

UNIVERSITY OF SOUTHERN MAINE: INTERNATIONAL TRAVEL POLICIES

In an effort to promote and encourage international travel and ensure the safety of all University affiliated participants, the University of Maine System in conjunction with all 7 campuses has developed and approved an **International Travel Risk Management Policy**. This Policy applies to faculty-led short term travel courses, travel by student groups and organizations and institutionally sponsored group research activities abroad. The entire policy can be found online at: <http://www.maine.edu/about-the-system/system-office/facilities-management-and-general-services/risk-management-and-insurance-2/risk-management-world-travel-assistance/>

Using this established institutional policy as a guide the following document clarifies the University of Southern Maine's policies and procedures according to the type of program or travel being sought and the level of institutional involvement in such travel.

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2. UNIVERSITY SANCTIONED PROGRAMS, NON-CREDIT

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All application materials can be found on the USM International Programs website at www.usm.maine.edu/international or by connecting directly with the OIP staff.

CREDIT BEARING PROGRAMS (SHORT-TERM TRAVEL PROGRAMS)

How to Apply:

- Complete the Office of International Programs short-term travel application process which includes:
 - Details on the proposed course, a syllabus, a review of faculty responsibilities and confirmation of support from the program Chair and appropriate Dean.
- Applications must be submitted to the Office of International Programs prior to the relevant deadline. Deadlines are typically one year prior to the program start date.
 - For exact dates, please see the Office of International Programs website at: <https://usm.maine.edu/international/travel-course-management>

Review Process:

- The Office of International Programs will complete a risk assessment of the program to certify that the destination and program components adhere to best practices for ensuring participant safety. Programs which do not meet the necessary safety requirements or are planned within a country subject to Level 4 Department of State Travel Advisory will not be forwarded for consideration by the Provost. Countries with a Level 3 Travel Advisory may or may not be approved and will be assessed on a case by case basis.
- The Provost will review the program proposal submitted by the faculty member, statements of support by the Department Chair and Dean, and the risk assessment submitted by OIP to determine if the program will be approved.
- If approved, program documentation will be stored within the Office of International Programs throughout the duration of the program.

Program Approval:

The Provost will make the final decision with regard to program approval based on, but not limited to, the following factors:

- Safety concerns

- Academic components and outcomes
- Number of programs proposed in any one geographic location, regardless of funding/grants.
- Program support expressed by the Department Chair and appropriate Dean.
- The possibility to cross list programs, or expand involvement across academic disciplines
- Efforts will be made to allow programs leaders to adjust proposals to address noted concerns whenever possible.

Program Cancellation:

The Office of International Programs reserves the right to cancel short-term travel courses based on, but not limited to, the following factors:

- Insufficient enrollments or a drop in student enrollment prior to the programs departure
- Changes in safety conditions abroad (natural disasters, political events, etc.)
- Other unforeseen circumstances such as withdrawal of a faculty leader without a sufficient replacement available.
- Courses that have been cancelled are not to be scheduled via other means or run independently of the International Office.
- There is no appeal process for courses which are cancelled.

Procedural Requirements upon Approval:

Upon approval the following materials and procedures will be required by program participants:

- Copy of Passport submitted to OIP
- Risk & Release Form
- Medical Form & proof of any necessary immunization(s)
- Emergency Contact information
- Confirmation of appropriate visas if needed
- Registration with the State Department STEP program

- OIP will provide participants with a pre-departure orientation and information on their enrollment in the UMaine System ON CALL International – *a global assistance and insurance program.*
- All faculty leaders will be required to attend an annual training. As part of this training, faculty leaders will be provided with key information and procedures including instructions to follow in case of an emergency abroad.

UNIVERSITY SANCTIONED, NON CREDIT PROGRAMS

If the institution has provided funding or otherwise sanctioned the program, such as travel by formalized student groups, attendance at conferences with faculty, etc. program leaders must seek a review of the program and approval for such travel.

How to Apply:

- Complete a *Request for Review and Risk Assessment of International Travel* with the Office of International Programs which includes:
 - Travel details including the name of participants, information on housing arrangements abroad, and emergency contact information for ALL participants.
 - Requests for review should be submitted as soon as travel details become available, but prior to the formalization of any travel plans.

Review Process:

- The Office of International Programs will review the details to determine if there are risk factors which may prohibit the travel from moving forward.

Program Approval:

- OIP has the ability to confirm approval for the travel to move forward, provided the required safety guidelines have been met and the country to which the travel is planned is not subject to Level 4 Department of State Travel Advisory. Countries with a Level 3 Travel Advisory may or may not be approved and will be assessed on a case by case basis.

- Programs which are denied approval based on safety issues, may appeal the decision directly to the appropriate divisional Vice President.

Procedural Requirements upon Approval:

Upon approval, the following materials and procedures will be required by program participants:

- Risk & Release Form submitted to OIP
- Medical Form & proof of any necessary immunization(s) submitted to OIP
- Emergency Contact information submitted to OIP
- Copy of Passport submitted to OIP
- OIP will provide program participants with information on their enrollment in the UMaine System ON CALL International – *a global assistance and insurance program.*

INDEPENDENT STUDENT TRAVEL

Students who select to travel abroad independently without any institutional connection will do so at their own risk. No formal approval or submission of any paperwork will be required.

Students who make inquiries to the International Office about specific programs or activities will receive minimum advisement limited to resources only (Department of State, INext Travel insurance). No vetting of programs will be provided.

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