

Miami University
Domestic & Study Abroad Travel Program Guidelines

Approved by University Senate, December 1, 2008

1. Student learning and development

- a. Travel study programs will have an educational purpose based in fostering student learning and development.

2. Academic Framework

- a. All travel study programs must be reviewed and pre-approved:
 - i. Non-credit programs (programs that do not offer academic credit): Lifelong Learning (on behalf of the Provost) or the Vice President of the division.
 - ii. Faculty led credit workshops: Lifelong Learning (on behalf of the Provost).
 - iii. Other programs offering academic credit, or attached to a regular course offering: Department Chair, Divisional Dean, and Provost.
- b. All programs planning travel to locations on the State Department Warning list (see http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) will develop a risk management plan for pre-approval of travel.

3. Preparation for the learning environment abroad

- a. All travel programs sponsored through Miami University in any format, whether for credit or not for credit, must hold an orientation program for participants prior to the departure date of the program, and continuing as needed on site.
- b. A description of the orientation must be included in the program proposal.
- c. At a minimum, the orientation must provide:
 - i. Health Information - including availability of health care at the travel site.
 - ii. Accident and injury prevention information
 - 1. Immunizations required or recommended, or where and how to seek information on immunizations.
 - 2. Direction and advise regarding health risks and prevention overseas.
 - a. Check the Center for Disease Control and Prevention - CDC travel information available at <http://www.cdc.gov/travel/default.aspx> and other resources as necessary.
 - 3. Legal Information - students should be alerted to differing standards, both for behavior and for operation of the criminal justice system and advised that the University will not assume responsibility for or resolve criminal matters on their behalf.
 - 4. Emergency contact information and protocol
 - a. What to do, where to go and who to contact in the event of a crisis/emergency on site .
 - b. Location and phone number of the U. S. Embassy or Consulate nearest to the program site.
 - c. Miami Police Department (513) 529-2222 (24 hours a day/7 days a week).
 - d. Develop protocols specific to the travel study site. (May be developed in collaboration with Lifelong Learning, International Education and other outside consultants.)
 - e. Emergency contact compiled worksheet provided to Lifelong Learning and the University Police prior to departure.
 - f. Emergency contact information carried during travel by program leader(s)/workshop director(s).
 - iii. Safety information - Students are provided with safety instructions.
 - 1. Orientation will include general safety information and ways in which students can get safety information.
 - 2. Safety information is provided both before the students leave campus and once they have arrived at the foreign site.
 - 3. Safety information is site specific as well as general.

4. Safety information is designed both to alert students to potential dangers and to instruct them about ways they can, through their own behavior, reduce danger.
5. Safety information is not limited to danger from criminal activity, but will also include dangers occurring because safety standards are not what students experience in the U. S., (e. g., bus and auto travel, hotel safety).
- iv. Political/cultural conditions - Information regarding political, cultural, and religious conditions in the study abroad country is given to students in writing.
 1. Students are advised to inform themselves of risks through various resources, including:
 - a. The Center for Global Education Study Abroad Student Handbook. <http://www.studentsabroad.com>.
 - b. Overseas Security Advisory Council (OSAC) Global Security News and Reports. <http://www.osac.gov/>.
 - c. Overseas Citizens Service Center in the US State Department, (888)407-4747.
 - d. US State Department Consular Information sheets; Travel Warnings & Public Announcements for information regarding specific countries at <http://travel.state.gov/>
- v. Rules of Foreign Institution - If the study abroad program is hosted by a foreign university, students must be informed that they are subject to the host university's student conduct code as well as Miami's *Code of Student Conduct*.
 1. In case of conflict about standards of conduct, the host institution's conduct code prevails.
 2. Students should be provided with a copy of the host institution's student conduct code or informed of how to obtain a copy.
- vi. Harassment - Students are advised to immediately contact the director, a staff person accompanying the program and/or the Office of Equity and Equal Opportunity (513)529-7157 if they believe they are being subjected to harassment, sexual or otherwise, during a travel program.
 1. Program leaders/workshop directors are required to report harassment to the Miami University Office of Equity and Equal Opportunity immediately.
- vii. Drugs and alcohol – Students must be informed that Miami University does not tolerate unlawful possession, use of, or distribution of illegal drugs and alcohol by students.
 1. Under no circumstances may University funds or program fees be used to purchase alcohol for students.
 2. University faculty and staff will not purchase alcohol for students.
 3. Students of legal age who are consuming alcohol in a host country, must do so responsibly, respecting the health and safety of self, others, and the laws of their host country.
- viii. Participants must be informed in writing at the pre-departure orientation:
 1. That they will be subject to the laws or customs of the cities and countries they visit as well as to the applicable rules of Miami University and the program itself (see Section V below);
 2. That Miami University is not responsible for the violation of any laws by the participants;
 3. That Miami University does not assure that U. S. standards of due process apply in other countries nor can it provide or pay for legal representation;
 4. That orientations and other planning cannot cover all situations that may arise in travel; and
 5. That pre-course, supplemental, or post-course travel is not sanctioned by Miami University.

- ix. Provide students with copies of *Student Conduct Rules for Study Abroad* (see item 5.b. below)
- x. All written information on study abroad or travel program is provided for parents.
- d. Study travel directors and program leaders will provide on-going orientation during the travel.
 - i. On-going orientation will include points of reference to the host location and culture to maximize the student learning experience and minimize the health and safety concerns.
- e. The program leader or study travel director will provide appropriate academic and non-academic advising to meet changing student needs before and throughout the period of travel.
- f. All students will read, understand, and sign Miami University Assumption of Risk and Release Form.
- g. All students will provide Emergency Contact Information.
- h. All students will read, understand, and provide Authorization for Medical Procedures and Release of Medical Information.

4. Student selection and code of conduct

- a. Student selection process is open and fair.
 - i. Recruitment
 - 1. Director organized pre-course, supplemental, or post-course travel is not sanctioned by Miami University and may not be included in any advertising, representations, or publicity associated with the travel program.
 - a. All travel is directly related to course instruction and curriculum.
 - 2. Students are strongly encouraged to assess their ability to participate in the program.
 - a. Students with previous or current medical and/or mental health conditions are strongly encouraged to consult with trained medical and/or mental health professionals and to prepare strategies that may be used abroad should they experience problems.
 - ii. Selection/application process
 - 1. Application process will include a disciplinary history check conducted by the Office of Ethics and Student Conflict Resolution.
 - a. Suggested minimum standard for disciplinary history: To be eligible for enrollment in a Miami University Exchange program, a student must not, within the two semesters preceding the date of application or thereafter, have been found responsible for Code 1 violation of the Miami University Code of Student Conduct (with the exception of 105B); may not currently be on disciplinary probation; or have been convicted of any criminal offense within the preceding 12 months. In addition, students must have completed all disciplinary procedures and sanctions prior to enrollment in an exchange program, or have written permission from the Office of Ethics and Student Conflict Resolution to complete the procedures or sanctions upon return from their program.
 - 2. Minimum GPA for study abroad and travel programs is 2.00.
 - 3. Directors are responsible for developing an application process for the travel program that includes:
 - a. Whether the program is “for credit” or “not for credit”.
 - b. Academic and language prerequisites.
 - c. The degree to which a student’s disciplinary record is a factor/consideration for admission to the program.
 - d. The syllabus and itinerary for the program.
 - e. Costs of the program.
 - i. Detailed breakdown of program fees.
 - ii. Detailed tuition and fees.

- f. Travel arrangements and options to and from the program, including expectations for faculty, director or program leader supervision during travel.
 - g. A statement that: Foreign travel and living overseas can provide special challenges and stresses. Medical care, including mental health care, emergency medical care and medicine may not be as available and/or of a quality comparable to that available in the United States.
 - i. Program leaders may require a physician's release. When required, all students in program will provide release.
 - h. Information for parents and family.
- b. Student Conduct Rules for Travel Programs
 - i. Disciplinary issues are reported to Miami University as quickly as possible (within 12 hours, if possible).
 - 1. Contact Miami University Office of Ethics and Student Conflict Resolution at 513-529-1417, fax information to 513-529-1907, or e-mail judicialaffairs@muohio.edu.
 - ii. Rules: Students in a travel program conducted by or sponsored by Miami University whether credit or non-credit are bound by the applicable rules of Miami University, by rules of the foreign institutions as disseminated during orientation sessions, and by laws of the foreign country.
 - 1. Students may be bound by expectations or regulations as specified in writing by the director as deemed necessary for the proper functioning of the program.
 - 2. The Miami University regulations in *The Student Handbook*, the proscriptions stated in the Academic Misconduct Policy and Code One of the Code of Student Conduct are fully applicable, and violations will not be tolerated.
 - 3. The disposition disciplinary matter by a host institution, or the lack of a disciplinary matter by a host institution, does not in any way preclude Miami University's ability to pursue or not pursue its own disciplinary action regarding the same matter.
 - iii. Procedures: If there is reason to believe that a student may have violated University regulations, the rules of a foreign institution, the laws of the foreign country or expectations or regulations specified by the director or if a student's conduct poses a risk of harm to the health or safety of the student, to others, to the stability or continuance of the travel program or to property, the director will attempt to meet with the student.
 - 1. It is advisable that the director has an additional person present at the conference. A written and dated record of the conference must be kept.
 - 2. The director will advise the student in advance of the conduct that precipitated the meeting. If the director determines that the seriousness of the incident is such that it warrants a possible dismissal of the student from the program, the director must confer with the Dean of Students or other appropriate administrator at Miami University as to what action should be taken.
 - 3. Students should also be aware that they are subject to the rules and penalties of the host institution and of the respective foreign country.
 - iv. Dismissal from the Program: The desired outcome of the conference with a student is that the student will be permitted to complete the program. If the director determines, however, that the student's continued association with the program poses a risk of harm to the student or imperils the health or safety of other program participants, the academic integrity of the program, or the relationship with the foreign institution or country, the student will be immediately dismissed from the program.
 - 1. In the event of dismissal from the program, the student must vacate the facilities provided by the program and withdraw from all course work associated with the program. In the event of dismissal, the student remains

responsible for all costs associated with program enrollment, without recourse to a refund.

- v. Further Action: Faculty have the option of dismissing a student from the travel program.
 - 1. If the director determines that the student's conduct may have violated academic conduct standards or rules as stated in "The Code of Student Conduct" in *The Student Handbook*, the reporting requirements stated therein will be followed, and the accused student will have recourse to the appropriate procedures upon return to the University.

5. Organizational and program resources

- a. Program personnel will develop appropriate protocols for handling issues that may arise in the course of a program.
- b. Program personnel will have the requisite academic, student affairs, and administrative knowledge of the host location to provide high quality academic, personal, and logistical support for the program.
- c. Program personnel will communicate with the home campus.
- d. Programs will seek to accommodate students with physical or learning disabilities wherever possible.
- e. Students are housed in safe, clean, and culturally-appropriate lodging, and provided with appropriate orientation to their housing situation.
- f. The program is assessed and evaluated at its conclusion, and subsequent programs are based on the assessment results.
 - i. Programs are evaluated by the administrative entity providing approval (departmental, divisional and/or administrative unit).
 - ii. Programs are evaluated by the program leadership.

6. Health, safety and security

- a. All programs establish and continuously maintain effective health, safety, security and risk management policies and procedures.
- b. The program is well prepared to handle student, faculty, and staff health issues.
- c. The program has contact information at the location to assist with emergencies and health/safety issues including the police, United States representatives, physician, hospitals, and psychologists.
- d. All students in a Miami University study abroad program are required to purchase supplemental international health, evacuation, accidental death, and repatriation insurance.
- e. The program has adequate and clearly defined emergency communications plans.
- f. The program has a contingency plan with respect to both individual and group emergencies.
- g. Students are well-informed about what to do in case of an emergency.
- h. The program has sufficient on-site staff to provide support in case of an emergency.

7. Ethics and integrity

- a. The program staff advise students in an ethically responsible way.
- b. The program acts with consideration and respect toward the ethics and culture of countries other than its own.
- c. The program avoids conflict of interest in its operations.
- d. The program operates in accordance with US and international laws.