planned location and contact phone numbers for each day
- ___ Program leader ☒ overseas cell phone number if available
- ___ Complete flight itinerary (dates and flight numbers) during period of travel. If students arrange their own travel to destination country, provide each student ☒ flight itinerary
- ___ For travel between cities, method of travel and contact information (e.g. travel agent or bus charter company, if applicable, and their phone numbers)
- ___ Participants list: for each participant include name, email address, student ID number, home address, name of person to be contacted in emergency, and phone number of emergency contact person

◆ Faculty member/Program Leader certifies the following:

- ___ Proof of each participant ☒ medical evacuation insurance (e.g. MEDEX, SOS, or ISIC) is on file (for countries in which it is recommended by Dept. of State).
- ___ Proof of medical care insurance that covers participant overseas (participant ☒ policy or a State of Virginia health insurance option) is on file. University employees working outside of the country are covered under the Workers Compensation Program for those injuries or illnesses that arise out of and during the course of their employment.
- ___ Signed University-approved liability waiver* from each participant is on file
- ___ Signed Refund/Cancellation policy from each participant with wording that costs could be increased due to unforeseen changes in exchange rates or other events, is on file.*
- ___ Confirmation of compliance with University policy regarding U.S. Department of State travel announcements and warnings.*

Faculty Member /Program Leader signature indicating all required information has been disclosed.

*** See Faculty Resource Guide for Planning Short-Term Study Abroad**

