



MISSOURI

July 22, 2021

Chancellor C. Mauli Agrawal  
Chancellor Mohammad Dehghani  
Chancellor Kristin Sobolik

Dear Chancellors:

Today I am issuing a revised version of Executive Guideline No. 3 (Guidelines for University of Missouri Related International Travel & Programs 210.070). This revision is being issued to address the following:

- Non-enrolled participants (guests) participating on the University of Missouri's study abroad programs and University-related international activities
- Update language to ensure inclusivity and accurately reflect current practices and deliverables on each campus
- Provide additional guidance regarding periodic assessments of site health and safety conditions

This policy has been widely discussed and vetted with the University of Missouri System's international offices, as well as Risk and Insurance Management. Please distribute this revised Executive Guideline to the appropriate individuals on your universities.

Sincerely,

Mun Y. Choi, Ph.D.  
President  
University of Missouri

Cc: Stephen J. Owens, General Counsel  
Cindy S. Harmon, Secretary to the Board of Curators  
Ryan Rapp, Executive Vice President  
Kelly Mescher, Office of General Counsel  
Ed Knollmeyer, Director of Risk Management

# CRR Chapter 210: Credits and Courses

## 210.070 Guidelines for University of Missouri Related International Travel & Programs

Executive Order No. 3, 8-15-1999; Amended 9-19-2016; Amended 7-22-2021

### **A. Guidelines for International 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 centers may not administer all study abroad programs on its campus, the centers on each campus 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.
4. Students and, when appropriate, their parents or guardians must sign a release form indicating they have received information about and understand the risks associated with participation in university related international travel or activity. 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 Centers—The International Centers will:**

1. Require periodic assessments of health and safety conditions and determine the method of assessment. These assessments should include at a minimum a review of the following:
  - a. Local environment of the program
  - b. Program-sponsored events, excursions and other activities
  - c. Developing standards for evaluation and approval of third parties providing products or services
2. Programs will follow the [Guideline on Student or Other Participant International Travel or Study Abroad](#).
3. Develop and maintain general emergency preparedness and crisis response plans
4. Provide health and safety information for prospective participants so that they can make informed decisions concerning participation in and behavior on the program.
5. Notify prospective participants that home campus services and conditions are not replicated at the overseas sites.
6. Provide orientation to potential participants on how to deal with health and safety issues, potential risks, and appropriate

- emergency response for programs.
7. Provide participants information regarding health insurance that can be utilized at the overseas site.
  8. Provide participants information about the local environment of the program, including program-sponsored events, and other related activities.
  9. Provide resources regarding 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 of these services.
  10. Provide appropriate and ongoing training on health and safety guidelines and practices for program directors and staff.
  11. Communicate applicable codes of conduct and the consequences of noncompliance to participants.
  12. 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:
    - a. Cannot guarantee the safety of participants or eliminate risk from the study abroad environment.
    - b. Cannot monitor or control all the daily personal decisions, choices, and activities of individual participants.
    - c. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
    - d. Cannot assure that US standards of due process apply or provide or pay for legal representation for participants.
    - e. 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.
    - f. 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. Participants 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 families, and any others who may need to know about their participation in the study abroad program or university related international travel and activities, provide them with the appropriate 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 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. Follow the guidelines from the international centers to determine the suitability of non-university sponsored programs.
10. 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, as applicable.

**D. Guidelines for Other University Related International Travel and Activities**

1. This subsection addresses guidelines for University-related international travel and activities 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 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 and activities covered by this subsection must be reported and approved by the Chancellor or his or her designee by the campus deadline.
3. All participants of University-related international travel and activities covered by this subsection, including students, faculty, staff, volunteers or other participants shall be registered in the appropriate campus international travel registry. Faculty and staff traveling without students or other participants are encouraged to register their travel.