September 12, 2016

TO: Mike Middleton, Interim UM System President
FROM: Brian Burnett, VP for Finance
RE: International Travel CRR 210.070

In recent years, we have had several occasions where it would have been advantageous to quickly access information regarding all UM related participants abroad that may have been in harm’s way. During incidents such as those highlighted below readily available information was limited to only study abroad students:

- Brussels bombings in this past March
- Indonesia bombing causing difficult travel through Jakarta December 2015
- Ebola affected areas in 2014
- Paris during attacks
- Arab spring 2011
- Japan during the tsunami in 2011

The ability to quickly and reliably access travel information is key in our ability to confirm if there are UM related students in an affected area. And if so, determine whether or not participants are safe and to provide other needed service and support such as evacuation of all UM participants. This also affords the University the opportunity to advise travelers of tools available to them for planning and resources available in the event of an emergency.

Our international travel for study abroad increased more than 14% in 2015 from 2014. Due to the expansion/growth of University related international travel and the diversity of travel types such as alternative breaks and research trips, I am recommending revisions to CRR 210.070 which addresses challenges and allows us to provide support to all participants of University related educational programs and the ever changing activities more fully.

The current CRR language is narrowly defined as credit bearing study abroad activities. The proposed revision compels the campus Designee to approve travel by participants in University related educational programs and capture via registry. This affords the University two opportunities: first, the ability to advise of tools available for planning and travel preparation and second, the ability to identify and reach out to any participants should an event occur and if needed offer support services. Participants include but are not limited to degree seeking, visiting and continuing education students, whether registered for any credit or non-credit activity involving international travel that UM has supported. If someone is accompanying students, they are considered a participant.

As with many other Universities, we have a growing concern about student health and safety when international travel is involved. The International Offices & Centers, Office of Risk & Insurance Management and Office of General Counsel discussed and drafted the attached revision to Executive Order 210.070. The group has received support of the four Chancellors to advance the recommendation to UM leadership. I am endorsing this Executive Order modification and ask for adoption of the revisions.

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210.070 Guidelines for University of Missouri
Sponsored Study Abroad Related
International Programs


A. Guidelines for International Studies Centers and Sponsoring Academic Units
   1. All University of Missouri sponsored study abroad programs must be approved in
      writing by the Chancellor or his or her designee. Sponsored Programs include
      programs designed, negotiated and managed by the University of Missouri and/or
      consortium agreements.

   2. The administration of study abroad programs will be determined by the
      Chancellor on each campus. Although the international studies centers may not
      administer all study abroad programs on its campus, the centers for their
      respective campuses will be responsible for ensuring that each study abroad
      program sponsored by the University meets the following guidelines.

   3. As appropriate, the following information will be made available to students and,
      if the student is under 18, to their parents during an orientation about study abroad
      programs. Orientation may be provided either in writing or face-to-face, but face-
      to-face is the preferred method. After attending the orientation session, students
      and, when appropriate, their parents must sign a release form indicating they have
      received the information covered in the session and understand the risks
      associated with participation in a study abroad program. If, as a result of
      orientation, any student wishes not to participate in the program, the student may
      not be held financially liable. Prior to participation, consent must be given in
      writing using the University of Missouri release form, and failure to provide
      consent in writing will preclude participation in the program.

B. Guidelines for International Studies Centers -- The International Studies Centers
   will:

   1. Conduct periodic assessments of health and safety conditions for a program,
      document those assessments, and develop and maintain an emergency
      preparedness and crisis response plan.

   2. Provide health and safety information for prospective participants so that they can
      make informed decisions concerning participation in and behavior on the
      program.

   3. Notify prospective participants that home campus services and conditions are not
      replicated at the overseas site.

   4. Provide orientation to potential participants on how to deal with health and safety
      issues, potential risks, and appropriate emergency response for a program.

   5. Ensure that participants are provided information regarding health insurance that
      can be utilized at the overseas site.

   6. Evaluate the local environment of the program, including program-sponsored
      events, excursions and other activities. Provide, on an on-going basis,
documentation of that evaluation. Use reasonable care when selecting any third party to provide products or services.

7. Assess the availability of medical and professional services at the foreign study site and instruct the program director or host institution to inform participants of their availability.

8. Provide appropriate and ongoing training on health and safety guidelines and practices for program directors and staff.

9. Communicate applicable codes of conduct and the consequences of noncompliance to participants.

10. Inform participants when and where the University's responsibility ends and what aspects of their experience are beyond the University's control. Generally, the University:

    1. Cannot guarantee the safety of participants or eliminate risk from the study abroad environment.
    2. Cannot monitor or control all the daily personal decisions, choices, and activities of individual participants.
    3. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
    4. Cannot assure that US standards of due process apply or provide or pay for legal representation for participants.
    5. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the University, for events that are beyond the control of the University and its subcontractors, or for situations which arise from the failure of a participant to disclose pertinent information.
    6. Cannot assure that home-country cultural values will apply on the program when these differ from those of the host country.

C. Guidelines for Participants -- Participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors. Students will:

    1. Read and carefully consider all materials issued or recommended by the sponsor that relate to safety, health, legal, environmental, political, academic, cultural and religious conditions in host countries.
    2. Consider their personal health and safety needs when accepting a place in a program.
    3. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
    4. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
    5. Inform parents, guardians, and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
    6. Understand and comply with the terms of participation and codes of conduct of the program, and obey host-country laws.
7. Be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.

8. Accept the consequences of their own decisions and actions.

9. Consult the appropriate academic unit on campus concerning questions about the transferability of course credit offered by the host institution prior to participation in the program. Students from the University of Missouri who participate in programs sponsored by other universities or organizations should follow the participant guidelines. Students can use the guidelines for international studies centers to evaluate non-university sponsored programs.

D. Guidelines for Parents or Guardians -- When appropriate, parents or guardians should:

1. Obtain and carefully evaluate health and safety information related to the program as provided by the University, the Center for Disease Control, the US Department of State and other sources.

2. Be involved in the decision of the participant to enroll in a particular program.

3. Engage the participant in a thorough discussion of safety and behavior issues related to the program.

4. Be responsive to requests from the University or other program sponsor for information needed regarding the participant.

5. Keep in touch with the participant.

6. Consider the program director or the international studies center staff the primary point of contact for emergencies or special concerns regarding the student's participation in a study abroad program.

E. Guidelines for Other University Related International Travel

1. This subsection addresses guidelines for University-related international travel that occurs outside the context of a University-sponsored study abroad program. It applies to travel by University graduate and undergraduate students, or other participants in University sponsored educational programs, traveling individually or in groups, with or without University funding for any University-organized, University-administered, or University-related activity or program.

2. University-related international travel covered by this subsection must be approved in writing by the Chancellor or his or her designee.

3. The traveler must report such travel to the Chancellor’s designee before the scheduled departure date. All participants of University-related international travel covered by this subsection, including faculty, staff, volunteers or other leaders shall be registered in the appropriate campus international travel registry.