

# MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

## Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 325 – International Travel – Students, Faculty and Staff. Authorization/Registration, Health and Safety Requirements

**Adopted: March 7, 2014**

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### I. Board policy:

The Board of Regents recognizes the importance of providing international experiences for faculty, staff, and students. This policy is intended to promote the health, safety and security of all members of the campus community when traveling internationally for university related activities.

Each campus should adopt policies for faculty, staff, and students traveling internationally for university related activities.

#### A. Definitions:

1. Student Travel - University related International Travel taken by one or more students for credit or not for credit. Examples include but are not limited to:
  - a. Study abroad programs, group student travel whether accompanied by a faculty member or not, internships, practica, student teaching, university service, conferences, or research
  - b. Travel by registered student organizations, club sports or varsity athletic teams.
  - c. Activities funded in whole or in part by a campus, including sponsored research grants, university contracts, F&A funds or other university administered funds.
2. Faculty and staff travel - University related International Travel taken by faculty or staff. Examples include, but are not limited to:
  - a. Business trips
  - b. Conferences
  - c. Leading a faculty directed study abroad program or otherwise accompanying students
  - d. Research
  - e. Sabbaticals
  - f. Teaching
  - g. University service
3. Student – undergraduate and graduate students
4. Faculty – tenured, non-tenured and adjunct faculty employed by the Montana University System
5. Staff – Montana University System employee

### II. Procedures:

A. AUTHORIZATION: Each campus shall establish an approval process for international travel by faculty, staff, and students. Each campus shall establish an international travel review committee which will be responsible to review and approve any travel to a country with a U.S. State Department Travel Warning or which raises serious safety concerns or may be outside insurance coverage areas.

B. REGISTRATION: The University of Montana - Missoula and the Montana State University - Bozeman campuses shall maintain a computer based Travel Registry for international travel for all of its affiliated campuses. The Registry will allow the universities to identify and assist all university travelers in an emergency and provide travelers helpful information prior to departure. The computer based Travel Registry must be available no later than October 1, 2014.

Campuses will maintain paper documentation of international travel until the computer based Travel Registry is in place.

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C. DOCUMENTATION: the campuses will maintain the following information for each trip:

1. The list of participants, their contact information abroad and emergency contact, and passport numbers
2. Travel itinerary
3. Evidence of required medical and emergency evacuation and repatriation insurance coverage

D. OTHER REQUIREMENTS:

1. Students engaged in university sponsored International Travel are subject to the campus Student Conduct Code and any other rules of conduct established for the trip. Failure to comply with conduct rules will result in dismissal from the trip and a requirement to return to the university or the student's home.
2. Each campus will establish a process for pre-trip orientation sessions for students.

History:

ITEM 162-101-Ro314, adopted March 7, 2014.