

PRESIDENTIAL POLICY MEMORANDUM NO. 225

TO: All Faculty
FROM: Charles W. Steger
DATE: August 30, 2003
SUBJECT: Administrative Responsibilities for Education Abroad Programming

Approved by the Commission on Outreach: December 12, 2002

Approved by University Council: March 17, 2003

Approved by President: March 17, 2003

Effective Date: March 17, 2003

The University Council, on recommendation of the Commission on Outreach, approved a resolution concerning administrative responsibilities for education abroad programming. Following is the text of the resolution as adopted by University Council.

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