



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II: FACULTY – INTERNATIONAL AFFAIRS 6.0

SEC. II: ALL – INTERNATIONAL AFFAIRS 1.0

SEC. III – INTERNATIONAL AFFAIRS 1.0

EDUCATION ABROAD, GLOBAL EXPERIENCES AND OTHER INTERNATIONAL TRAVEL

UNIVERSITY POLICY

I. PURPOSE

The purpose of this policy is to:

- Provide guidance to North Carolina Agricultural and Technical State University (N.C. A&T) students, faculty and staff regarding study abroad, education abroad, global experiences and international travel authorized through and/or by the university.
- Provide guidelines to operate international programs on a consistent basis, citing procedures and addressing specific educational content areas.
- Provide guidance for consistent understanding and application in advising students, faculty and staff related to study abroad, education abroad, global experiences and international travel.
- Ensure that international programs and travel using the name of N.C. A&T and involving its students, and/or faculty and staff, are formally registered with the Office of International Affairs (OIA) and meet all requirements for approved international travel from the provost and the chancellor (or the chancellor's official designee) prior to departure.
- Encourage growth, research, economic development and collaboration, and to enhance the intellectual climate and foster a more diverse and inclusive campus community through global experiences for students, faculty and staff.
- Regulate and designate approval for all N.C. A&T business/educational related international travel through the Office of International Affairs and the Office of the Provost.

- Designate the Office of International Affairs as the official office of record for tracking all university international travel.
- Provide evidence that the university has exercised “due-diligence” and reasonable care in the administration of study abroad, education abroad, global experiences and international travel by centralizing these efforts to better manage risks and liabilities.

II. DEFINITIONS

- For the purpose of this document, *Education Abroad and Study Abroad* are defined as “high impact” best practice experiences by which N.C. A&T students expand their academic learning through carefully designed programs set in global locations. Some programs enable students to earn academic credit hours toward program degree completion at a pre-approved university/institution outside the United States. Other programs provide students with valuable exposure to global cultures through focused travel, service-learning, fieldwork or research experience. Not for credit experiences are also available.
- For the purpose of this document *Global Experiences* are defined as educational opportunities through which N.C. A&T students, and faculty become more culturally diverse and gain valuable skills to support the university’s goal to prepare global citizens. Participants can expect to broaden their knowledge and exposure of global cultures and experience higher education settings both inside and outside the United States. These experiences can include opportunities for study, discipline-related internships, research, service learning, volunteerism, community engagement and conference participation. Global experiences are generally embedded in discussions and courses with the intent to make the lesson “come alive” for participants.
- *Risk Management* considers a set of policies and procedures to ensure quality of education abroad programs and minimize the risks to participants and the university. It is the responsibility of the faculty leaders, the assistant director for study abroad and the study abroad coordinator to keep up-to-date with all current events of approved program locations. The Office of International Affairs communicates any changes in safety of the location(s) to the university’s risk management officer and the Office of the Provost for determination for moving forward with placements and/or programming in that particular region.
- *Other international travel* may include, but not necessarily be limited to, presentations at international conferences, research abroad, international exchanges, exploratory visits, and partnership development. Travel for these purposes must be directly beneficial to the university.

- *Student* means either a current N.C. A&T student traveling as an exchange student to a foreign university, or a student enrolled in N.C. A&T while traveling abroad or engaging in a global experience pursuant to this policy.

III. POLICIES ON STUDY ABROAD, EDUCATION ABROAD, GLOBAL EXPERIENCES AND OTHER INTERNATIONAL TRAVEL

- **Study Abroad, Education Abroad and Global Experiences**

Any faculty member, administrator, or staff who plans to conduct a study abroad, education abroad or global experience involving students and/or faculty must submit a written proposal, to the Office of International Affairs for preliminary approval before announcing the activity, program or global experience, or making any related expenditures. The Office of the Provost gives final approval for the activity, program or global experience.

The Office of International Affairs can provide expert guidance and advice on the academic nature of the experience and procedures to be used to improve the success of the study abroad, education abroad or global experience. When academic credit is awarded, proper signatures will be required from the appropriate chair and dean. All academic credit awarded will be recorded as transfer credit unless the course(s) are taught abroad by a N.C. A&T faculty member.

- **Written Program Proposal Requirements**

For study abroad, education abroad and global experiences faculty and staff must submit program proposals to the Office of International Affairs at least twelve (12) months prior to the program based on the schedule below: September 30, of the prior year for Fall Break and December travel February 28, of the prior year for Spring Break April 30, of the prior year for May and Summer travel.

A written proposal is an outline of the objectives of the study abroad, education abroad or global experience, including a rationale for the chosen location, degree of the immersion of culture or language on site, faculty area of teaching and research expertise, previous experience in location or the culture (if applicable), previous experience planning or leading a study abroad, education abroad or global experience, clarity of roles of all faculty and staff participating, identification of the program leader(s) responsible for the study abroad, education abroad or global experience, expected student learning outcomes, plans for promotion, targeted students, estimated number of students and chaperones, estimated budget, draft itinerary, course syllabus (if applicable), description of housing arrangements, and a letter of support from department chair or college dean.

Program dates which conflict with N.C. A&T class schedule should be avoided.

The Office of the Provost will review all travel packets, including the proposal document.

- **Program Administration**

All students faculty and staff who travel abroad for university-approved trips must register with the Office of International Affairs by submitting the international travel registration form and a copy of the passport and visa (if required).

All travelers participating in study abroad, education abroad and international experiences must attend the training seminar provided by the Office of International Affairs.

Faculty and staff leave requests must be filed with the supervisor. Faculty and students should be advised that the Division of Student Affairs requires a number of forms be filed prior to departure for domestic and international student travel. All faculty-led study abroad programs that do not use a provider, must have a memorandum of understanding or a partnership or affiliation agreement, such as the specific travel plans for a research grant, that is approved by Legal Affairs via the Memorandum of Understanding (MOU) approval process, and the agreement must be stored in the Office of International Affairs.

The Office of Legal Affairs reviews program provider agreements, memorandum of understanding with international universities, contracts and other legal documents to protect the university and all participants.

University employees are prohibited from taking confidential, sensitive, or controlled data as defined in the university's [Information Security Policy](#) outside the United States (unless expressly permitted to do so by the provost, and then shall comply with the ITS Access Controls Standard). Cell phone numbers may be taken outside the United States.

All international travel must be approved by the provost and the chancellor or their designee.

- **Participation**

Study abroad, education abroad and global experiences coordinated by university-approved providers will generally be limited to N.C. A&T students and university employees ONLY. Students from other universities are not allowed to be a part of the program, unless there is a formal agreement with that university to the contrary. All international travel requires a minimum of two (2) N.C. A&T employee chaperones. Each study abroad, education abroad and global experience including end-of-semester travel, service learning, and international research (externally funded or not), must include a 1:6 ratio of one (1) N.C. A&T employee

chaperone, one of whom may be the “faculty leader,” to every six (6) undergraduate students traveling. The ratio increases to 1:10 for graduate students, one (1) N.C. A&T employee chaperone for every ten (10) students. Chaperones must travel with the student group to the international destination and remain with the students throughout the trip, including staying in the same facility and accompanying the students on the return trip back to the final destination in the United States. Graduate research and teaching assistants are eligible to serve as chaperones, when accompanied by at least one permanent full-time employee chaperone, with approval from the Office of the Provost, for faculty-led and academic enrichment programs.

Faculty leaders and chaperones may not add persons with no affiliation to the university to build enrichment program numbers as students are funding space for the faculty leaders. Spouses, significant others, dependents, minors, retirees, alumni, friends, and/or other non-university employees may not be added to study abroad, education abroad or global experiences to be accompanied by N.C. A&T official chaperones counted in the required ratios outlined above, which could detract from the chaperones’ responsibility to university students. Participants must be either currently enrolled N.C. A&T students or university employees with a specified business purpose to participate in study/education abroad programs at the time of the study abroad, education abroad or global experience. Employees separating (ending employment) from the university at any time during the study abroad, education abroad or global experience may not accompany students on travel abroad. Such persons will not be eligible for international travel.

If no students are involved in the travel, spouses or significant others may join the trip with special permission from the Office of the Provost and at their own expense and at their own risk. Minors, who are not currently enrolled N.C. A&T students, may not join a study/education abroad program or global experience. N.C. A&T faculty may not speak for the Office of International Affairs regarding the acceptance of non A&T students.

University employees and students must have current clean background checks, as determined by the university, prior to participating in study abroad/education abroad programs. Faculty and staff clearances must be on file prior to travel with the Division of Human Resources. Student clearances are available in the Office of the Dean of Students.

N.B. This policy does not apply to trips for alumni sponsored by the Office of University Advancement.

IV. INTERNATIONAL TRAVEL

All international travel undertaken by faculty and staff must be pre-approved by the Provost, and N.C. A&T policies and procedures related to international travel must be followed: *Please see University Travel Policy – Out-of Country Travel (<https://hub.ncat.edu/administration/business-and-finance/comptroller/acct-off/trvl-pol.php#Out-of-Country%20Travel>)*. In addition, international travel by students using N.C. A&T funds or in conjunction with a N.C.

A&T grant project must also follow international travel protocols prior to departure: *Please see [University Travel Policy-Students](#)*. The Office of International Affairs will assist faculty, staff and students with the International Travel Registration Form requirement, and the required student forms: *Please see [University Travel Policy-Students- Student Travel Checklist](#)*. All international travel paperwork must be correctly submitted to the Office of the Provost at least sixty (60) business days in advance of the planned departure date to avoid delays. Decisions regarding correctness of paperwork will be determined and communicated by the Office of the Provost.

State funds cannot be used for students studying abroad and/or participating in education abroad programs or global experiences for which enrollment in courses is tied to academic credit/tuition: *Please see [University Travel Policy-Students- Payments to Students and Reporting Policy](#)*.

Travel expenses for faculty/staff are the responsibility of the traveler and/or the academic department as agreed upon by the faculty leader and the academic department. Use of provider funding and/or discounts received for/from faculty led study/education abroad/applied experience abroad programs must be used consistent with university policies and best practices. Third party marketing and professional development benefits should be discussed with the Office of International Affairs and the Office of the Provost prior to submitting travel packets.

For international travel that does not include study abroad, education abroad or global experiences, travelers who have no affiliation with the university are not eligible to participate under the auspices of the university, but can make separate arrangements at their own expense and at their own risk for travel and excursions outside of the university group.

No travel arrangements or expenditures should be made prior to receiving final approval from the Office of the Provost.

- **Health and Safety**

TITLE IX

Title IX of the Education Amendments of 1972, mandates that no person, on the basis of gender, shall be discriminated against or excluded from participation in programs or activities at educational institutions that receive federal financial assistance. Acts of sexual violence, harassment and/or misconduct are forms of sex discrimination.

Sexual discrimination is prohibited by Title IX. N.C. A&T takes such matters seriously and will investigate complaints of violations of sexual misconduct. Contact the University Police Department at the 24-hour emergency number +1 (336) 334-7675 as quickly as possible. Also, the U.S. Department of Education maintains an Office for Civil Rights to enforce Title IX and ensure that institutions comply with it.

N.C. A&T does not discriminate against any person on the basis of age, color, disability, gender identity, genetic information, national origin, race, religion, gender, sexual orientation, protected veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact the Title IX Coordinator at titleixcoordinator@ncat.edu.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act requires reporting incidents while abroad. Students in study abroad programs, like those on U.S. campuses, have been victims of sexual harassment and sexual assault. Administrators should include background information to students on these issues prior to their participation in a study abroad program. Students on exchange and/or direct programs must report their address of residence while abroad to the Office of International Affairs for inclusion on the Clery spreadsheet within ten (10) days of arrival at the host institution. Details regarding sexual assault are available in greater detail in the approved University System Study Abroad Risk Management Policy.

V. RISK MANAGEMENT POLICY

For the purpose of this document, *Risk Management* is defined as the process of identifying, assessing, controlling, mitigating and/or avoiding risks to all faculty, staff and students traveling abroad while representing the university. The university considers Best Practices and abides by NASFA: Association of International Educators' *Responsible Study Abroad: Good Practices for Health & Safety guidelines*. N.C. A&T administrators, faculty or any authorized agent of the university cannot endorse, encourage, facilitate, or participate in any independent study abroad activity that may involve a high degree of risk (as determined by the university). Faculty leaders and travelers are responsible for becoming familiar with the N.C. A&T *Emergency Response Plan for Faculty-led Programs* (see Faculty Leaders Manual). This plan describes the steps that international travelers and program leaders must take when handling a crisis during international travel. This document has been reviewed and accepted by the UNC System University Council on International Programs Board.

Program locations, facilities, travel itinerary, contacts abroad, local contact information, and transportation methods must meet N.C. A&T standards of safety. All programs must contain pre-departure and arrival on-site orientations that include safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies), as well as group expectations and planning logistics.

Faculty leaders (or other leaders) must not endorse, encourage, facilitate, or participate in any independent student activities that involve a high degree of risk. Students are not allowed to participate in activities that involve a high degree of risk. Whether provider- led or not, risky activities and dangerous excursions are not permitted.

Signing a provider's waiver of liability does not permit participation in risky or dangerous activities. These activities include, but are not limited to: climbing, hiking through dangerous terrain, repelling, swimming, bungee jumping, snorkeling, scuba diving, shooting, motor boating, water skiing, jet skiing, paddle boarding, wake boarding, tubing, cliff diving, hunting, zip lining, sky diving, racing, hang gliding, surfing, handling wild animals when not part of the actual research, and other similarly risky activities.

In the event of an emergency involving the health or safety of a student, all students, study abroad providers or faculty-led program directors and chaperones should seek professional local assistance and contact the University Police Department at the 24-hour emergency number +1 (336) 334-7675 as quickly as possible.

VI. TRAVEL WARNING, ADVISORY AND ALERTS POLICY

The Travel Alert System established by the U.S. Department of State supersedes any decision previously made by the university to approve travel to a location with a newly issued travel alert beyond level one (1) or two (2). The university is not responsible for airfare forfeited as a result of travel cancellations. Faculty and students will not be allowed to travel (on N.C. A&T related business) to affected international areas with Alert Level 3 or higher. In some cases, university business travel to level 2 alert regions will be denied by the university based on the nature of the alert and proximity to the international destination. Travel advisories and alerts will be reviewed by the OIA, the Office of the Provost and Legal Affairs (as required) prior to assigning a decision regarding the travel. At a point late in the process, and before departure, OIA will make an updated check of the Travel Alert System to see if there has been any material change in travel safety, and travel authorization may be rescinded.

Students may not travel to destinations that are classified by the US Department of State as Level 3 or higher, and they may not travel to locations within Level 1 and Level 2 destinations designated by the Department of State as **DO NOT TRAVEL**. Students may not travel to destinations not included in the Travel Packet.

In addition to being knowledgeable about travel restrictions and safety issues, the OIA also makes faculty leaders aware of and provides training on ensuring that a faculty member or authorized agent of N.C. A&T is always in charge. An assistant leader or student leader must be available in case both of the faculty leaders are incapacitated due to an emergency. Students should always be accompanied by at least two chaperones during group travel. A responsible party (site director, assistant director, faculty member, host institution staff, or student leader) should be available to handle emergency situations at all times.

Available resources supporting international travel can be found in Appendix 1.

- **Other Policies**

- i. All travel abroad should be documented and registered with the Office of International Affairs.
- ii. All travelers are responsible for reviewing university policy related to Export Control, in advance of travel, which can be found in the Division of Research and Economic Development (DORED): See Appendix 2.
- iii. Faculty, staff and students engaged or participating in any international travel affiliated with N.C. A&T must comply with all standards, protocols, and procedures of the university international travel policy, complete the international travel registration form and obtain approval from the provost. Students must also obtain clearance and meet requirements for participation and travel through the Division of Student Affairs.
- iv. Adult graduate students, not traveling as part of a group or with a faculty member but who are participating in research or traveling internationally to present at conferences, etc., must apply for international travel using the regular international travel procedures. They must complete the International Travel Registration form and obtain travel authorization through the Office of the Provost. The Office of International Affairs is available to guide the student in completing all necessary paperwork.
- v. If requests for international travel involving students is not recommended by the Office of International Affairs and efforts toward resolution between the OIA and responsible faculty leader(s) or administrators are unsuccessful, the leader(s) may petition the Office of the Provost to reconsider the decision. The Provost's decision shall be the final decision on the matter.
- vi. If the proposed international activity is not approved, or if international travel to a restricted travel area is not approved, then the program/activity cannot be affiliated with N.C. A&T. The program/activity cannot use university resources, names, marks or logos in any way, be sponsored or endorsed by the university department or unit, receive university funds, or be housed or promoted on university servers or websites, nor can university employees participate. Student education abroad requests must be reviewed and approved by the Office of International Affairs. The appropriateness and approval process will follow UNC System and recognized best practices. Program and placement criteria are developed and maintained by the Office of International Affairs and varies depending on the education abroad program type (see Education Abroad Policies/Procedures).
- vii. For all education abroad programs, the Office of International Affairs will complete an initial review to include risk management considerations, a review of the program's goals and objectives, and give consideration to the strategic global priorities of the university. Documented support from the academic advisor and the department head are required prior to approval.
- viii. Approval for more independent types of education abroad programs will focus primarily on student safety and support and include documentation that the student has departmental approval for the international activity (see Education Abroad Policies/Procedures).
- ix. N.C. A&T does not allow combining personal and business international travel, except that the traveler may add a maximum two (2) days before and

two (2) days after the approved trip at their own expense. Travelers may petition the Office of the Provost for possible additional days. The provost's decision shall be the final decision. Private travel should not coincide with student study abroad/education abroad programs travel except by honest coincidence.

- x. For specific policies regarding international flights, please review university international travel policies/procedures. Reimbursement for airfare is limited to the coach/economy fare.

Approved by the Board of Trustees

Date policy is effective: upon approval

First approved: September 27, 2019

Appendix 1

- **U.S. Department of State Resources** are available to faculty leaders through the Office of International Affairs. The resources provide the most up to date information related to locations for proposed international travel and/or study abroad. This information can also be found at <http://travel.state.gov/travel/>.
- Before traveling, look up your destination at www.travel.state.gov/destination. Take the address/phone number of the U.S. embassy or consulate in that country with you on your trip. Register with the U.S. embassy upon arrival.
- Overseas Emergencies: Call – Overseas Citizens Services, Washington, DC (888- 407-4747 (toll free U.S. and Canada) - +1 202-501-4444 (from overseas). U.S. Passport information is available at (877) 487-2778.
- It is recommended that the United States Department of State Traveler’s Checklist be used in planning your travel. It can be found at: www.travel.state.gov/travelerschecklist.
- **Overseas Security Advisory Council (OSAC)** is a Federal Advisory Committee through which study abroad participants can obtain information about specific destinations. The Committee has a U.S. Government Charter to promote security cooperation between American business and private sector interests worldwide and the U.S. Department of State. Information can be found at www.osac.gov.
- **Smart Traveler Enrollment Program (STEP)** is a free service that allows U.S. citizens traveling or living abroad to enroll with the nearest U.S. embassy or consulate.
- **Center for Disease Control (CDC)** provides information based on scientific studies, disease surveillance, and best practices, to assist travelers and their health-care providers in deciding the vaccines, medications, and other measures necessary to prevent illness and injury during international travel. This information is located at www.cdc.gov/travel.

Appendix 2

Export Control

- University employees and students traveling abroad are prohibited from taking confidential, sensitive, or controlled data outside the United States (unless expressly permitted to do so by the Provost, and then shall comply with the ITS Access Controls Standard) Cell phone numbers may be taken outside the United States. International travelers (researchers, conference participation, preliminary MOU/MOA collaboration visits, guest lecturers, etc.) are responsible for notifying the Division of Research and Economic Development (DORED)--Export Control Officer-- of their travel plans prior to departure to assure the integrity and security of intellectual property and research projects. Travelers are also responsible for reviewing university policy related to Export Control and the Export Management Plan, which summarizes information regarding travel to foreign countries. Federal export regulations prohibit travel to sanctioned countries, as well as the unlawful export of specific commodities.
- University-owned equipment during international travel: If traveling internationally with university laptops, mobile phones, or any other digital storage devices (including flash drives), the traveler must complete the N.C. A&T Export Control Travel Checklist and file an Export License Exception TMP (Temporary Exports/Re-exports) certification.