



UNIVERSITY OF MICHIGAN-FLINT
INTERNATIONAL GROUP TRAVEL PROGRAMS

POLICIES AND PROCEDURES

Office of the Provost

229 University Pavilion
303 East Kearsley Street
Flint, Michigan 48502
Phone: 810-762-3177

www.umflint.edu/provost

Administrative Departments:

International Center/Education Abroad Office

219 University Center
303 East Kearsley Street
Flint, Michigan 48502
Phone: 810-762-0867

www.umflint.edu/international/educationabroad

International and Global Studies Program

238 Theatre
303 East Kearsley Street
Flint, Michigan 48502
Phone: 810-427-5307

www.umflint.edu/igs

INTRODUCTION

The University of Michigan-Flint encourages its faculty and staff to consider developing and leading study and/or experiential global programs. UM-Flint short-term education abroad programs provide excellent opportunities for faculty, staff, and students to develop intercultural skills that contribute to the internationalization of our campus. A short-term program is a type of experience that may consist of either a credit-bearing course or a non-credit global experience.

UNIVERSITY OF MICHIGAN INTERNATIONAL TRAVEL POLICY

This International Travel Policy applies to faculty, staff, and all students traveling outside of the United States of America for University-related purposes, which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competitions. Schools, colleges, or business units may have additional policies and procedures that support this overall policy. This International Travel Policy outlines the University's requirements with regard to the University's policy subject to: (A) the University Travel Registry; (B) travel abroad health insurance; (C) emergency evacuation insurance; (D) University Travel Warnings or University Travel Restrictions; and (E) international travel involving student groups. The entire travel policy may be found at <http://spg.umich.edu/policy/601.31>.

PROGRAM APPROVAL PROCESS & DEADLINES

Proposals for new and previously offered programs are considered through the submission of the *Application for International Group Travel*. All proposed programs must be vetted and approved through the sponsoring university unit and adhere to any unit-level policies for submitting a proposal for short-term off-campus study. Programs must also be reviewed for health and safety by the **International Travel Advisory Committee (ITAC*)**. Programs to destinations that have a University Travel Warning or Restriction will be reviewed by the University-system International Travel Oversight Committee (ITOC). ITOC functions out of Ann Arbor and includes representatives from UM-Flint. To determine, visit <http://global.umich.edu/travel-resources/warnings-restrictions/>.

All international group travel programs are administered in collaboration with the **Education Abroad Office (EAO)**. The EAO is under the auspices of the **International Center**.

The approval process is as follows:

<p>1. The Program Leader must complete any department/unit-level processes and acquire appropriate endorsement on the <i>Application for International Group Travel</i>.</p> <ul style="list-style-type: none">• Deadline: Please contact your sponsoring unit(s)
<p>2. The Program Leader must submit the <i>Application for International Group Travel</i> by the specified deadline:</p> <ul style="list-style-type: none">• Deadline for programs seeking EAO marketing support and student scholarship eligibility: March 15 for programs taking place the following year• Deadline for all other programs: 90 days prior to trip commencement <p>Program Leaders and units will be notified regarding ITAC decisions. If the program is approved for health and safety, the ITAC Chair will sign appropriate endorsement on the <i>Application for International Group Travel</i>.</p>
<p>3. Programs seeking sponsorship through the International and Global Studies Program (IGS) should submit a proposal and requested material to the IGS Chair. Program Leaders and units will be notified about IGS decisions and the IGS Chair will sign the appropriate endorsement on the <i>Application for International Group Travel</i>. For more information—including program proposal deadlines—please visit the IGS website at www.umflint.edu/igs.</p> <p><i>Programs seeking IGS sponsorship that are not approved by IGS must contact their department and Dean's Office to seek approval for school/college sponsorship.</i></p>
<p>4. The Education Abroad Office will contact the sponsoring unit(s) for final approval. If the program is approved, EAO will contact the Program Leader and initiate the implementation process.</p>

*The International Travel Advisory Committee (ITAC)—formerly the Study Abroad Advisory Committee (SAAC)—was created in 2009 to work on behalf of the Provost and in conjunction with the Education Abroad Office (EAO) in key areas involving study/travel abroad programs. As an advisory committee, ITAC evaluates international travel risk management issues in cooperation with specific programs, departments, individuals, and the UM system International Travel Oversight Committee (ITOC). The ultimate authority in evaluating and approving international travel programs is the Provost (or designee), as recommended by ITAC and appropriate constituencies. This same authority pertains to the cancellation of a program due to health and safety concerns. The ultimate authority for cancellation due to lack of financial viability resides within the sponsoring academic unit, in consultation with ITAC.

COLLABORATION WITH EDUCATION ABROAD OFFICE

Because there are individual as well as shared responsibilities, Program Leaders and EAO staff must plan to work collaboratively. In general, EAO will support the program by designing marketing material for the program, facilitating the program application and scholarship application process, collecting appropriate student forms, enrolling participants in international health insurance, and registering the program in the UM Travel Registry. EAO will also communicate with students to ensure health and safety compliance, provide information about deadlines, and respond to general inquiries about the program. Program Leaders are expected to respond to program-specific questions.

PROGRAM LEADER ELIGIBILITY

Group leaders (faculty or staff) leading students abroad to any destination for study, research, or other reasons must have their plans reviewed and approved in advance by the Dean or designated administrator of each academic or business unit in which the program is based. Faculty and staff typically have had previous on-site travel experience before proposing a short-term program and are able to communicate their contributions to the program, as well as their limitations. Program Leaders should contact their sponsoring unit(s) for unit-specific eligibility policies.

PROGRAM LEADERS AND SPONSORING UNITS ARE RESPONSIBLE FOR THE FOLLOWING:

- a. **Academic/Co-Curricular Content:** including syllabi, course materials, lectures, excursions, etc.
- b. **Travel and Logistical Arrangements:** If no program provider or on-site coordinator is utilized to arrange program logistics (housing, in-country and local transportation, meals, and excursions), it is the Program Leader's/unit's responsibility to make these arrangements.
- c. **Budget:** The Program Leader must provide budget figures for all expenses as well as an estimated program fee. All program accounts are managed by the Program Leader and the sponsoring unit. This includes understanding and initiating lump sum cash advances, P-Card limits (when available), and per diem advances. At least 90 days prior to departure, please contact the Financial Services & Budget and Procurement offices to discuss the appropriate methods to (1) acquire funds and (2) procure travel expenses.
- d. **Course Descriptions:** The Program Leader must develop a program description, incorporating brief narratives of the academic course, program structure, eligibility requirements, as well as prerequisites, degree requirements fulfilled, housing and meals, and any physical demands students must meet to participate in the program.
- e. **Marketing and Recruitment:** The recruitment of students is one of the Program Leader's/department's primary responsibilities. EAO will design printed and electronic material of the program and conduct general marketing support.
- f. **Enrollment:** All students are required to submit an application online through M-Flint WorldLink. Program Leaders select students based on the application and other resources, including interviews and additional paperwork, and use eligibility requirements published in the program description. EAO facilitates the student application process.
- g. **General Oversight of Students:** Program Leaders provide general oversight and direct students in the academic and intercultural goals of the program both while in the country and while on the program. Program Leaders are the primary individual responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for ensuring each student's conformance to University and other applicable policies, rules, regulations, and standards of conduct. Program Leaders should be familiar with the *International Travel Program Leader Handbook* and the *International Travel Incident and Crisis Management Handbook*.

INTER-UNIT COLLABORATIONS

Program Leaders who collaborate with faculty and/or staff from other units must ensure that all sponsoring unit-level policies are followed. It is the responsibility of the **primary** Program Leader's unit to manage the program budget and facilitate the implementation process.

CHANGES TO PROGRAM PROPOSAL

Any changes to the information on an approved *Application for International Group Travel*—including co-leader appointments—must be communicated to the sponsoring unit and be submitted for additional review to ITAC.

PROGRAM TRAVEL DATES

Program travel dates and coursework must fall within the start and end dates of a term. For example, a program with corresponding course work taking place in Spring term cannot have a travel start date in Winter term; the travel start date must fall within Spring term. Any exceptions to this must be made prior in coordination with the sponsoring unit, Office of the Registrar, Office of Financial Aid, and the Cashier's Office.

COMPENSATION & TEACHING LOAD GUIDELINES FOR CREDIT-BEARING PROGRAMS

Each sponsoring unit is responsible for arranging compensation for Program Leaders and for providing guidelines for teaching load. In situations where Program Leaders come from different units, the arrangement must be facilitated and coordinated by the respective Deans' Offices.

IGS FACULTY COMPENSATION POLICY FOR IGS SPONSORED COURSES (2012)

- a. Study Abroad courses will be offered and compensated as a regular spring/summer class. Faculty will receive no less in compensation for a study abroad course than is established for regular on-campus spring/summer teaching within the unit in which it is being taught (usually 1/9th of salary for a three credit course).
- b. Because of the extra responsibility and workload involved, faculty will receive no less than \$6,500 for teaching a study abroad course. When a course is co-taught by two faculty members, the compensation will be divided equally between two faculty members.

Where faculty have a 12 month instructional appointment, please contact your unit.

COURSE SCHEDULE & REGISTRATION

Programs that are credit-bearing must have an appropriate course association. Programs approved for **International and Global Studies (IGS)** sponsorship must be INT 394/594 only and cannot be cross-listed with any other courses. All other programs must have a relevant course name and cannot be cross-listed with INT. In programs offered to both undergraduate and graduate students, both the undergraduate and graduate course must be identified.

The submission of the course schedule to the Registrar's Office is coordinated by the Education Abroad Office.

PARTICIPATION ELIGIBILITY

It is expected that ALL individuals participating in on-site program activities must pay the program fee and be registered for international travel.

	Student <i>(Degree-seeking/Non-Candidate for Degree/Guest)</i>	Non-Student <i>(Alumni/Community Member)</i>
Pays program fee	Required	Required
Registers and pays tuition for course	Required	Recommended

Non-students, Non-Candidate for Degree students and **Guest students** are not eligible for financial and university scholarships.

COMPANION AND DEPENDENT TRAVEL

From the University of Michigan's *Guidance for Education Abroad Program Leaders and Accompanying Dependent and Companion Travel*:

The **primary duty** of a Program Leader is to appropriately manage the education abroad program. This includes assuming responsibility throughout the education abroad experience for both program quality and for the health and safety of all participants. Specific responsibilities might include: organizing coursework and related activities; accommodations; travel arrangements; identifying and mitigating risks; and responding to emergencies. A Program Leader must be available to provide emergency support to participants on a 24/7 basis.

A U-M Program Leader's dependent is defined as their spouse or other qualifying adult, and/or child. A companion is another adult accompanying the Program Leader on the education abroad trip. Because a Program Leader's primary responsibility is to the quality, safety and success of the experience, the University of Michigan **discourages** Program Leaders from bringing dependents or companions on an education abroad program. A feasible alternative is to travel with the dependent or companion before or after the program.

The U-M recognizes that despite the above discouragement, sometimes a Program Leader has compelling reasons for a dependent or companion to accompany them on an education abroad experience. In such cases, the Dean of the school or college, or the leader of the unit that is sponsoring the programs must be informed and approve the accompanying dependent/companion plan.

For additional information on this process, please see the [Guidance for Education Abroad Program Leaders and Accompanying Dependent and Companion Travel](#) at <http://global.umich.edu/going-abroad/planning/policy/>.

CANCELLATION

The University of Michigan-Flint reserves the right to discontinue short-term programs at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of programs is insufficient enrollment and health/safety concerns.

WITHDRAWAL

It is expected that a Program Leader will not withdraw except in an emergency. If it is impossible to serve as a Program Leader, the Program Leader's sponsoring unit(s) and the Education Abroad Office must be notified immediately.

INTERNATIONAL TRAVEL INVOLVING STUDENT ORGANIZATIONS

Registered student organizations may submit a proposal to travel abroad as a group. The proposal must include the background on the student organization, the trip objective(s) and desired outcomes, a proposed budget, and tentative itinerary. The group leader must prepare the *Application for International Group Travel* and acquire the appropriate endorsement from Student Involvement and Leadership (SIL), as well as their sponsoring unit. The proposal and *Application for International Group Travel* must be submitted to the Education Abroad Office (EAO) at least 90 days prior to trip commencement. All university travel policies apply.

STUDENT PRE-DEPARTURE ORIENTATION

Program Leaders are required to orient students and other participants to the destination(s) prior to departure.

PROGRAM LEADER PREPARATION

Program Leaders are required to participate in a health and safety orientation prior to departure. Throughout the year, Program Leaders are also encouraged to take advantage of sessions made available by EAO and IGS to gain expertise as an off-campus Program Leader. Program Leaders are provided the *International Group Travel Program Leader Handbook*.

BUDGET MAINTENANCE & FINANCIAL REPORTING

Program Leaders and their Budget Administrators are encouraged to set up a meeting with Financial Services & Budget and Procurement as soon as possible to discuss their anticipated financial needs, as well as the administrative accounting guidelines they will need to follow (before, during, and after travel). Program Leaders must adhere to the University of Michigan guidelines for travel and hosting (see U-M Standard Practice Guide — <http://spg.umich.edu/>). The Education Abroad Office will rely on Program Leaders to account for use of their funds in accordance with these guidelines. Program Leaders are expected to review budget information and reconciliation procedures with their departmental Business Administrator prior to travel. The Business Administrator is the person within the Program Leader's supporting unit who will manage their project budget. Program Leaders are encouraged to set up a meeting with their Business Administrator as soon as possible to discuss their anticipated financial needs, as well as the administrative accounting guidelines they will need to follow (before, during, and after travel).

The University of Michigan-Flint requires complete financial reporting for all expenses incurred by the program. See www.umflint.edu/financialservices for complete University Policies and Procedures regarding P-Card and cash management.

MEDICAL COVERAGE

International travel medical insurance for faculty and staff is provided through GeoBlue Traveler. The plan covers spouses/domestic partners and dependents traveling with the Program Leader. It also covers leisure activities prior to and after the University-related program. All University of Michigan faculty and staff are covered by a blanket policy therefore Program Leaders do not have to pay for the plan. Visit www.uhs.umich.edu/files/uhs/14-15-BT-Member-Guide.pdf to learn more and download a card.

Student participants are enrolled in an international medical plan by the Education Abroad Office.

HEALTH, SAFETY, AND COMMUNICATION

Program Leaders will arrange for means to contact the University of Michigan-Flint campus either at or near the site(s) of the program and will have a clear communication link to the campus. Regardless of the location(s), Program Leaders should be prepared to respond to health and safety concerns, whether emergency or routine in nature. Program Leaders are provided with a health and safety orientation as well as the *International Travel Incident and Crisis Management Handbook*.