**3.14 International Study Programs**

**Purpose:**

To establish basic standards of quality assurance, financial management, risk management, and personal safety for all UNI programs involving student and faculty travel and residence abroad.

**Policy Statement:**

The University of Northern Iowa encourages student and faculty participation in University and Regent sponsored international activities. The Study Abroad Center/Office of International Programs is responsible for helping to ensure that student and faculty travel transportation, housing and other logistical arrangements for such activities meets personal safety standards, international travel regulations and is accurately reported . All University departments and faculty will work through and with the Study Abroad Center in order to ensure consistent, high quality, and safe international study opportunities. The Study Abroad Center is responsible for conducting regular program evaluations.

**Procedures:**

This policy is implemented through procedures detailed in the SAC Handbook for Deans, Department Heads and Faculty. Procedures will be reviewed and updated at least annually and notice of changes will be provided to Handbook users annually. At a minimum

1. All active study abroad programs must be inventoried in a central database. The database will include all information necessary to comply with the health, safety, and emergency protocols and reporting requirements of the University.
2. It is the responsibility of the unit sponsoring the program and/or the instructor of record for the program to ensure that students attend mandatory pre-departure orientation sessions and post-program debriefing sessions.
3. All tuition and fees mustbe charged on the student’s U-Bill including mandatory Board of Regents approved study abroad fees.
4. All University departments/programs must work through and with the Study Abroad Center in order to administer and collect standard program evaluations provided by SAC each time the study abroad program is conducted. SAC will provide summaries of program evaluations to university department heads and to faculty directors.
5. All departments and schools at UNI sponsoring or offering study or travel abroad activities for students will annually report their respective activities to SAC.

See also [UNI Academic Policies](http://www.uni.edu/policies/chapter-2-administrative-policies)

See also [UNI Study Abroad Health and Safety Guidelines](http://www.uni.edu/studyabroad/guide/healthSafety.htm)

Office of International Programs ~~5/99~~President’s Cabinet approved ~~6/99~~Board of Regents, State of Iowa ~~6/99~~