

# EDUCATION ABROAD

**POLICY NUMBER:** AAPC-EDUC-ABROAD

**POLICY TYPE:** ACADEMIC

**RESPONSIBLE OFFICIAL TITLE:** PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** SENIOR INTERNATIONAL OFFICER-OFFICE OF EDUCATION ABROAD

**MOST RECENT REVIEW DATE:** – APRIL 22, 2021

**NEXT REVIEW DATE:** LAST REVIEW DATE PLUS FOUR (4) YEARS – APRIL 22, 2025

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

This policy states duties and responsibilities pertaining to University-sponsored Education Abroad activities for students, faculty, and staff. As there are certain risks that are specific and inherent to Education Abroad activities, this policy provides guidelines for risk management and assessment.

## II. ENTITIES AFFECTED

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

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

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

These travel experiences shall be approved by the appropriate University official(s).

## III. DEFINITIONS

### EDUCATION ABROAD

Education abroad means international programs offered for academic credit exclusively outside the United States. This includes all full-year, fall, spring, winter intersession or summer programs. All programs are administered by the Office of Education Abroad 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.

### EMBEDDED EDUCATION ABROAD

Embedded Education Abroad means international programs offered for academic credit that include a brief experience abroad as a component of a course 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 experience is supplemental or embedded within an academic course.

## **INDEPENDENT INTERNATIONAL STUDY AND RESEARCH**

Independent International Study and Research generally includes all other credit-bearing international education travel, such as credit-bearing independent study, research, internship, or practicum, such as student teaching. 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 are encouraged to register with the Office of Education Abroad for risk management purposes but are only required to register if their international experience is University-funded or University-required.

## **NON-CREDIT INTERNATIONAL PROGRAMS**

Non-credit International Programs are 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 and NKU-sponsored co-curricular international travel.

## **IV. RESPONSIBILITIES**

### **FACULTY AND STAFF**

- 1) Faculty and staff participating in international education travel experiences shall register with the Office of Education Abroad for all categories of international travel defined by this policy. Registration and review by the Office of Education Abroad 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 their employment.
- 4) A faculty or staff employee who leads 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) Attend required training sessions sponsored by the Office of Education Abroad;
  - f) Maintain appropriate communication with the Office of Education Abroad; and
  - g) Adhere to emergency management and risk management protocols.

## **STUDENTS AND TRAINEES**

Students participating in international education travel experiences shall:

- a) Register with the Office of Education Abroad for all categories of international education travel experiences defined in this policy;
- 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 Northern Kentucky University; and
- e) Abide by applicable University regulations and policies, including but not limited to:
  - i. Code of Student Rights and Responsibilities
  - ii. Student Code of Conduct

## **CREDIT TRANSFER AND 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. Then, the designated faculty member of the appropriate department/school or college determines how the transferred coursework applies toward degree requirements. Grade point averages (GPAs) from other institutions do not transfer to the University.

## **INSURANCE**

Participants in any University-approved or University-sponsored international education travel experience, whether credit-bearing or non-credit-bearing, are required to purchase Travel Medical Insurance through the Office of Education Abroad. The Office of Education Abroad 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.

## **RISK MANAGEMENT**

The University does not sponsor or approve international travel for educational purposes in a country, or regions of a country, for which a U.S. Department of State “Level 3” (Reconsider Travel) or “Level 4” (Do Not Travel) advisory, or for which a Centers for Disease Control and Prevention (CDC) “Warning Level 3” (Avoid Nonessential Travel) 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 International Risk Assessment Committee. The Committee makes a recommendation to the President, who alone is responsible for making a final decision.

## V. COMMITTEE

### INTERNATIONAL RISK ASSESSMENT COMMITTEE

The International Risk Assessment Committee is a standing advisory committee chaired by the University's Senior International Officer and comprised of the following University employees:

- a representative from Legal Affairs
- a representative from University Risk Management
- a representative from the Dean of Students Office
- a representative from the Office of the Comptroller
- a representative from the Office of Marketing and Communications
- a representative from Health, Counseling, and Student Wellness
- a staff member of the Office of Education Abroad
- a faculty member.

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 Senior International Officer on protocols for education abroad programming, who will make a recommendation to the President for final determination.

## VI. EXCEPTIONS

As stated in Section IV under "Risk Management," faculty, staff, and students may seek an exception to the University's academic travel ban to countries for which the U.S. Department of State has issued a "Level 3" or "Level 4" advisory, or for which the Centers for Disease Control and Prevention (CDC) has issued a "Warning Level 3." Please see above.

## VII. TRAINING

Faculty and staff directing and participating in an Education Abroad activity are required to attend and complete at least one training session and pre-departure orientation. The Office of Education Abroad coordinates training and orientation sessions. Training and orientation will be delivered as needed.

## RELATED POLICIES

[Education Abroad Programs - Dependents & Companions Traveling On](#)

## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Minor Revisions	April 22, 2021
New Policy	April 1, 2014

# EDUCATION ABROAD

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature *Ashish K. Vaidya*

Date 4/22/2021

Ashish K. Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 5 / 12 / 21.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 05/18/21

Bonita J. Brown