Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Faculty-Led Education Abroad**
Regulation and Procedure Number:	**URP: 02.265**
Policy Owner:	**Academic Affairs**

POLICY STATEMENT

Texas Woman's University endeavors to provide students with education abroad opportunities related to their academic degree areas through faculty-led courses abroad. TWU's education abroad offerings aim to provide students with the opportunity to shape their identity as global citizens and positively impact their academic, personal and professional development.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. "Credit-seeking Students" means students enrolled in a designated faculty-led education abroad course who have met all eligibility requirements for studying abroad.

2. "Non-credit-seeking Participant" means all participants (e.g., spouses, partners, friends, alumni, etc.) age 18 and older who have met eligibility requirements for travel but are not enrolled in a faculty-led education abroad course.

3. "TWU Faculty and Employees" means official employees of Texas Woman's University.

4. "Minor Dependents of TWU Faculty and Employees" means minor dependents are only those children under the age of 18 who are related to TWU faculty and staff. Minor dependents of credit-seeking students or non-credit-seeking participants may not participate in faculty-led education abroad travel. See Minor Dependents under Responsibilities of Faculty for the specific details, regulations and eligibility requirements.

REGULATION AND PROCEDURE

I. Regulation

Participants in faculty-led education abroad is available to credit-seeking students; non-credit-seeking participants; TWU faculty and employees; and, in certain circumstances, minor dependents. All participants must follow TWU policies and procedures for education abroad.

II. Responsibilities

A. Office of Education Abroad Programs

1. Before course travel:

a. Provide faculty with guidance and support for developing the course and organizing the travel logistics.

b. Oversee course approval process. Ensure faculty-led abroad courses meet all Texas Higher Education Coordinating Board requirements.

c. Verify all participants are eligible and have completed TWU's travel registration process through the International Travel Registry.

d. Monitor safety and security levels in faculty-led abroad course locations. Refer to URP 01.290: International Travel for guidelines and procedures related to areas with potential for heightened risk.

e. Communicate changes in safety and security levels with faculty and participants.

f. Provide health & safety training for all participants during faculty-led education abroad course pre-departure orientation.

2. During course travel:

a. Continue to provide guidance and support for faculty and participants as needed.

b. Continue to monitor safety and security levels in faculty-led education abroad course locations. Refer to URP 01.290: International Travel for guidelines and procedures related to areas with potential for heightened risk.

c. Communicate changes in safety and security levels with faculty and participants.

d. In the case of an emergency, work with TWU's international insurance provider and the Office of Risk Management to enact the Off-campus Incident Annex of TWU's Comprehensive Emergency Management Plan.

B. Faculty

1. Before course travel

a. Follow guidelines and deadlines for faculty-led education abroad courses as detailed on the Education Abroad website.

b. Determine whether non-credit-seeking individuals may participate. Their participation in University-sponsored abroad programs is at the discretion of the program leader.

c. Seek approval through the Faculty-led Abroad Course Request for Approval process.

d. Courses with hands-on clinical components must be reviewed to ensure the hands-on activities are covered by TWU's malpractice liability insurance. Faculty must work with Education Abroad Programs to seek approval by TWU's international insurance provider and the Office of Risk Management.

e. Ensure course enrollment meets the university standards: minimum of 12 students for undergraduate courses and a minimum of 6 students for graduate courses.

f. Ensure course enrollment for bracketed courses. Minimum bracketed enrollment is 6 graduate students or a total of 12 undergraduate and graduate students combined. The salary for bracketed courses will be equal to that of teaching one course.

g. Work with academic department chair to ensure sufficient funds exist to cover the cost of faculty/staff leaders' travel expenses and reimbursement of expenses incurred by faculty/staff while abroad.

h. Follow procedures for employee international travel as outlined in URP 01.290: International Travel.

i. Distribute and discuss the Off-Campus Incident Annex provided by Education Abroad Programs to all leaders prior to departure.

2. During course travel

a. Duty of Care for the participants is the responsibility of the faculty leaders. The expectation is to exercise reasonable care for foreseeable harm.

b. All TWU policies apply and extend while traveling abroad. Faculty shall have the authority to dismiss a credit or non-credit-seeking participant from the program for violations of the code of conduct or failure to follow instructions given by a faculty/staff leader. All student conduct violations must be reported to the Office of Civility and Community Standards.

c. Leave no student behind unattended.

d. Be supported/assisted by a second TWU employee unless an exception is approved by the Provost. If student enrollment exceeds 25, an additional TWU employee must assist for each 15 additional students or fraction thereof.

e. In the case of an emergency, follow the steps laid out in the Off-campus Incident Annex.

C. Credit-seeking Student

1. Enroll in the faculty-led education abroad course.

2. Be in good disciplinary standing with TWU as overseen by the Office of Civility & Community Standards.

3. Have no outstanding financial liabilities with TWU.

4. Consent to a Request for Criminal History administered through TWU DPS.

5. Comply with the TWU Student Code of Conduct.

6. Complete registration through the International Travel Registry by the course's respective deadlines.

7. Attend all required pre-departure meetings.

8. Pay the International Travel Fee.

9. Meet with Disability Support Services if accommodations need to be arranged for special needs.

D. Non-credit-seeking Participant

1. Be at least 18 years old. Minor dependents of faculty and staff are the only exception to this requirement. (See Minor Dependent)

2. Consent to a Request for Criminal History administered through TWU DPS.

3. Complete registration through the International Travel Registry by the course's respective deadlines.

4. Attend all required pre-departure meetings.

5. Pay the International Travel Fee.

E. Students with Disabilities

1. The Americans with Disabilities Act ("ADA") applies in the United States; many countries do not have the levels of access available in the U.S. (e.g., historic buildings that do not have elevators). Disability Support Services works with TWU staff and faculty as well as the staff at the international sites to provide reasonable accommodations where appropriate and feasible. According to the law, accommodations are determined on a case-by-case basis and are not required if they would require a fundamental alteration of the course and/or travel or would present an undue hardship to the university. If students are not able to perform the essential requirements of the faculty-led education abroad course

(with or without accommodations), they are not qualified to participate in the course.

2. Meet the standard university eligibility requirements in applying for faculty-led education abroad courses.

3. Begin planning for education abroad with Disability Services for Students in advance of registering for the faculty-led abroad course to identify challenges related to travel within particular countries.

4. Be registered with Disability Services for Students in order to receive accommodations in advance of participating in education abroad. If the student chooses not to disclose any disability-related needs until abroad, he/she is subject to the same policies and procedures for course participation as any other student.

5. Identify disability-related potential barriers that could affect participation in the course, and consider the impact on:

    a. Classroom participation

    b. Housing

    c. Transportation

    d. Academic supports (e.g., testing, writing, and reading)

    e. Health services (e.g., counseling, medication)

    f. Assistive technology

III. Minor Dependents accompanying Faculty or Staff

A. In certain circumstances, minor dependents of TWU employees will be permitted to participate in travel associated with faculty-led courses.

B. Faculty-led education abroad courses are academic programs; therefore, these courses are never designed to cater to the needs of individuals who are not part of the academic experience. Accompanying minor dependents should not interfere with the function of the faculty-led education abroad course program in any way. However, TWU recognizes the importance of family and allows faculty and staff members leading education abroad

courses to include their children as part of the education abroad travel experience bearing in mind the need to adhere to the following guidelines:

1. No minor dependents will be allowed to accompany faculty/staff during programs that last three weeks or less. TWU faculty and staff must seek approval from the Provost to allow their minor dependent children to accompany them when teaching/leading a course abroad for more than three weeks.

2. The faculty/staff leader is responsible for the students participating in the course first and foremost.

3. Faculty/staff must provide a primary caretaker for their minor dependents. This caretaker must be 18 years of age or older.

4. Faculty/staff must cover all expenses for the primary caretaker and children.

5. Faculty/staff cannot be considered the primary caretaker at any time during the education abroad travel.

6. Other faculty/staff members involved with the education abroad travel cannot serve as a caretaker at any time while abroad.

7. Students shall never be asked to serve as a caretaker at any time.

8. The primary caregiver must follow all of the requirements laid out for non-credit-seeking participants.

9. Faculty/staff must follow all of the requirements laid out for non-credit-seeking participants for their minor dependents.

IV. Safety and Security

A. International Insurance

1. TWU's international insurance policy extends to all participants of faculty-led education abroad courses.

2. The International Travel Fee paid by all participants assists with covering expenses related to international insurance policy and the International Travel Registry software system.

B. Emergency Information and Plan

1. All participants will be trained on the Off-campus Incident Annex during their pre-departure meetings.

2. All participants will also be provided with specific emergency information for their faculty-led education abroad course and location prior to departure.

3. In the event of an emergency, participants should follow the procedures laid out in the Off-campus Incident Annex.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Texas Higher Education Coordinating Board Requirements

URP 01.290: International Travel

International Travel Registry

URP 06.200: Student Code of Conduct

FORMS AND TOOLS

Faculty-led Abroad Course Request for Approval

Detailed procedures needed to implement this URP are found on the Education Abroad Programs Website

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