

**International Education: Travel Policies for Study, Research or Service
Outside of the U.S.**

1835.40A Responsible Study Abroad: Good Practices for Health and Safety (pdf)
**1835.40B Release and Waiver of Liability, Participation in UA Study Abroad
 Programs**

Along with academic integrity and good practice, the health and safety of University of Arkansas students and faculty traveling outside of the U.S. is the primary concern behind established travel policies and procedures. The following procedures should be followed for any travel outside of the U.S. organized for one or more students by UA faculty or staff for any educational purpose.

Any course, program, or study tour organized and led by a UA faculty member wherein any portion is held outside of the U.S. and where academic credit is available as a result of participation must be approved through the appropriate academic dean and provost as specified in 1835.30.

1. The Office of Study Abroad and International Exchange (OSAIE) has established travel policies and procedures in accordance to the guidelines recommended by the Health and Safety Taskforce of NAFSA: Association of International Educators. All program leaders should be familiar with Responsible Study Abroad: Good Practices for Health and Safety.
2. For programs not administered through the OSAIE, program leaders must follow procedures as outlined under the Student Travel Policy (see Fayetteville Policy and Procedures 332.4.) <http://vcfa.uark.edu/675.htm>
3. Statements specifying group arrangements, costs, and services contracted with travel agencies or airlines must be distributed to participants in writing along with other program costs before non-refundable deposits may be collected. Participants should also be informed in writing of passport and visa requirements, program fees; tuition costs; estimated expenses not included in the program fee; and the schedule of payments and cancellation penalties should they decide to withdraw.
4. All program participants must carry overseas medical insurance that includes emergency travel assistance and such coverage must be included in the cost of the program. This may be secured through the travel agency or OSAIE.
5. At least one mandatory pre-departure meeting should be held several weeks before travel. Topics covered in the pre-departure meeting should include (but are not limited to) country information, U.S. State Department Consular information, travel recommendations from the Center for Disease Control, and general health and safety information. Program itineraries with contact names, phone numbers and emails should

be distributed to participants at least two weeks prior to program start date. OSAIE must be provided with a way to reach the Program Leader 24 hrs per day for the duration of the program.

6. Students should also receive an on-site orientation upon arrival to include local maps, emergency phone numbers, a discussion of local customs and expectations of behavior, and safety tips for getting around the area.
7. UA students electing to participate in official UA study abroad programs must sign the attached Release and Waiver of Liability, Participation in UA Study Abroad Programs, as adapted and approved by the Office of General Counsel, in exchange for the opportunity of participating in the program.

U.S. STATE DEPARTMENT TRAVEL ADVISORIES

The University of Arkansas adheres to the recommendations provided by the U.S. Department of State through its Consular Information Sheets, Public Announcements, and Travel Warnings.

The University will not approve study abroad programs in countries that are under a U.S. State Department Warning, nor will it pre-approve credit or allow institutional funds to be used by students electing on their own to participate in study or research in these countries. Exceptions to this policy will be considered on a program-by-program basis. Written justification must be submitted by one or more dean to the Chancellor's Executive Committee who will review the appeal in consultation with the offices of General Counsel and Risk Management.