



International Travel & Program Development Policy

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I. Introduction

International travel is an integral part of the academic, research, and healthcare mission of the University of Rochester, and the University broadly encourages and supports international travel by its faculty, staff, and students in support of that mission—these opportunities offer valuable learning experiences for students, and provide faculty members with mechanisms to enhance their research and teaching. This policy applies only to University-sponsored or -supported travel; it does not apply to non-University or personal travel. In so doing, it provides guidelines and information for planning international travel and developing programs for students, and outlines the university’s expectations for each kind of traveler and type of program.

The goal of this policy is to help ensure the health, safety, and security of members of the University of Rochester community undertaking international travel consistent with the broad activity and intellectual exploration inherent to the international reach of a research university. It seeks to enable consistent planning, operation, and response among widely varied academic units and activities; provide for quick and consistent institutional support for University of Rochester global activities in the event of crisis; reduce risk to travelers and the institution; and connect University travelers with appropriate resources and support. This policy applies to all faculty, staff and students of the University of Rochester participating in University-Sponsored or Supported international travel. This policy does not apply to personal travel.

II. Definitions

Committee on International Travel, Health, & Safety (CITHS)	The CITHS is a standing committee advisory to the Provost on matters related to international travel, health, and safety of UR faculty, staff and students traveling or studying abroad on UR-affiliated programs or business. The CITHS is coordinated by the Office for Global Engagement and consists of representatives of the schools and the following administrative units: Public Safety, Environmental Health & Safety, Risk Management, University Health Service, General Counsel, International Services, Study Abroad, Dean of Students, and Undergraduate Admissions.
High-Risk Destinations	Countries, regions and cities under current U.S. Department of State Travel Warnings. UR may also apply the designation “High-Risk” to locations that pose a specific health, safety or security concern as indicated by sources other than U.S. Department of State Travel Warnings, such as individual U.S. embassies or consulates, the Centers for Disease Control, insurers, or travel providers.
International Travel	Travel undertaken outside the 50 United States. ¹
Sanctioned Countries	Countries subject to United States trade or economic restrictions administered by the U.S. Office of Foreign Assets Control, based on United States economic and national security interests.
Sponsoring Unit	A department, school, college, center, office or other University entity that organizes, approves, or supports an overseas activity.
Travel Registration	Registration will typically include at least the following information from individuals undertaking International Travel: UR affiliation, purpose of travel, dates, destinations and itineraries, modes of travel, accommodation information, contact information, and insurance information.
University-Sponsored or Supported Travel	Academic or business travel undertaken by University of Rochester Faculty, Staff, or Students and, in the case of students and medical residents, developed, funded, or administered by the University of Rochester, or in the case of faculty/staff, related to the individual’s role at the University, or developed, funded, or administered by the University. Such travel may include, but is not limited to: teaching, research, conferences, administrative work, for-credit study, internships, field studies, service learning, volunteer or work programs and other experiential learning, performances, athletic competitions, and trips abroad in connection with student organizations recognized by any UR academic or administrative unit, and students in absentia.
University-Sponsored or Supported Programs	Any ongoing academic or extracurricular program that is organized or operated by the University through its faculty or staff, and which involves students traveling outside the United States either as a cohort or iteratively as individuals.

¹ U.S. Territories are included in this policy due to travel assistance and insurance coverage specifications.

Waiver of Liability

A legal document signed by a person participating in an activity, acknowledging that he or she is aware of the risks associated with participation in the activity and agreeing to waive any claims against the University of Rochester arising from any loss or injury suffered while participating in the activity.

III. Registration of University-Sponsored or Supported International Travel

- Undergraduate Students** Undergraduates are required to register their travel with the Center for Education Abroad or Office for Global Engagement before undertaking any University-Sponsored or Supported International Travel.
- Graduate Students (non-medical)** Graduate Students are required to register their travel with the Center for Education Abroad or Office for Global Engagement before undertaking any University-Sponsored or Supported International Travel.
- Medical Students, Medical Center Graduate Students, Medical Residents, & Medical Fellows** Medical Students, Medical Center Graduate Students, Medical Residents, & Medical Fellows in SMD should all seek approval for and register their travel with their respective offices per those offices' requirements (CACHED, Graduate Medical Office, and Graduate Medical Education).
- Staff** Staff are required to register their travel with the [Office for Global Engagement](#) (via web-based portal) before undertaking any University-Sponsored or Supported International Travel.
- Faculty** Faculty are strongly encouraged to register their travel with the [Office for Global Engagement](#) (via web-based portal) before undertaking any University-Sponsored or Supported International Travel.

IV. Restrictions on Travel to High-Risk Destinations

- Undergraduate Students** Undergraduate students should seek permission from the Travel Review Subcommittee of the CITHS well in advance for University-Sponsored or Supported Travel to High-Risk Destinations (see section V). Wide latitude will be given to students returning to their home countries, and these requests will be reviewed with considerable sensitivity.
- Graduate Students** University-Sponsored or Supported Travel to High-Risk Destinations is not restricted; however, graduate students traveling to high-risk destinations and/or their sponsoring units are encouraged to seek advice from the Office for Global Engagement to develop steps to help mitigate risks.
- Medical Students, Medical Center Graduate Students, Medical Residents, & Medical Fellows** Medical Students, Medical Center Graduate Students, Medical Residents, & Medical Fellows in SMD traveling abroad with UR funding or for credit may not travel to countries that are on the [US State Department's Travel Warning List](#).

Staff	University-Sponsored or Supported Travel to High-Risk Destinations is not restricted.
Faculty	University-Sponsored or Supported Travel to High-Risk Destinations is not restricted.

All travelers should be advised that evacuations from US-Sanctioned or Embargoed countries may not be possible through UR’s insurance and travel assistance providers.

V. Permission for Travel to High-Risk Destinations

This policy acknowledges that the severity of risk may vary significantly from place to place within a given country, and that U.S. Department of State Travel Warnings also may vary in the severity of their proposed restrictions. Therefore, undergraduates should seek permission well in advance of travel to high-risk destinations by submitting a petition to the Travel Review Subcommittee (TRS) of the CITHS. The TRS will then review and assess petitions and make a recommendation to the appropriate School Dean or his/her designee for final approval. Approval may require petitioners to take further steps to mitigate risk as conditions of travel, including, for example, additional health, safety and security precautions, further training, special waivers, or additional insurance coverage.

VI. Waivers of Liability

Undergraduate Students	Each Sponsoring Unit must ensure that all participants sign a Waiver of Liability form prior to departure on University-Sponsored or Supported International Travel.
Graduate Students	Each Sponsoring Unit must ensure that all participants sign a Waiver of Liability form prior to departure on University-Sponsored or Supported International Travel to a High-Risk Destination.

In each case, the form used must be a standard University of Rochester form and must be tailored to the particular program and risks. Signed forms must be kept on file by the Sponsoring Unit for four years from the end of the trip or program. It is highly recommended that signatures be obtained at the end of a pre-departure orientation or other in-person discussion of the program and associated risks.

VII. Insurance & Emergency Travel Assistance

Information about health insurance and emergency travel assistance can be found on the Global Engagement [website](#).

Undergraduate & Graduate Students	All Students undertaking University-Sponsored or Supported International Travel must possess health insurance that meets minimum standards. All University of Rochester students are covered by an emergency travel assistance plan when traveling abroad on University-Sponsored or Supported travel.
Faculty & Staff	Faculty and staff are encouraged to review their health insurance coverage to ensure that it meets minimum recommended standards. All University of Rochester employees are covered by an emergency travel assistance plan when traveling abroad on University business.

VIII. Evacuation & Cancellation

In cases of serious emergency or other event that raises a serious safety or health concern abroad, the University may issue an instruction that all University Faculty, Staff or Students abandon all plans to travel to and/or evacuate a given location when conditions have changed to the extent that participation in an activity at that location endangers the health, safety or security of participants. In such scenarios, the University will evaluate specific travel situations and protocols regarding travel evacuation or cancellation with any affected stakeholders at that time.

IX. Travel During an Outbreak of Infectious Disease

Travelers in a location of a current outbreak must observe the existing health care precautions and quarantine plans established by the host country and should monitor UR websites and communications for updates.

Travelers returning to the United States from a country undergoing a current outbreak where the quarantine has been lifted will not be permitted reentry into the University community until cleared by University Health Service.

UR travelers to destinations abroad will be advised to wait until the outbreak of infectious disease has passed and the country has lifted the quarantine before attempting to travel to the United States. In case of a widespread outbreak (like SARS, Ebola), monitoring will be conducted at airports for persons who are ill. The affected country or region may declare a health emergency and the policies in-country would determine permitted travel options. Policy makers in the US will determine whether those arriving from affected countries will require quarantine if not ill at the time of entry. Travelers can receive this information through the University Health Services Office (UHS) or Occupational Medicine.

X. International Programs for Students
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1. *Program Types and Classifications*

Any University of Rochester-Sponsored or Supported Program—defined as any academic or extracurricular program that is organized, operated, or financially supported by the University through its faculty or staff, and which involves one or more students traveling outside the United States—shall be developed in accordance with guidelines established in this policy. Financial support may include grants or reimbursements to students or faculty/staff for travel to the program or for other program-related expenses.²

University-sponsored or Supported programs typically are of the following types:

Contractual Direct-enrollment³ & Affiliate Programs	Contractual university-to-university (or university-to-affiliate) program in which entities agree to enroll UR students as transient/non-degree students for purpose of program.
Exchange Programs	Programs in which the University and another institution agree formally, in a contract, to exchange students for particular durations of time, usually a semester or academic year.
Internships	Programs organized by UR faculty, staff, or units for placements either with a government, not-for-profit, or for-profit enterprise outside the United States.
Short-term Faculty/Staff-led Programs	Programs in which faculty or staff lead or send one or more students on a program they have designed and planned.
Third-Party Provider Programs	Programs in which students enroll in a formal study abroad program operated by a non-University program provider, usually under contract with the University.

2. *Program Development & Approval*

Programs must be developed according to [industry standards of good practice](#) and guidelines established by the Office for Global Engagement. Academic units (schools and colleges) are responsible for approving programs, including all academic components (coursework, fieldwork, practicums, lectures), travel and lodging arrangements, emergency planning, and excursions (excluding personal excursions solely planned and paid for by students). Approval must be by the Dean or designee of the school or college; individual faculty and Department Chairs cannot approve programs. Deans may, however, grant an approving or recommending role to committees, at the Deans' discretion.

The Travel Review Subcommittee (TRS) of the CITHS is responsible for making recommendations to the approving school or college regarding the non-academic components of programs, including location-specific, in-country, and logistical elements. The subcommittee will establish the types of

² Maintaining enrollment via the payment of a study abroad fee during a period spent away from Rochester on a non-University-sponsored or Supported program, by itself, is not considered University support for purposes of this policy.

³ Direct enrollment programs in which a student enrolls in directly in coursework abroad by applying directly as a transient student (non-exchange) to an institution abroad would not be considered a UR-sponsored program.

information as well as the time for review that it will need in order to evaluate the program properly and make a recommendation.

Deans wishing to approve a program against the recommendation of the CITHS subcommittee must obtain written permission from the University Provost.

3. Program Registration & Review

All approved programs will be reported to the Office for Global Engagement for registration. Programs shall not operate until they have been fully approved and registered.

Academic units shall be responsible for reviewing and approving new or additional curricula offered iteratively on approved programs.

Schools must notify the Office for Global Engagement of new or additional locations added iteratively to an approved program itinerary, which may necessitate review by the TRS of CITHS. Additionally, changes in the security status on-the-ground in the program location/s may necessitate additional review and assessment by the CITHS travel review subcommittee.

4. Program Implementation & Management

Programs must be implemented and managed according to [industry standards of good practice](#) and University guidelines for overseas programs, which are developed by the Office for Global Engagement and approved by the CITHS. These standards include but are not limited to elements such as: pre-departure and on-site orientations; disclosures of all planned activities, modes of travel, location/type of accommodation, and known risks; mechanisms for incident reporting.

5. Reporting of Incidents Abroad

Incidents, including accidents, injuries, illnesses, mental-health-related issues, criminal activity and the like, that impact the health or safety of any University person during international travel, must be reported to the University of Rochester Office of Public Safety so that the Office of Public Safety may route calls according to an incident-response phone tree for programs abroad.

6. Student Conduct

Student conduct while on international travel is subject to existing University codes of conduct. Disciplinary procedures followed will be fundamentally fair and consistent with the University's procedures to the maximum extent feasible under the circumstances.

<http://www.rochester.edu/college/cscm/conduct.html>