

## Proposed Guideline #1a

### Guideline for the Development and Operation of Off-Campus International Educational Programs

#### I. Types of Programs

- A. Institutions may opt to have their students engage in any of the following types of international study:
  - 1. institutional faculty led programs
  - 2. programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit,
  - 3. international branch campuses,
  - 4. reciprocal exchange programs,
  - 5. direct enrollment in institutions outside the United States,
  - 6. consortia sponsored programs,
  - 7. programs sponsored by American universities and colleges overseas, or
  - 8. hybrid programs.
- B. Individual institutions *and TBR sponsored consortia* are encouraged to work cooperatively with one another and with overseas international partners in expanding, modifying or establishing new international education programs.

#### II. Defining Roles

- A. Individuals approved for participation in, and travel with international programs sponsored by TBR institutions include:
  - 1. Participants
    - a. Students enrolled in TBR institutions must be registered for international education programs or international study courses in order to participate.
    - b. Individuals who are students at non-TBR institutions or are not students at any institution of higher education become TBR institution students during the duration of the international education experience by virtue of enrolling under "Non-Degree" or "Continuing Education" or "Transient" or "Transfer" student status, i.e. these individuals must meet all qualifications, prerequisites, and requirements for selection as a participant in a international education program, participate in an orientation meeting, and pay all tuition and fees to the sponsoring TBR institution.

- c. Students from non TBR schools who elect to participate in TBR institution international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.

## 2. Program Directors and Group Leaders

- a. TBR employees who administratively lead international education experiences, as well as individuals outside the institution including those employed at another higher education institution outside the TBR system who serve in the role of Program Director or Group Leader in that capacity, must have their role defined and documented by the unit sponsoring the program and on file with the TBR Vice Chancellor of Academic Affairs
  - 1a. If an institution wishes to allow spouses and children to accompany participants, consideration should be given to: the length, location and nature of the program, the ages of the minor children, extent of travel involved, availability of accommodations, and the potential impact of the presence of the spouse and/or minor children on the program.
  - 2a. Spouses and minor children, if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
  - 3a. Spouses and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR institutions prior to departure.

## III. Recruitment, Admission, Orientation, Participation, and Re-entry

- A. Students from other institutions who participate in international study programs at any TBR institution may be classified as transient (guest, visiting, or non-degree) students at the sponsoring program institution. Transient status connotes that the individual student does not plan to pursue a degree at the sponsoring institution. Transient students must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
  - 1. Institutions may limit enrollment in institutionally sponsored programs to students enrolled at the sponsoring institution. ] *the right to deny*
- B. Institutions may at the discretion of the program director or group leader allow a student to audit an international education course. A written formal agreement between the student and the Program Director addressing the audit expectations and obligations during the program is required.

1. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.
- C. There are diseases and medical risks in many countries that are less common or absent in the United States. Individuals traveling overseas bear the responsibility to know any special health issues relevant to the countries that they will be visiting and preparing appropriately for these risks.
1. Individual institutions may, at their discretion, require students, faculty or staff to provide signed documentation of having received pre-travel advice and counseling, as well as relevant vaccinations, anti-malarial prophylaxis, and other medical interventions consistent with appropriate medical practice.
  2. Institutions may require students, faculty or staff to provide signed documentation of testing for infectious disease (e.g., tuberculosis) after traveling to regions at risk for such diseases.
  3. Institutions may restrict participation in an international program for students to be determined to be at excessive medical risk.
  4. Institutions may require that participants in international programs document that they have appropriate medical insurance.
  5. Institutions may discontinue or terminate any international program or course and require the immediate return or relocation of any participants, if health or safety risks are judged by the sponsoring institution to justify such an action.
- D. Institutions are responsible for establishing program recruitment materials and/or advising which accurately represent the program and include selection based on appropriate academic criteria, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.
1. Student participating in international education at TBR institutions, including visiting/transient students, will obtain financial aid through their home institutions office of financial aid and follow the home institutions policies on financial aid.
  2. Visiting/transient students will register for classes at the TBR sponsoring institution and upon completion, may then transfer credit from the sponsoring institution to their home institutions.
  3. Transient students pay all tuition and program fees directly to the sponsoring TBR institution.

- E. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines.
- F. International education programs or courses have the authority to establish more stringent guidelines than those set either by TBR or individual institutional policies and procedures regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs including alcohol or engaging in behaviors which may be culturally inappropriate in the host country or actions that may put the student or others at risk. Students should be advised that standards of personal conduct different from those in the United States may be expected in a host country.
- G Individual institutions shall establish guidelines for the contracting with potential institutions abroad
  - 1. A Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
  - 2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions
- H. International education activities are expected to be financially self-sustaining over time and to be accountable to good financial management practices.
  - 1. Recognizing the need for flexibility while maintaining accountability, the TBR has established the assessment of an international fee which individual institutions have authorization to allocate to activities in support of any approved globalization with the exception of salaries for faculty not engaged in providing international programs or courses.
  - 2. Individual institutions are responsible for establishing an infrastructure to determine the use of the international fees collected from their students to promote internationalization at the home institution.
- I. Individual Institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.

#### **IV. Financial Management**

- A. TBR Office of Academic Affairs will publish on the central office website, links to international education programs offered by individual TBR institutions.
- B. Institutions must make appropriate arrangements to use existing accounting and reporting procedures (if available) for all international travel for program directors of group leaders to cover expenses abroad as related to housing, food, excursions and incidental expenses as outlined in the international education program contract through the use of an institutional credit card, advanced money or other means.