



# ROLLINS COLLEGE POLICY

<b>Title: College-Sponsored and Affiliated Student International Travel</b>	<b>Type</b>	<b>Key Institutional</b>
<b>No:</b> KI 1028	<b>Approval Date:</b> 6-8-2021	
<b>Responsible Office:</b> VP for Academic Affairs Provost. Overseen by Office of International Programs	<b>Reviewed By:</b> College Policy Committee, 5-14-2021; President's Cabinet, 6-8-2021; <b>Approved By:</b> President, 6-8-2021	
<b>Next Review:</b> 2026-2027	<b>Revision No:</b>	

## I. Purpose/Introduction/Rationale

KI 1028 *College-Sponsored and Affiliated Student International Travel* formalizes a policy and process for approval and registration of student international travel experiences for all offices, departments, staff, faculty, and students at Rollins College.

## II. Definitions

**Rollins College Study Abroad.** All short- and long-term study abroad programs and travel courses led by Rollins faculty and/or staff, and/or offered through a partner institution or organization. Includes all field studies, Rollins-Approved Programs, and Crummer Graduate School travel courses.

**Rollins College Affiliated Student International Travel.** All other international travel involving a Rollins employee who is traveling with any number of the College's students for an educational, co-curricular, or extracurricular purpose, regardless of the source of the funding for such travel. Also includes any international travel by a student funded in full or in part by the College, or any student engaged in an internship, independent study, or research abroad for credit or as part of a degree program.

The Office of International Programs (OIP) divides College-affiliated student international travel into two categories to best mitigate risk, as described below.

- **Independent Experiences Funded or Awarded Credit.** A student travelling to participate in an experience that the student has developed, identified, or selected and that will be awarded credit and/or funded in full or in part by the College. Examples include a student who has identified and secured an internship abroad and is enrolled in the Rollins internship course, a student who has found a service-program abroad through which to complete hours required for a Rollins scholarship or degree program, or a student who has received a departmental scholarship for a trip abroad.
- **Specific International Experiences Sponsored by a Department or Employee.** Any student(s) travelling with a College employee *and/or* any specific travel experience that a department or individual employee has developed or identified for one or more students. Examples include a faculty member who has developed an internship placement and recommended a student to participate, a department that is funding students to travel to a particular conference abroad on behalf of the department or College, or the advisor for a student organization organizing access to a specific service-trip abroad for the members of the organization. The defining condition is whether the College, through an employee, department, or program, is recommending and supporting a specific travel experience – if so, the College has a greater responsibility to appropriately vet such experiences.

## III. Procedure or Application

All Rollins College Study Abroad programs and all College-Affiliated International Travel must be registered with OIP. The following terms govern the registration processes for the different types of student international travel.

### Process for Rollins College Study Abroad

- Students register their travel through OIP.
- In cooperation with faculty and staff leading programs and partner institutions and organizations, OIP oversees the programs and maintain detailed records to mitigate risk.

### **Process for College Affiliated Student International Travel**

- Independent Experiences Funded or Awarded Credit: student(s) register their travel through OIP.
- The student completes basic paperwork with OIP and provides OIP with details about their travel plans.
- If there are significant risk concerns, OIP will follow-up immediately with the student and the department providing funding or credit to determine if the travel is approved.
- Deadline for this process is always the last day of classes in the term prior to travel.
- Should the student be non-responsive after multiple contact attempts, OIP will send the student a written statement explaining that the student has not complied with the College process, that the travel is entirely at their own risk, that they are responsible for their own insurance coverage for travel, and that the College does not have the information necessary to assist in case of any issues or emergencies.

### **Process for Specific International Experiences Sponsored by a Department or Employee**

- The sponsoring employee or department must submit a travel proposal to OIP according to a set schedule.
- If approved, the sponsoring department or employee must: (1) confirm participating students and (2) submit a confirmed travel itinerary and completed Risk Management Form in advance of travel.
- Students register their travel through OIP, complete basic paperwork, and provide details about their travel plans.

### **OIP Responsibilities for All Students' International Travel**

- Review student paperwork, provide pre-departure materials and insurance information, review health information and conduct any needed follow-up, and provide additional advising and support for any issues and emergencies as needed pre-departure and during travel.
- If any employees are traveling with the student(s), provide a packet of materials for the employee that includes emergency protocols, travel policies, insurance details, and copies of student information.

## **IV. Related Policies**

KI 1027 *College-Sponsored Student Domestic Travel*

KI 2019 *State Department Travel Advisory Policy*

## **V. Appendices/Supplemental Materials**

*Not applicable.*

## **VI. Effective Date**

This policy is effective June 8, 2021, and supersedes all previously issued versions.

## **VII. Rationale for Revision**

*Not applicable.*