MARIAN UNIVERSITY
Indianapolis®

Marian University – International Travel Policy, Guidelines, and Protocol

Rationale

Many Marian University students, faculty, staff and community members participate in international programming that is sponsored by Marian but may not be solely managed by MU Study Abroad. Some of these programs, such as group travel experiences, are set up by the Marian academic departments, centers, athletics, or student organizations. Some include an academic component while some do not. Others, such as research, service-learning, mission trips and independent international study and research opportunities may or may not confer academic credit, depending on the specific program. Regardless of the international program or activity Marian students, faculty, and staff are participating in, we consider all experiences abroad as very valuable in Marian University's Mission, Vision and in contributing to the development of global transformational leaders.

In order to better support international activities and to address risk management issues for the university and its students, faculty, and staff undertaking international travel, Marian University establishes the following policy and protocol for traveling internationally on university-related business or programs. Note: this policy specifically excludes all personal leisure or vacation travel.

The following Marian international travel policy and protocol will also serve to better inform students, faculty and staff regarding issues related to international travel risk management, health and safety, export controls and allow the campus to maintain better records of our international activities. Note: Faculty travel involving professional development and/or budget review must be authorized 9 months in advance of travel via the Provost's Office.

Policy on International Travel and Programs

This policy applies to the following two types of international travel and programs:

1. International travel by students, staff or faculty related to their Marian University positions or responsibilities. Included would be international travel for; all education and study abroad programming (non-credit), research involving international travel, international recruitment, international partner institution visits and/or site visits, professional development trips involving international travel, and international travel to conferences, fairs, symposia, and summits.

2. International travel by students, staff or faculty on programs offered by Marian University, affiliates, or partners for academic credit. Included would be all short-term and long-term education abroad programming, all faculty-led study abroad programs (for-credit), all third-party or affiliate study abroad programs, all service-learning, mission and experiential programs abroad, all study abroad site visits, all study abroad mentoring programs, and all international partnership development travel.

All international travel: Any faculty or staff members who are traveling with students internationally or a student traveling alone--for example to an international professional conference, study abroad program for non-credit, mission trip, service trip or related-- must contact the Office of International Programs (OIP) (317-955-6333) 9 months before the travel/program begins. The OIP will review the travel plans and traveler information via the required International Travel Registration Form to ensure that best practices are being followed regarding arrangements for duty-of-care, and to make sure that university policies are being followed. The OIP's Study Abroad unit will provide pre-departure documents and information for individual travelers and group leaders as needed, and will require that all travelers are enrolled in a comprehensive medical/evacuation/repatriation insurance program which meets the University's policy for coverage levels. The International Travel Registration Form, must include travel leader or solo traveler name and contact, traveler names, dates, specific travel destinations and purpose, insurance information, and brief explanation of duty-of-care. The Chair of International Programs and the Study Abroad Director will review submitted International Travel Approval Forms for approval and/or recommendations. International Travel Registration Forms may be requested from the Office of International Programs, Study Abroad Office or downloaded at: www.marian.edu/international-programs.

Education Abroad related travel: Program leaders, faculty-leaders, and accompanying faculty are required to meet with the Chair of International Programs or the Study Abroad Director in order to go over travel risk assessment and duty-of-care information. Faculty are required to meet with the Study Abroad Director and the Chair of International Programs 12 months in advance of a proposed new study abroad program for-credit. All study abroad programs (short-duration and semester-long), must be operated and documented through the Office of International Programs' Study Abroad unit and any new programs must have the approval of the campus-wide Study Abroad Committee or Chair of International Programs. This process aims to ensure that all of our abroad programming and activities have appropriate travel planning, implementation, orientation, and resources.

International Travel Registration Forms for student-organized trips done under the auspices of Marian University must be submitted to Anthony Shull ashull@marian.edu or Wendy Westphal wwestphal@marian.edu. All International Travel Registration Forms will be maintained in the OIP's Study Abroad Office and shared with the MU Police Department and Dean of Student Affairs Office.

Working with third-party program providers, not-for-profit organizations, or entities outside of Marian University: Marian University requires that all group programs involving international travel be organized and implemented through a Marian University vetted and approved organization or entity. In most cases, an affiliate agreement or MOU will be required in order for program planning to proceed. This requirement includes all travel with students for academic for-credit courses, non-credit courses and programs, service-based learning programs and mission trips. Faculty-leaders, accompanying faculty and group leaders are asked to work with their school/college representative and the Office of International Programs in order to efficiently proceed through the vetting and approval phase.

Travel to countries or regions under U.S. Department of State Travel Warning:
If the U.S. Department of State has issued a Travel Warning or Advisory related to a certain country or region within a country, Marian University will not approve and may suspend student travel to that country. This includes travel for academic credit and travel for non-academic credit and under the auspices of Marian University. However, the student or faculty leader may petition for approval via the Travel Suspension Appeal. Travel Warnings and Advisory postings over a 12-month period

can be viewed at the following website: http://travel.state.gov/content/passports/en/alertswarnings.html. U.S. Department of State travel information, travel tips, and country information can be viewed at the following website: http://travel.state.gov/content/passports/en/go.html.
Appeals may be granted when, in the sole discretion of the university, any risks of travel to a specific location have been sufficiently mitigated to allow students, faculty and staff to travel safely there. Travel Suspension Appeal Forms may be requested from the Office of International Programs, the Study Abroad Office or downloaded at www.marian.edu/international-programs.

Duty-of-Care, Health, Insurance:

Duty-of-Care is the careful consideration and mitigation of all potential risk related to health, safety and security.
International travelers must enroll in the STEP Smart Traveler Enrollment Program: https://step.state.gov/step/ and provide confirmation of registration to faculty-leader for group travel on study abroad programs, Study Abroad Director, or Chair of International Programs for Mission Trips. Travelers and trip leaders must know the location of the closest U.S. Embassy or consulate to the areas in which they will travel before leaving the United States.

In addition, Marian University requires that all international travelers on University related study, research, or business submit a signed Medical Treatment Release Form and signed Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement to be submitted to; abroad@marian.edu. Travelers and trip leaders should locate hospitals and clinics in the areas where travelers will be located before leaving the United States.

Faculty/staff and students participating in Marian University, academic, service, or business related international travel should have supplemental international health insurance for the period they are abroad. It is recommended that the international insurance include major medical coverage as well as coverage for medical evacuation and repatriation of remains.
Here are examples of just a few companies who provide such coverage.

HTH Worldwide Insurance
http://www.hthtravelinsurance.com

MEDEX Worldwide Travel Assistance
http://www.medexassist.com

iNext International Travel Insurance
http://www.inext.com

Web site with travel insurance comparisons
http://www.insuremytrip.com

Marian University Department of Health and Wellness
http://www.marian.edu/Campus-Life/health-and-wellness

Additional insurance information on US Department of State web site:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html

Travel documentation:

Travelers may be required to obtain a visa or other travel documents in addition to a passport. It is your responsibility to ensure that you have the correct visa type for the activities that you are undertaking in the host country. Failure to obtain the correct visa can lead to legal action by the host country. (For example, engaging in research without the proper permission in a foreign country can potentially lead to legal action and arrest by local authorities.) Information on entry/exit requirements for U.S. citizens can be found on the appropriate U.S. Department of State Country Specific Information page: http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.

Visa requirements may be different for citizens of countries other than the United States. We recommend that non-U.S. citizens review the host country's embassy website to identify entry and exit requirements for the host country applicable to their nationality.

Marian University will not be responsible for legal issues arising from a traveler's failure to obtain all required travel documents.

Export Control: Foreign Travel

Travel to certain foreign locations may be governed by export control laws. U.S. government regulations restrict some financial transactions and exchange with countries that are sanctioned. In some cases an export license may be required for items including software, technology or other information given to foreign persons. A

good example of this would be the loaning of someone a USB drive, laptop or other device with stored information. The following websites include information on what can be taken and what cannot be taken to certain countries along with notifications of countries under sanction or warnings for related criminal activity.
http://travel.state.gov/content/passports/en/go/customs.html
http://travel.state.gov/content/passports/en/country.html

If it is determined that the country the traveler is planning travel to is under sanction it is imperative that the traveler contact the Chair of International Programs in order to determine how best to proceed.

Additional Guidelines for Faculty and Staff Traveling Abroad with Students

1. Contact OIP: Marian University student groups and faculty-leaders for study abroad should contact the Chair of International Programs (317-955-6333 or ashull@marian.edu) at least nine months before the travel/program begins. If it is determined that the program qualifies as a study abroad program, it must be operated through the OIP's Study Abroad unit and have the approval of the Study Abroad Director (existing programs) or Study Abroad Director and Study Abroad Committee (new programs). A faculty-led study abroad planning guide and checklist will be provided upon request and required to be completed before programs may proceed. Planning guide and checklist should cover all subsequent items 2 – 14 in this section. This quality control ensures that programs have appropriate planning, implementation and oversight. Faculty or staff interested in proposing a study abroad program can contact the Study Abroad Director at wwestphal@marian.edu. Faculty or staff interested in proposing an affiliate agreement with a study abroad provider can contact the Chair of International Programs at 317-955-6333 or ashull@marian.edu.

2. Investigate and inform students of required visas and travel documents: Students may be required to obtain a visa or other travel documents in addition to a passport. Provide students with information on timeline and costs for visas and travel documents. Keep in mind that not all participants in the program may be U.S. citizens. Information on entry/exit requirements for U.S. citizens can be found on the appropriate country information page provided by the U.S. Department of State (http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html). Visa requirements for non-U.S. citizens may be found on the host country's U.S. embassy website (or the

website of the students' embassy in the host country). Please note that it is each individual's responsibility to ensure that s/he obtain the correct visa type for the activities that s/he is undertaking. Failure to obtain the correct visa can lead to legal action by the host country.

3. Instruct students to register their travel itineraries with the U.S. Department of State's Smart Traveler Enrollment Program (STEP): https://step.state.gov/step/

4. Review travel warnings and advisories for the host country: If there is a travel warning in place for the country you will be visiting, please consult with the Chair of International Programs in order to pursue further risk assessment and to complete a Travel Suspension Appeal if deemed appropriate. The University does not allow and may suspend travel to countries with Travel Warnings or Advisory areas within countries where the State Department advises against travel. Though official travel warnings and advisories are the university's baseline standard for banning international travel, it is not the only measure by which official international travel decisions and cancellations will be made.

You should also research if there will be any major events, such as elections, which could provoke civil unrest or instability, and develop contingency and emergency plans should local conditions merit a change of itinerary or evacuation.

If traveling on a lesser known foreign airline, verify that the country's aviation standards comply with FAA standards for international air travel. If standards are not in compliance and if it is not feasible to use a different airline, contact the Study Abroad Office for assistance. For more information, see the FAA's International Aviation Safety Assessments Program webpage: http://www.faa.gov/about/initiatives/iasa.

5. Consider logistical services support: Consider who will provide on-site support services, such as a travel agent, international program provider, or institution abroad. Check references given by other groups or faculty leaders who have used their services.

6. Consider emergency support at the program site: Consider who will provide emergency support for you and/or your students while abroad. How will you and/or your students receive information on local hospitals and doctors, local health and safety practices, and risk management issues associated with the program location?

Handling emergencies and health and safety issues should be addressed during the on-site orientation you give to students.
Duty-of-care steps include:

- Be available 24-7 to respond to emergencies related to program participants.
- Be prepared to communicate via e-mail, fax, or telephone with MU Police Department in the event of an emergency at 317-955-6789.
- Prepare a list of emergency contacts for off-campus sites, and/or partner facilities.
- Faculty-leaders should have each student's emergency contact information at all times.
- Prepare mobile phone contact information for all faculty-leaders and/or accompanying faculty members.
- Prepare a list of urgent care clinics or local hospitals where care would be provided.
- If there is more than one faculty-leader or accompanying faculty member for each group of students then a list showing the division of responsibilities is required.
- All of the above should be determined and provided to the OIP's Study Abroad unit in advance of program travel and distributed to participating students.

In addition to providing information about safety in program materials and during pre-departure and on-site orientations, the program director should consider the following guidelines to ensure safety:
1. Anticipate potential safety issues, even if they seem unlikely, and develop contingency plans in advance.

2. Follow the U.S. Department of State checklist on preparing to travel safely. http://travel.state.gov/content/passports/en/go/checklist.html.

3. Stress that program participants should make you aware of any and all of their independent travel plans, even if they are just out of town for a weekend.

4. Confirm that participants' travel requests have been approved with Academic Advisors and that they have registered with the U.S. State Department's Smart Traveler Enrollment Program (STEP), https://step.state.gov/step/.

5. Encourage students to keep their documents (passport, etc.) and a small supply of cash accessible. A photocopy of their passport should be kept separately from the actual passport.

6. Keep a list of phone numbers—including those of the American embassy, the local police, and key University offices—with you at all times. However, please remember that the first point of contact is always the Marian University Police Department.

7. Discourage students from discussing politics loudly and aggressively in public situations, especially in English.

8. Encourage students to:

- Seek international news from a variety of sources, including local papers and news broadcasts and U.S. news sources.
- Talk with you about local sentiment, safety procedures, and communication plans.
- Consult the U.S. State Department website (http://travel.state.gov) for travel warnings and travel alerts.

9. Consider the following financial guidelines for international activities:

In running an international activity, faculty or staff *may not* receive payments from students. All required expenses must be paid directly by students to the appropriate agency/vendor or to the appropriate academic department or Business Office at the University.

In certain cases, International Activities will take place as part of a course or workshop offered on the Marian University campus. In this case, arrangement for collection of payment as part of a course fee must be worked out with the academic department, with the support of the departmental chair or through the Business Office. If the International Activity is canceled, the department assumes responsibility for all debts or expenditures that are incurred.

In most cases, payments made to vendors in the U.S. or abroad for International Activities need to go through the Business Office. Contracts with the vendors may need to be negotiated and signed before any payments can be made. Negotiating these contracts or agreements can be time-consuming and complicated, so this process should be started many months in advance. Please consult with the Chair of International Programs for more information.

10. Prepare back up plan: Consider who could take over the responsibilities of the faculty leader or other staff in the event that they are unable to carry out their duties before trip, during trip, and upon arrival back to the U.S.
If there are two program directors and one director travels independently from the group for a day or overnight, he or she should:

- Be certain that the other program director is prepared to take charge of the program and provide for the health and safety of all participants.
- Provide the other program director with his or her itinerary complete with telephone contact information and clear instructions as to how he or she may be reached.
- Carry a cell phone.

11. Develop an arrival plan: Develop a plan for meeting the students at the beginning of the program. Students should have detailed information about how to get to the program meeting point from the airport as well as local contact information. An alternative meeting time and location should be established in case students or the faculty/staff have travel complications.

12. Consider/arrange housing for students and faculty leaders at the program site: Make sure the housing and its location have been vetted for safety and minimal housing standards. Consider the following safety issues: fire alarms, carbon monoxide detectors and student security. If housing is not arranged for students, you should provide guidelines for them to use in finding safe housing.

13. Consider local transportation needs: Will you arrange local transportation with on-site providers or bus companies? In addition to cost, consider the safety record and reliability of any contractors you will be using. Check references from other universities or groups who have used this company. It is advisable that road travel not take place at night and that providers use major highways.

14. Estimate expenses: Estimate airfare, meals, transportation and other anticipated expenses and provide this information to students. Students should also be encouraged to plan for emergencies. For example, medical emergencies abroad may require that students pay medical expenses up front and submit them later to their insurance companies.

15. Provide a pre-departure orientation: Provide students with a pre-departure orientation to prepare them for their international experiences. Ideally this would include written materials, as well as information given in a group meeting. The Study Abroad Office can provide examples of topics typically addressed in pre-departure materials and orientation.

16. Provide an on-site orientation: Upon arrival in country, provide students with an on-site orientation to assist them in adjusting to being in the location abroad. The Study Abroad Office can provide examples of topics typically addressed during on-site orientations.

Handling Emergency Situations

As a faculty-leader responsible for leading a study abroad program, you may find yourself facing an emergency involving one or more of the students who are in your care. Students can and do become ill, suffer accidents, fall victim to muggings and assaults, find themselves caught up in potentially violent political situations, and fail to return on time to programs at the end of long weekends.

In the case of an emergency, you should be prepared to be on-call 24 hours a day until the emergency is resolved.

While it is impossible to plan for all contingencies involving students abroad, you do need to be prepared to provide—in a consistent and predictable way—for the safety and well-being of the students. You also need to take reasonable and prudent measures to limit the University's legal liabilities.

Definition of an Emergency

Marian University considers that, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program

participants. Emergencies may include incidents that are “newsworthy” and reach U.S. news agencies and cause alarm to parents or colleagues.
Emergencies include, but are not limited to, the following:

- Physical assault.
- Disappearance, hostage taking, or kidnapping of a student.
- Robbery.
- Sexual assault or rape.
- Serious illness, physical or emotional.
- Psychological crisis.
- Significant accident and/or injury.
- Hospitalization for any reason or length of time.
- Terrorist threat or attack.
- Local political, natural, or man-made crisis or disaster in the vicinity of students, accommodations, or classrooms that could affect students’ safety or well-being.
- Infectious disease among participants or outbreak of an epidemic.
- Arrest or questioning by the police or other security forces.
- Crimes against a student.
- Crimes committed by a student.
- Death of a student.

Emergencies merit thorough preparation and immediate response. Work with the MU Police Department and MU Emergency Response Team in responding to specific incidents.

Emergency/Crisis Protocol

1. Take any necessary steps to secure the immediate physical safety of students and colleagues. In the case of a medical emergency, always ensure that the student is in the care of qualified emergency personnel before taking further steps.

3. Contact MU Police Department at 317-955-6789. If possible, the Police Department should be contacted within two hours of discovery of a situation. Public Safety will immediately contact the University’s Emergency Response Team. This team will oversee:

a. Contacting staff in the Office of International Programs and Study Abroad unit and sponsoring department/program.

b. Calling students' emergency contacts.

c. Addressing U.S.-based and non-U.S. based media, as necessary.

4. Notify other on-site staff.

5. Notify student participants and de-brief as needed to keep them calm.

6. Contact the host university, if applicable.

7. Document the situation. Start a journal. Save copies of all e-mails. Take notes on all discussions.

8. Other steps may be necessary but will depend on the situation.

In a situation in which it appears that the student may pose an imminent risk to him or herself or someone else, you must obtain immediate medical care from a hospital or psychiatric facility. As soon as the student is under medical care, contact MU Police Department at 317-955-6789. The Police Department will notify the Dean of Student Affairs and Director of Health and Wellness Services who will contact the Office of International Programs as needed.

Confidentiality in Emergencies and Crisis Situations

FERPA may conflict with the desire of parents and others to receive information about on-site events or activities, although it permits disclosures in the event of a health and safety emergency. Some of these conflicts can be avoided by having students sign appropriate authorization forms that recognize that University staff will disclose information to their families in case of emergency. If University staff believe that certain information must be disclosed for a health or safety emergency, they should first contact MU's Office of the General Counsel (317-955-6208) for guidance if at all possible. In rare cases when that is not possible—in cases of serious and immediate medical emergency, for example—the best guideline is to act in the way that will be of most benefit to the students. Remember to document all emergencies thoroughly and to communicate first with the MU Police Department at 317-955-6789.

Sending Students Home

One or all students may need to return to the U.S. early. You should communicate with students during orientation about the circumstances under which returning home or being sent home may happen and clearly describe grounds for expulsion from the program.

When contemplating evacuation, expulsion, or program cancellation, program directors should consult with the Dean of Student Affairs and in consultation with and at the Chair of International Programs.

The program faculty-leader(s) may send individual students home in response to:

- Criminal activity on the part of the individual: arrest, drug use, etc.
- Behavior that endangers the student or others.
- An emotional crisis that greatly affects an individual.
- Serious illness, including psychological illness.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior that does not improve with advising and that endangers the program's relationship with the local community or behavior that is insensitive to other group members or damaging to the program group's morale.

The program faculty-leader in consultation with the Emergency Response Team, Chair of International Programs and Study Abroad Director, may cancel the program in response to:

• Death of a program participant or staff member.
• Kidnapping of a program participant or staff member.
• An outbreak of an infectious disease.
• A natural disaster.
• A political or civic emergency.

Documenting Incidents

All emergencies should be documented as completely as possible and as soon as possible after they occur.

Minor emergencies or incidents may not require implementing the full emergency/crisis protocol, but you must still document them thoroughly. The MU Police Department should be provided with documentation within 24 hours of any incident. The Police Department will provide copies of incident reports to the Dean of

Student Affairs, Office of International Programs and Study Abroad Office. In documenting an incident, make note of the following:

- Date and time of incident.
- Location of incident.
- Names of all students involved.
- Names of all others present.
- How and when you learned of the incident if you were not present.
- Brief description of the incident.
- Brief description of your response to the incident.
- Names and contact information of any physicians, officials, or police involved.
- If a student was injured or ill and received medical attention, a description of the treatment and any recommended aftercare, including the names of medication.
- If a student was incapable of making decisions (about medical treatment, for instance), explain who made those decisions.
- Notes regarding contact with students' parents and any Marian University offices.

If contacted by the media during an emergency or incident please contact the MU Office of Marketing and Communications at: 317-955-6775. Do not respond to media directly.